Note: This sample Member Interest Survey Cover Sheet should be tailored for your chapter’s specific needs and location. Please be sure to change where appropriate prior to sending to your chapter members.

ASSOCIATION OF LEGAL ADMINISTRATORS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHAPTER

Your comments, suggestions and recommendations are extremely important to the quality of educational programs offered over the next year. As a chapter, we are continually improving our career development, business partner relationships and educational opportunities. Expressing your needs by answering this survey is vital to the future structure of our chapter.

Please assist us in planning the chapter's future by taking about 10 minutes to complete the at­tached survey. (Note this section may be removed or altered as needed by the chapter: The first 20 people to complete and return the survey will receive a chapter golf shirt. ALL participants will have their names placed in drawings for free attendance at the April retreat, free attendance at Managing Partners/Anniversary Dinner and free attendance at a lunch or dinner meeting. Note: Only one prize per participant.)

The goal for this survey is 90% participation. We realize and understand that there are those who will not under any circumstance no matter how important, complete a survey of any kind, so we didn’t set our expectations at 100% (although we would love to be proven incorrect in this in­stance). Most of the survey is “check the box” and should take about 15 minutes to complete unless, of course, you have a lot of comments and suggestions (as we hope you do).

The survey results will be printed in the next issue of (insert chapter newsletter name) and will be published online at (insert chapter’s web site if applicable). We will also use the survey re­sults at the Executive Board Leadership Workshop in April.

Thank you in advance for completing the survey. Your feedback, suggestions and comments are greatly appreciated. If you have any questions about the survey, please call (insert contact name and telephone number) or e-mail me at (insert e-mail address).

Again, thanks for your help. Please return your response by (insert date).

Note: This sample Member Interest Survey below should be tailored for your chapter’s specific needs and location. Please be sure to change where appropriate prior to sending to your chapter members.

**ASSOCIATION OF LEGAL ADMINISTRATORS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHAPTER**

**MEMBER INTEREST SURVEY**

**Thanks for taking the time to respond to this survey. You can send your response to: (insert name, mailing address, telephone, fax and/or e-mail address).**

**MEMBER AND FIRM INFORMATION**

Firm size Total number of attorneys \_\_\_\_\_ Attorneys at your location \_\_\_\_\_

Firm location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (may insert specific locations or leave as fill-in-the-blank)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education I have my \_\_\_ Associate's degree \_\_\_ Bachelor's degree

 \_\_\_ CLM \_\_\_ Master's degree

 \_\_\_ Ph.D. \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have been a legal administrator for \_\_\_\_ years.

I am a member of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bar Association(s).

I prefer to receive notices of Chapter activities by (pick one)

 \_\_\_ e-mail \_\_\_ fax \_\_\_ regular mail

Firm Responsibilities \_\_\_ Overall Management \_\_\_ H/R \_\_\_ Facilities

(check all that apply) \_\_\_ Financial \_\_\_ Marketing

 \_\_\_ Technology \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I CAN GIVE AT LEAST ONE HOUR OF TIME TO IMPROVE OUR CHAPTER PER**

\_\_\_ week \_\_\_ month \_\_\_ quarter \_\_\_ year

**I am interested in assisting by** \_\_\_ writing articles

(pick all that apply) \_\_\_ being a speaker

\_\_\_ working with a local bar association

\_\_\_ being on the Executive Board

\_\_\_ assisting on a committee

**PROFESSIONAL DEVELOPMENT**

I am interested in Chapter educational opportunities in the following areas (check all that apply).

**FINANCIAL MANAGEMENT**

\_\_\_ Accounting for non-financial managers \_\_\_ Alternative/value billing

\_\_\_ Delivering superior client value \_\_\_ Budgeting

\_\_\_ Financial reporting and analysis \_\_\_ Investing

\_\_\_ Time & billing (business partner comparisons) \_\_\_ Financing methods

\_\_\_ Cash flow and collections \_\_\_ 401(k)/profit-sharing plans

\_\_\_ Balance sheets/income statements \_\_\_ Business Partner negotiation

\_\_\_ Trust accounting \_\_\_ Partner compensation

\_\_\_ Timekeeper productivity \_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HUMAN RESOURCES**

\_\_\_ Changes in employment laws \_\_\_ Compensation alternatives

\_\_\_ Diversity training \_\_\_ Performance evaluations

\_\_\_ Hiring and firing techniques \_\_\_ Keeping up morale

\_\_\_ Retaining staff and lawyers \_\_\_ In-house training

\_\_\_ Motivational techniques \_\_\_ Territorial games

\_\_\_ Outplacement and career development \_\_\_ Personnel/policy manuals

\_\_\_ Violence in the workplace \_\_\_ Sexual harassment issues

\_\_\_ Substance abuse \_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL DEVELOPMENT/COMMUNICATIONS**

