



2022 LMA New York Local Steering Committee Position Descriptions

- **Secretary**
The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet LMA requirements and to enable authorized persons to determine when, how, and by whom LSC business is conducted. The Secretary records accurate minutes of meetings and submits reports to the LMANE Regional Board. The Secretary is also responsible for recording and preserving LSC processes and protocols. This is a one-year term.
- **Member-at-Large, Communications Chair**
The Communications Chair is responsible for overseeing all local communications delivered by the LSC, including invitations, special messages, published content and social media. The Chair will form a local committee to assist in planning and execution. Content includes articles for the LMA website, and regional newsletters, such as member profiles and event recaps. This is a two-year term.
- **Member-at-Large, Programming Chair**
The Membership Programming Chair is responsible for organizing and delivering programming to New York members. The Chair will organize and provide oversight for programming and will lead the local committee to assist in planning and execution. This is a two-year term.
- **Member-at-Large, Sponsorship Chair**
The Sponsorship Chair plays a vital role in engaging and securing local sponsors for NY events. The Sponsorship Chair is responsible for developing sponsorship prospects and securing sponsors. The Chair will also liaise with the NE Regional board. This is a two-year term.