



**ASSOCIATION OF LEGAL ADMINISTRATORS  
PLAN OF WORK TEMPLATE FOR STANDING COMMITTEES**

*Not applicable for event planning committees*

ALA is the undisputed leader for the business of law, focused on the delivery of cutting-edge management and leadership products and services to the global legal community.

We identify and provide solutions to the most strategic and operational challenges our members and customers face today, while we prepare them for the opportunities and challenges of tomorrow.

The [strategic plan and goals](#) of the association are available for review on the ALA website.

**COMMITTEE NAME:** The Foundation of the ALA

**COMMITTEE CHAIR:** Stephanie Hood

**COMMITTEE LIAISON:** April Campbell/Patricia Carrera

**COMMITTEE SIZE:** 8

**COMMITTEE TERM:** 4 years, non-renewable

**CALL FOR VOLUNTEERS:** Summer

**SELECTIONS MADE:** Fall

**MISSION STATEMENT:**

The Foundation of the Association of Legal Administrators was formed by the ALA Board of Directors in 1981. Since that time, the Foundation's mission and goals have focused on the development of education programs, research on the changing legal workplace and increasing awareness of the value of legal management professionals.

In 2017, the Trustees voted to sharpen the Foundation's focus to three areas:

- Grant Susan French Emerging Leadership Scholarships for Chapter Leadership Institute attendance to applicants who demonstrate a passion for and the attributes needed to pursue leadership roles in ALA and the legal management profession;
- Sponsorship and selection of the Brezina Session speaker at our annual ALA Conference; and
- Foster and promote active engagement by ALA members in providing pro bono administrative services, resources and training to legal services organizations.

**PURPOSE:**

See Mission

**ROLE:** To provide financial resources and allocate these resources to ALA members in the form of scholarships, educational resources and to provide resources to colleagues at Legal Services Organizations in the form of paid memberships and volunteer time.



**COMMITTEE MEMBER SELECTION PROCESS:** The Trustees review all submissions at their fall in person, meeting. Candidates are selected based upon commitment to the ALA, experience with volunteering and other board positions among other criteria needed by the Foundation for the foreseeable future.

**COMMITTEE MEMBER QUALIFICATIONS/ELIGIBILITY:** ALA Member

**IN PERSON MEETINGS/COMMITTEE MEMBER EXPECTATIONS:** 2; one at Annual Conference and one in the Fall of each year.

**STRATEGIES TO ACHIEVE ALA GOALS:** Identify 3-5 strategies the committee recommends to achieve any of the ALA goals. Strategies include viability for any initiative; research to support the goals; and an implementation/marketing plan to achieve the outcomes desired.

*The Foundation is best suited to work towards helping the ALA achieve the following goal:*

**Goal 5: Build Community and Engagement**

*Build a stronger sense of community and shared purpose and increase engagement among members, chapters, business partners, and other stakeholders.*

Late in 2016, the Foundation took a critical look at its mission and the corresponding activities that it was managing. Two responsibilities were readily identified as valid, on going and important tasks. They were providing the speaker for the Annual Conference David Brezina session and providing scholarships to CLI through the Susan B. French Emerging Leadership Fund.

From there we took some time to understand where the Foundation could offer value and agreed that working towards a Administrative Pro Bono Program could reach our community, engage our members and business partners in volunteering with local legal service organizations (“LSO”) and potentially increase membership opportunities for administrators in these LSO organizations.

Progress has been slower than anticipated. Our chapters and members are busy and have many competing priorities. Despite outreach at this year’s CLI and other avenues, we have had only a handful of members and chapters show interest in the program. Currently, we are working to see if we can have a couple of “success stories” to provide more information on how this may work. Additionally, some thought to seeing if any services can be offered remotely as we have run into some geographical “mis match” between our LSO needs and where our volunteers live/work.

There has been, as recently as this week, some interesting opportunities on the local Chapter level as to how the Foundation could help new programs being developed to provide support to some local LSO. The Chapters are the Gateway Chapter and Atlanta. This is particularly intriguing as it may be the best way to continue the Foundation’s long standing Chapter support, originally in the form of Chapter Grants. Additionally, being on the “ground” level where many of our members are the most active



could also be far more successful. There is more research to be done on this but it certainly is a bright spot in what has been an idea slow to catch momentum.

**COMMITTEE DELIVERABLES:** Describe the specific tactics/outputs your committee plans to produce in the coming year.

Other than the speaker and the annual scholarships, the Foundation needs to refine the deliverables of the Pro Bono program.

At this time, the Foundation intends to continue to repeat its major fundraiser of the Silent Auction but there is some concern that we are raising money from our Chapters and others without having a clear understanding of what we will use these resources for. This will be a central discussion point at our upcoming in-person meeting in November.

We, like other committees, have busy people and the other challenge will be making sure we can leverage the experience on our board and capture the time needed to make these aspirations come to fruition.

This will be an important year for the Foundation and its trustees to find its focus and path and actively engage in its mission.

**RESOURCES:** Outline approved program, budget, resources needed and staff support the committee receives.

Category (some categories summarized for presentation)	2018 Projected Budget (not yet voted on by Trustees)	2017 YTD – September, 2017	2017 FY Budget
<b>REVENUE</b>			
Silent Auction Revenue	\$20,000	\$31,392	\$18,000
Scholarship Donations	2,500	2,500	2,500
Individual and Chapter Gifts	5,000	4,577	4,100
ALA Services In Kind	13,500	500	13,500
All other income	100	55.	60



Category (some categories summarized for presentation)	2018 Projected Budget (not yet voted on by Trustees)	2017 YTD – September, 2017	2017 FY Budget
<b>Total Revenue</b>	<b>41,100</b>	<b>39,024</b>	<b>38,160</b>
<b>EXPENSES</b>			
Speaker Fees (David Brezina)	3,500	3,286	4,453
Susan B. French Scholarship Granted	5,000	4,921	5,000
Silent Auction/Fundraising Costs	6,000	5,339	10,850
LSO Membership Fees (15 @295)	4,425	1,845	1,100
Printing and promotional costs (Admin. Pro Bono)	2,500		
Software Upgrades – ALA website	3,500		
CLI Related Expenses	1,300	1,129	
Board Related Travel and Entertainment	7,000	2,195	7,171
Insurance and Bank Fees	900	853	1,262
ALA Related Expense Allocation	10,000		10,000
Misc. Expenses	500		565
<b>Total Expenses</b>	<b>44,625</b>	<b>19,568</b>	<b>40,401</b>
<b>Net Proceeds</b>	<b>(3,525)</b>	<b>19,456</b>	<b>(2,241)</b>
Cash at Beginning YR	\$81,026.84	\$65,570.56	\$65,570.56
Cash at End of YR	\$77,501.84	\$85,026.84	\$63,329.56
Estimated Net Oct-Dec	n/a	(\$4,000)	Na/
		\$81,026.84	