\_\_\_ Assertiveness training \_\_\_ Change management

\_\_\_ Public speaking \_\_\_ Stress management

\_\_\_ Time management \_\_\_ Conflict management

\_\_\_ Communication styles & techniques \_\_\_ Effective listening skills

\_\_\_ Dealing with administrative burnout \_\_\_ Body language

\_\_\_ Dealing with difficult people \_\_\_ Mentoring

\_\_\_ Working with different personalities \_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LEGAL INDUSTRY**

\_\_\_ Business ethics \_\_\_ Strategic planning

\_\_\_ Developing a mission statement \_\_\_ Marketing

\_\_\_ Business Partner Relations \_\_\_ Multi-disciplinary practices

\_\_\_ Partner termination \_\_\_ Insurance

\_\_\_ Using market research to make decisions \_\_\_ Client surveys

**OFFICE MANAGEMENT**

\_\_\_ Office ergonomics \_\_\_ Buying v. leasing space

\_\_\_ Inventory control \_\_\_ Leveraging with paralegals

\_\_\_ Managing multiple sites \_\_\_ Outsourcing (pros & cons)

\_\_\_ Quality control procedures \_\_\_ Security

\_\_\_ Filing systems (centralized/decentralized) \_\_\_ Space planning & design

\_\_\_ Records management (bus. partner comparison) \_\_\_ Project management

\_\_\_ Imaging (business partner comparison) \_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Document management (business partner comparison)

**TECHNOLOGY**

\_\_\_ Bar coding \_\_\_ Websites

\_\_\_ Marketing on the Internet \_\_\_ E-mail security & policies

\_\_\_ Online research (business partner comparison) \_\_\_ Word v. WordPerfect

\_\_\_ Voice recognition (business partner comparison) \_\_\_ Electronic library

I would be interested in a session on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to be a speaker on the following topic(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I recommend the following speakers

 Speaker Topic

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MY PREFERENCE FOR TIME OF EDUCATIONAL OPPORTUNITIES IS**

Day(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time(s) \_\_\_ Breakfast \_\_\_ Lunch \_\_\_Dinner \_\_\_ No preference

**I would like sessions to be held in (check all that apply)**

 (insert specific locations)

\_\_\_ Anywhere, depending on topic

I would attend sessions because of (check all that apply)

\_\_\_ Speaker \_\_\_Topic \_\_\_ Location \_\_\_ Networking \_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Webinars offered by ALA Headquarters are usually held from 1:00 – 3:00 p.m. (CST). If the Chapter purchased a webinar at a selected location, would you attend?**

 \_\_\_ Yes \_\_\_ No Preferred location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPECIAL EVENTS**

I would attend the following special events:

 \_\_\_ Managing Partners Dinner \_\_\_ Fall Conference

 \_\_\_ ALA National Conference \_\_\_ Business Partner Night

 \_\_\_ Member Appreciation Night

**The Speakers Bureau makes presentations to local schools and organizations to promote legal administration, and careers in the legal field and to provide information on management-related topics. Would you be interested in being on the Speakers Bureau?** \_\_\_Yes \_\_\_ No

**If we host a Business partner Exposition with seminars in (insert month, year), which are you most likely to attend (check all that apply)?**

 \_\_\_\_\_ Morning Expo (9:00-12:00) \_\_\_\_\_ Afternoon Expo (1:00-5:00)

 \_\_\_\_\_ Evening Expo (4:00-8:00) \_\_\_\_\_ Seminar prior to the Expo

Seminar topic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management publications I read are:

I am interested in seeing the following in the Chapter newsletter (check all that apply)

\_\_\_ Advice to administrator column \_\_\_ Management articles

\_\_\_ Changes/additions to membership \_\_\_ Chapter events calendar

\_\_\_ Chapter Officers \_\_\_ Committee Chairpersons

\_\_\_ Highlights of past events \_\_\_ Photographs

\_\_\_ Items for sale or wanted \_\_\_ Employment opportunities

\_\_\_ Letters to the editor \_\_\_ ALA National news

\_\_\_ ALA Regional news \_\_\_ President’s message

\_\_\_ Quote of the month \_\_\_ Table of contents

\_\_\_ Business Partner articles \_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_