

www.alanet.org



HOW FUTURE MEMBERS GET CONNECTED!

JOIN ALA TODAY



Your connection
to knowledge, resources and networking

THE ASSOCIATION OF LEGAL ADMINISTRATORS (ALA) IS THE CONNECTION that successful legal management professionals worldwide turn to first. ALA provides relevant information, ideas and insight you can use every day, along with the knowledge, resources and networking that help you grow in your career. Many of these resources are accessible on demand, so you can meet your employer's needs and save valuable time.

LOOKING FOR PROFESSIONAL EDUCATION OUTSIDE THE WALLS OF A UNIVERSITY?

- Check out ALA's educational offerings, including a wide array of conferences, retreats and idea exchanges.

CAN'T GET AWAY?

- ALA's publications and monthly webinars deliver education right to your office.

NEED HELP WITH A PRESSING LEGAL MANAGEMENT CHALLENGE?

- Our research staff can provide time-saving answers and resources for your management-related questions.

ALA membership will also provide you access to peer consultants, the job bank, career development resources and community betterment projects. No matter where you are located, these benefits and services are easily accessible from your desk or close to home.

Memberships are available in two categories, Regular and Associate, based primarily on your employment and job responsibilities. Refer to the membership application on ALA's website for details. Once you're a member of ALA, you are eligible to apply for membership in one or more chapters. Geographically-based chapters provide additional benefits and networking in your locale, while ALA's online Cyber Chapter, open to any member, is especially helpful for international members and those without a chapter nearby.



ALA has been serving the unique needs of legal management professionals since 1971. We invite you to become a member and encourage you to put all of our resources to work for you.

ALA Members

ALA serves professionals around the globe who are involved in or have a demonstrated interest in the operational management of organizations such as:

- Law Firms
- Corporate Legal Departments
- Government Legal Agencies
- Public Interest/Nonprofit Organizations
- Bar Associations
- Colleges/Universities

The Foundation of the Association of Legal Administrators

The Foundation is the charitable, educational and research affiliate of ALA. Through grantmaking, programs and sponsorship, it supports grassroots efforts within the Association to improve the profession of legal management.

YOUR CONNECTION TO KNOWLEDGE

Education, Research and Publications

Education

CERTIFICATION PROGRAM

ALA's Certified Legal Manager (CLM)SM designation proves you have mastered the core areas of knowledge essential to a legal manager's effective performance. By becoming a Certified Legal Manager, you will demonstrate excellence in your profession and distinguish yourself as an accomplished legal management professional.

** CLM is a service mark of the Association of Legal Administrators.*

WEBINARS

Gain knowledge and insight into a variety of law office management and personal development topics without leaving your office. Webinars are live, computer-based presentations led by subject-matter experts and cover topics such as finance, human resources, technology, marketing, legal industry issues and general management.

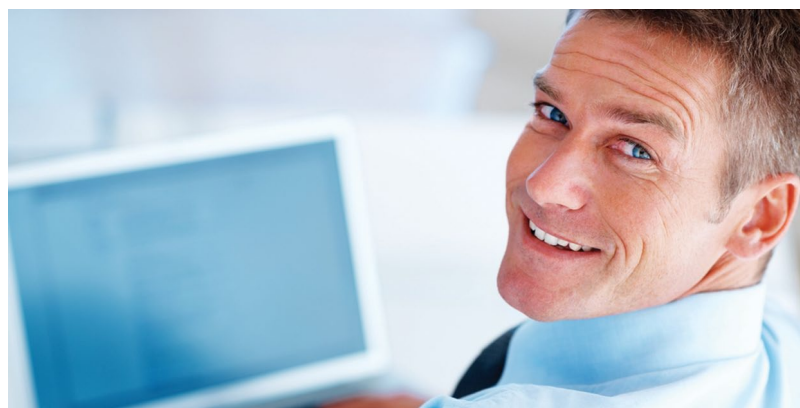
Research

With ALA's online resources, you're always connected to industry updates, legal management news and articles, and more.

LEGAL MANAGEMENT RESOURCE CENTER (LMRC)

The LMRC is a powerful online information-based tool designed to immediately provide the information you need or to quickly direct you to other sources.

This resource offers access to members-only content, as well as information available elsewhere on the Internet, reviewed and categorized for ease of access. The following ALA resources are also available through the LMRC:



ALA MANAGEMENT ENCYCLOPEDIASM

Available online, the *ALA Management Encyclopedia*SM provides comprehensive and timely original articles on the topics you need most to efficiently and successfully manage your law firm, corporate legal department or governmental agency.

