

Sample Applicant Summary Chart

2014 ALA XXXXXXXXX Committee Applicants – **CONFIDENTIAL**

#	Name	Location	Title	# of attys	Years as ... Admin/Member	ALA Activities	NOTES
1	Tom Hanks, CLM, SPHR	San Francisco, CA	Executive Director	21	28/30	Many in Chapter; RNC (twice); regular Session Manager	
2	Robert De Niro	Lexington, KY	Finance Manager	20	10/10	Various committees in Chapter; no board experience	
3	Bradford W. Hildebrandt	Pittsburgh, PA	COO	18	11/10	Various Chapter committees, including Chair of Salary & Benefit Survey	
4	Denzel Washington	St. Paul, MN	Controller	54	11/8	Chapter Board, incl President; Annual Conference Committee	
5	Katharine Hepburn	New York, NY	Director of Administration	100	22/20	ALA President, Region 1 Director and Officer, Annual Conference Committee, Chapter President, etc.	
6	Brad Pitt, CLM, PHR	Bismarck, ND	Administrator	22	16/16	Independent member; involved with SHRM, since no local ALA Chapter	

7	Bette Davis	San Diego, CA	HR Manager	195	21/21	Chapter membership committee
8	Meryl Streep	Tucson, AZ	Director of Administration	74	23/22	Chapter Board, incl President; Various chapter committees
9	Aaron Neville	Boston, MA	Office Administrator	6	20/15	Chapter Retreat Committee Chair; Chapter Prez-Elect
10	John Kennedy, Jr.	Seattle, WA	Administrator	25	12/10	Independent member; other local volunteer work
11	Aretha Franklin	Houston, TX	CFO	275	40/40	One-day educational conference committee; community relations committee
12	Peter Drucker, CLM	Madison, WI	Controller	120	7/7	Chapter Board, incl President; Annual Conference Committee
13	Elvis Presley	Nashville, TN	IT Manager	1175	2/1	New member; firm is ILTA member; volunteer at local animal shelter

USE HYPERLINKS TO APPLICATIONS

Committee Recommendation Memo to Board of Directors

ALA XXXXXXXX Committee

Committee Appointment Recommendations for 2015-2016

On behalf of the ALA _____ Committee, I am pleased to submit our recommendations for new committee appointments for 2014-2015. We have three positions to fill. George Kennedy, CLM, Emilia Clarke, and I are completing our third year on the committee, and we will roll off of the committee in May 2015. George and Emilia have served the committee with strong commitment and passion, always bringing great ideas and energy to our meetings. I have been honored to be a member of this committee, serving as Vice Chair last year and currently as Chair. It has been a wonderful personal and professional experience.

Our current committee members and terms are as follows:

Committee Members	Completing as of May 2015	Notes
Ava Gardner, CLM (Chair)	3 rd year	Rolling off committee after completing 3-year term
George Kennedy	3 rd year	Rolling off committee after completing 3-year term
Emilia Clarke	3 rd year	Rolling off committee after completing 3-year term
Meryl Streep (Vice Chair)	2 nd year	One year remaining on 3-year term
Nicole Kidman	2 nd year	One year remaining on 3-year term
Gregory Peck, CLM	2 nd year	One year remaining on 3-year term
Vivien Leigh	1 st year	Two years remaining on 3-year term
Clark Gable	1 st year	Two years remaining on 3-year term
Kit Harington	1 st year	Two years remaining on 3-year term

NEW COMMITTEE MEMBERS

Call for Volunteers: The _____ Committee did a "call for volunteers" in October 2014. We were pleased to 13 candidates for the three open positions, and we were pleased with the overall quality of the candidates. A complete list of the applicants can be found on Attachment A. I have also included, as a separate document, a copy of the electronic candidate notebook with the candidate applications. During our November telephone conference, we narrowed down the candidates to eight. We conducted our due diligence over the next four weeks using a standardized questionnaire for

interviewing the candidates and their references. The committee held a conference call in early November to discuss the candidates. Based on the outcome of the due diligence calls, we recommend that the following three individuals be approved as members of the _____ Committee:

Brad Pitt, CLM, PHR: Brad is the Administrator at Anderson & Martin, P.C., in Bismarck, North Dakota, a 22-attorney firm. He has over 16 years of experience as a Legal Administrator, and has been a Certified Legal Manager since 2008. Brad is an Independent Member of ALA, since Bismarck does not have a local Chapter. We were very impressed with Brad's strong volunteer leadership in SHRM on a state-wide basis. Here are some words used to describe Brad: diligent, focused, sensitive, thorough, thoughtful, and collaborative. Brad has his BBA in Accounting and has taken classes toward an MBA in Human Resources. He has been a member of ALA for 16 years, has attended the past ten conferences, and he has served as a session manager for all ten.

