

**Association of Legal Administrators**

**Business Partner Relations Project Team (fka Business Partner Relations Committee)  
Plan of Work**

**PROJECT NAME:** Business Partner Relations Project Team

**TEAM LEAD:** Bill Wallace

**TEAM LIAISONS:** Robert Leighton, Jeremy Decker and Sean Soth

**BOARD LIAISON:** Debbie Elsbury, CLM

**TEAM SIZE:** 8

**PROJECT TEAM TERM:** 2 years, non-renewable

**CALL FOR VOLUNTEERS:** Fall

**SELECTIONS MADE:** Winter

**Team composition and terms**

<b>2018-2019</b>	<b>2019-2020</b>
Bill Wallace (Chair)	Angeline Angelov (member)
Betsy Kopczynski (member)	Susan Jacobs (BP)
Marc Adler (BP)	Katie Bryant (member)
Sharon Williams (member)	George Leloudis (member)

**ROLE:** The role of the project team is to act as a tactical group to the Business Development Team at HQ for implementation of strategic decisions, assisting in developing processes to enhance the relationship between members and Business Partners, and to better understand the needs of Business Partners at all levels within the Association.

**PROJECT TEAM MEMBER SELECTION PROCESS:** The project team chair, with assistance of the team members as necessary, will review all submissions from the Call for Volunteers and make recommendations utilizing the due diligence process and leadership recommendations.

**PROJECT TEAM MEMBER QUALIFICATIONS/ELIGIBILITY:** Service on this team is open to any regular member, associate member, business partner, consultant or other interested party whose knowledge, skills and expertise is deemed useful to the work of the project team.

**IN PERSON MEETINGS/PROJECT TEAM MEMBER EXPECTATIONS:** The BP Relations Project Team will meet through telephonic conference calls scheduled as deemed necessary to meet the on-going objectives of the team.

**STRATEGIES TO ACHIEVE ALA GOALS:** This is a new and evolving project team. As a project team, our strategies will be identified by ALA HQ Business Partner Staff, ALA Board of Directors and recommendations submitted to the team. Our strategies will be defined by each project the team is given and will be fluid in plan and process.

**PROJECT TEAM DELIVERABLES:** The BP Project Team will be at the service of BP HQ Staff and ALA Board of Directors. The Project Team will work to facilitate communication, provide resources to Business Partners and members, and emphasize the interdependence that exists among business partners, ALA members, their employers and the Association at all levels.

The Project Team will concentrate and develop tactics to:

- Improve relationships and engagement between members and Business Partners
- Assist HQ by providing the personal touch with current and potential business partners
- Assist aligning ALA International and Chapters Business Partner program by encouraging equitable and similar experiences
- Strengthen current relationships through contact at ALA Conferences
- Provide educational materials, both written and in presentation form, pertinent to the aspects of building and maintaining those relationships.

**RESOURCES:** Direction from the ALA Board of Directors, assistance from our HQ liaisons Robert Leighton and Jeremy Decker, and insight from ALA Sales, Sean Soth are the necessary resources.