The *Encyclopedia* is filled with carefully indexed, highly searchable answers to your questions on financial management, marketing, strategic planning, human resources and more. The *Encyclopedia* will save you time and effort in locating the critical information you need to solve your everyday legal management challenges.

ALA MANAGEMENT SOLUTIONSSM

This reference service provides members with the latest resources, industry contacts and solutions to law firm management issues. The Reference Desk is staffed by professionals with extensive research skills and experience in law office management. These industry experts can help you locate:

- Articles
- Statistics
- Surveys
- Web Links
- Forms
- Checklists

and other information on a wide range of management issues. The Reference Desk staff will provide clear, detailed responses to your question, often within one to two business days of your request.

Publications

Whether you are a legal administrator, support manager, solo practitioner or managing partner, you will find that ALA's large family of publications offers a variety of unique articles, insights and information to meet your professional development needs.

YOUR ALA NEWS

www.alanet.org/youralanews

YourALAnews
Member News & Association Updates

Your ALA News, the Association's biweekly member e-newsletter, features vital information about ALA's programs, events and resources, and includes chapter reports, member achievements and Association news.

ALA CURRENTS

www.alanet.org/alacurrents

ALACurrents
LAW FIRM MANAGEMENT TRENDS & INNOVATIONS

This electronic newsletter about law firm management trends and innovations is provided to members via email. *ALA Currents* is disseminated biweekly and is a "must-read" for principal administrators and other legal professionals around the world.

MEMBERSHIP HANDBOOK

The handbook is a compendium of member information and other Association resources. Also included are vital organizational documents such as ALA's Mission Statement and Goals and the Code of Professional Responsibility.



ALA BOOKSTORE

www.alanet.org/bookstore

ALA members enjoy discounts on books and other resources about law firm management and related topics. In the ALA Bookstore members will find a variety of books selected specifically for their usefulness to law firm managers in areas such as financial management, communications, human resources, office operations, marketing and more.

COMPENSATION & BENEFITS SURVEY

ALA's annual Compensation & Benefits Survey provides salary and benefits information on more than 20 administrative positions. Purchase price discounts are available to members and survey participants.



For more information about the Association's publications, send an email to publications@alanet.org.



LEGAL MANAGEMENT

www.alanet.org/legalmgmt

Legal Management, ALA's award-winning educational magazine, features scholarly and "how-to" articles on issues of vital importance to legal management. The magazine covers critical topics in all areas of law firm management, including:

- legal technology
- human resources
- marketing
- financial planning
- leadership issues
- general business practices

ALA members receive each issue of *Legal Management* via mail as well as access to its content on ALA's website.

YOUR CONNECTION TO **RESOURCES**

Career Center, Business Partners and Retreat Planning

Career Center

www.alanet.org/careers

If you are exploring career opportunities or have a legal management position to fill, the Career Center is for you. Save valuable time (and money too) when searching for a position or filling a management opening with the online résumé service and Job Bank. And stay current on career-related matters by accessing dozens of articles, podcasts and free resources. ALA's Career Resources Kit contains a pre-hiring guide with advice for the hiring law firm and the prospective administrator, as well as a tailored job description, performance evaluation and employment agreement.

Business Partners

ALA VALUE IN PARTNERSHIP (VIP)SM PROGRAM

www.alanet.org/vip

Take advantage of the special services or discounts offered on quality products and services from nationally known companies through the ALA Value in Partnership (VIP)SM Program. ALA members and their employers have the opportunity to enjoy the savings and benefits these partnerships provide.

LEGAL MARKETPLACE

www.alanet.org/legalmarketplace

Start your search for a new business partner by visiting Legal Marketplace. You can connect with consultants, suppliers, manufacturers, service providers and training organizations and support the companies that support the Association.

“If it weren’t for my ALA and chapter memberships, I would not be able to provide my firm the efficiencies and cost effectiveness I have achieved in managing the business. Our organization’s mutually beneficial business partner relationships create thoughtful and helpful information sharing and cooperative negotiations.”