Meryl Streep: Meryl is the Director of Administration at Smith and Barnes, PLLC, in Tuscon, Arizona, working with 74 attorneys. Meryl has been an administrator and member of ALA for over 22 years. Meryl has held a number of positions in her Chapter, including Chapter President. She also sits on several local chapter committees. Meryl has an Associates of Science degree. Her references have great things to say about her, including a top-notch recommendation from Neil Armstrong, former Chair of the _____. Meryl's firm is regularly ranked as one of the best places to work, and it is believed that this success is a direct result of Meryl's positive influences within her firm.

Elvis Presley: Elvis is the IT Manager at Tarte, Pointe & Smoothe, in Nashville, Tennessee. His firm is an international firm with over 1175 attorneys. Elvis is new to the law firm world, and has been a member of ALA for one year. Prior to joining Tarte, he worked at a large corporation in the I.T. department. Elvis has been to one ILTA Conference, which he found beneficial, but he wants to learn more about the business of law. By volunteering for leadership, he feels he will get the most out of his ALA membership. He volunteers 10 hours a week at the local animal shelter, where he is writing a database program for them. Although he has not participated in local chapter leadership, he actively attends meetings, and he volunteered to coordinate the music for the chapter's holiday party.

The _____ Committee also picked two alternates in the event that one of the above candidates is no longer interested or able to serve. The selected alternates are:

Peter Drucker, CLM: Peter is the Controller at Wise and Martin, P.A., in Madison, Wisconsin. There are 120 attorneys in his firm, and he has been a member of ALA for seven years. Peter earned his CLM designation last year. Peter immediately got involved in the Wisconsin Chapter, and was the Chapter President within five years of joining ALA. He has also served on the ALA Annual Conference Committee.

Tom Hanks, CLM, SPHR: Tom is the Executive Director at Flowers Backer P.A. in San Francisco, California. Tom is an ALA Distinguished Member with over 30 years experience as a Legal Administrator, and he has been a Certified Legal Manager since 2006. Tom has been very active in two ALA chapters. In addition, he served on two Regional Nominating Committees, and he is a regular session manager at conferences.

APPOINT COMMITTEE VICE CHAIR

Last year, the Board approved the recommendation that Meryl Streep be appointed Vice Chair of the _____ Committee. She will take over as Chair after I leave the committee in May. I am proud of the work the committee has tackled over the past couple years, and I am confident that Meryl will continue to move forward with innovative initiatives and ideas, always looking toward the goals of ALA as a whole.

There are two current first-year members of the committee who have indicated a desire to be considered for the Vice-Chair position—Vivien Leigh and Clark Gable. After discussion with _____, committee staff liaison, we recommend that Clark Gable become the Vice Chair in May 2015. This is not a reflection of any negative thoughts about Vivien’s abilities, but more a salute to Clark. Clark has a strong love for ALA, he gets his work done well before the deadline, he is the first volunteer for other committee tasks, and he is well respected on the committee.

The committee would like to thank the ALA Board of Directors for their continued support of the _____ Committee. If any questions arise, please feel free to contact me at any time.

Respectfully submitted,

Ava Gardner, CLM, Chair
ALA _____ Committee
Cell: 602.666.1234

Sample Biannual Committee Report



ALA _____ Committee Report: July – December 2014

Committee Reports will vary significantly from committee-to-committee. For ease of readability, please use headings. Committee selection recommendations should be a separate report from biannual committee reports.

Update on Current Projects:

Financial Reports, if any:

Meetings Held, if any:

Committee Selection/Due Diligence/Member Update:

Next meeting:

Items for Board Consideration/Discussion:

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Respectfully submitted,

Ava Gardner, CLM, Chair
ALA _____ Committee
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