ASSOCIATION OF LEGAL ADMINISTRATORS
PLAN OF WORK TEMPLATE FOR STANDING COMMITTEES
Not applicable for project teams or event planning committees

ALA is the premier professional association connecting leaders and managers within the legal industry. We provide extensive professional development, collaborative peer communities, strategic operational solutions, and business partner connections empowering our members to lead the business of law.

Effective committees are those that focus on achieving outcomes directly linked to and supportive of achieving the Association's Strategic Direction. To ensure the Committee remains focused, it is imperative that the Chair, Board Liaison and Staff Liaison agree on key outcomes which the Committee is pursuing through its work.

COMMITTEE NAME: Standards Review Committee

COMMITTEE CHAIR: Amanda Breault, SHRM-CP

COMMITTEE BOARD LIAISON: Angelina Angelov, CLM, MBA

COMMITTEE STAFF LIAISON: Bert Saper

COMMITTEE DESCRIPTION: This committee is primarily responsible for the maintenance, expansion, interpretation, and promotion of the Uniform Process Based Management System (UPBMS) Code Set. It is also charged with monitoring and when appropriate supporting or participating in similar efforts across the legal industry. For more information on the UPBMS, click here.

Specifically, the committee will:
Maintain a universally applicable set of standards.
Educate our members and others about the use and understanding of how standards can improve operations.
Support and foster efforts by others to develop and promote the use of legal industry standards.

Please outline how the work of this committee is tied to the overall goals of the Association as outlined in the current strategic direction.

Goal	How does the work of this committee tie to this goal?
Member Value	The UPBMS is a tool available to membership to assist in the areas of planning and operational efficiencies in legal management. It can help law firms improve their processes, reduce costs, and increase profitability.
DEIA	The UPBMS includes a section on diversity and inclusion awareness to include values, beliefs, experiences, backgrounds, etc. and how organizations can leverage those qualities supporting firm business objectives.
Education/Prof. Dev.	The UPBMS can be the industry leader in standardizing a framework for managing law firm operations. Using our member expertise in creating the code set and being early adopters, our member firms will be ahead of the game, working proactively to advance and innovate our industry. The UPBMS coding can serve as a catalyst for college programs in creating a pipeline of future law firm leaders through development of

	curriculum on managing and leading the human capital, finance, IT and overall operations of a law firm through the use of the coding.
Influence	The UPBMS is a sophisticated taxonomy that has never-ending possibilities to aid legal management professionals with day-to-day solutions and long-term projects, including effective staffing decisions, work allocation, business continuity planning, and overall operational process improvement. We continue to reimagine how our law firms are operating in an ever advancing and changing world, these solutions bring even greater value to our members. The more we elevate our UPBMS work and its significance within AI (Artificial Intelligence) innovation in the legal industry, the more we bring attention to ALA as an industry leader.

List at least three (3) key outcomes the Committee's work should focus on achieving next year.

1. Full review of the current UPBMS code-set and complete the build out in categories that have not been completely defined.

2. Determine ways to bring awareness to UPBMS and its significance in innovating firm management operations.

3. Update the job description tool kit.

4. Efforts have been made over the last year by the committee's staff liaison to have a discussion with the Board of SALI regarding opportunities for the SRC to collaborate with that group. The staff liaison should continue efforts to create an opportunity for that discussion.

RESOURCES: Outline any resources needed (programs, staff support, budget, etc.) to complete the key outcomes described above.

1. Micro volunteers to assist the committee.

2. Assistance with promotion and creation of story boards and videos to gain visibility for the UPBMS.

3. Continued assistance from Bert to update the update the UPBMS in the Protégé system.

Please indicate which other committees or project teams (if any) are working in areas closely aligned with the work of this committee, and thus requiring the coordination of work and/or resources.

- ☐ Business Partner Project Team
- ☐ Certification Committee
- ☐ Diversity, Equity, Inclusion and Accessibility Committee
- ☐ Large Firm Administrators Caucus Steering Committee
- ☐ Membership Development Committee
- ☐ Product and Service Review Committee
- ☐ Professional Development Advisory Committee
- ☐ Standards Review Committee
- ☐ Annual Conference & Expo Planning Committee
- ☐ Large Firm Retreat Planning Committee
- ☐ IP Conference for Legal Professionals Planning Committee

Briefly outline existing collaboration efforts with other committees or project teams here, if any:

There are no existing collaboration efforts with other committees.

ALA is committed to inclusivity which, in part, includes continually acknowledging and addressing issues surrounding diversity, equity, inclusion and accessibility. Please outline the steps this committee is considering taking in the coming year to reinforce this commitment through its work.

Effective May 2023