Shari M. Tivy, Director of Human Resources
Bowman and Brooke LLP
Minneapolis, Minnesota

Retreat Planning Plus

www.alanet.org/rpp

Partner with ALA's professional staff to negotiate, develop and execute a personalized and cost-effective retreat or event for your firm. This allows you to concentrate on managing the business of the firm while our experienced meeting planning staff tend to the retreat details.



YOUR CONNECTION TO NETWORKING

Events, getConnected and Directories

Events

A primary goal of ALA is to keep members up-to-date on current issues in their field. Whether you're a seasoned professional or new to the industry, ALA offers many diverse opportunities to enhance your skills and expand your professional knowledge.

You will learn powerful ideas and practical applications from the industry's foremost innovators and experts. Plus, many ALA educational programs allow you to earn CLM, CLE, CPE and PHR/SPHR credits. These events also provide you with important contacts and networking opportunities in the legal management profession.



*Annual
Conference &
Exposition*

ANNUAL CONFERENCE & EXPOSITION

Attend the industry's premier event for professionals involved in law firm and legal department management. Each spring this conference offers up to four days of timely educational sessions focusing on industry trends and developments, presented by well-known consultants, academics, business partners and other recognized experts. An extensive exhibit hall features all of the key business partners and provides one-stop shopping for a time-saving way to assess the marketplace.

REGIONAL CONFERENCES & EXPOS

ALA's geographic regional conferences, held each fall, provide two days of informative educational sessions, exhibits and networking opportunities close to home.

Specialized Programs and Retreats

LAW FIRM FINANCIAL MANAGEMENT CONFERENCE

This biennial conference provides education for those responsible for the financial performance of their firms. Learn best practices and current developments from industry leaders and experts in this fully-packed three-day educational conference.

LARGE FIRM PRINCIPAL ADMINISTRATORS RETREAT

Through educational sessions and idea exchanges, this annual retreat gives the principal administrator in a law firm of 100+ attorneys an opportunity to connect and network with their peers and find solutions to the challenges of running large organizations.

INTELLECTUAL PROPERTY (IP) RETREAT

Intellectual property has many specialized and detailed administrative and support requirements. This educational retreat helps IP firm administrators share resources and learn from one another.



COMMUNITY SERVICE

As a member, you can participate in the ALA-sponsored Community Connection program. ALA created Community Connection to encourage chapters, members, firms, business partners, relatives and friends to come together to contribute time, energy and resources toward improving local communities.



“There is hardly a week that goes by that I am not asked by my Partners — ‘*Can you get on the ALA site and see what other firms are doing about this*’ or ‘*What does ALA say about that?*’ They truly understand the benefits our firm receives as a result of their investment and my investment in ALA.”

Karen A. Murphy, Firm Administrator, Drewry Simmons Vornehm, LLP, Carmel, Indiana

getConnected

ALA ONLINE

www.alanet.org

Alanet.org provides you with Association news, events and updates. Through ALA’s website, you can easily register for events, purchase products, locate an array of ALA and legal management information, and contact staff and colleagues with questions.



DISCUSSION FORUMS

Three online discussion groups allow Regular Members to access members-only conversations about managing a legal organization. They include:

- Technology Forum
- Human Resources Forum
- Open Forum (for discussing general issues relevant to law office administration)

SOCIAL MEDIA

Connect with ALA via social media. Stay up-to-date on Association news and events, connect with your peers and get the latest information affecting the legal industry.



www.alanet.org/facebook



www.alanet.org/linkedin



www.alanet.org/twitter

Directories

ONLINE MEMBER DIRECTORY

In order to remain environmentally friendly and provide members with the most recent contact information possible for their peer network, an online member directory is available.

PEER CONSULTING DATABASE

The Peer Consulting Database is an online network of legal administrators who are ready to assist members with work-related issues. Members with self-designated expertise in specific areas of law office management volunteer to serve as resources on facilities, finance, human resources, marketing, technology and general management issues.



“As a New Zealand member of ALA for more than twenty years, I have found the Association of much value to me both professionally and socially. Our problems and challenges in managing law practices are very much the same, regardless from what country we hail. In particular, the IP group and its email discussion group have been great resources for me to seek help throughout the year.”

Grant J. Crowley, Chief Executive, Baldwins, Wellington, New Zealand



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THE PROFESSIONAL STAFF AT ALA HEADQUARTERS IS HERE TO ASSIST YOU AND ANSWER YOUR QUESTIONS.
CONTACT THEM AT 847.267.1252 OR MEMBERSHIP@ALANET.ORG.

