



## **ASSOCIATION OF LEGAL ADMINISTRATORS IDEA AWARDS COMMITTEE PLAN OF WORK**

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.

### **ALA's GOALS:**

1. Smart, Sustainable Growth
2. Highly Satisfied Customers
3. Innovative Product Design and Delivery
4. Highly Engaged Talent

**COMMITTEE NAME:** IDEA Awards Committee

**COMMITTEE CHAIR:** Jamie McQueen

**COMMITTEE VICE CHAIR:** Will be determined during the Committee Member Selection Process

**COMMITTEE LIAISON:**

**STAFF LIAISON:** Nicole Larson

**COMMITTEE SIZE:** 5 members

**COMMITTEE TERM:** 3 years — initial terms may be less or more than 3 years to create future staggered terms

**CALL FOR VOLUNTEERS:** Fall

**SELECTIONS MADE:** Winter

**PURPOSE:** The IDEA Awards Committee is responsible for selecting IDEA Award recipients each year.

**ROLE:** The IDEA Awards Committee reviews each IDEA Award submission and makes the decision on which entries will receive IDEA Awards. The Committee members review submissions prior to a full committee meeting, at which time the recipients will be selected. Judging criteria will be determined by the Committee, but should focus on:

- Innovation
- Impact and results
- Creativity and originality
- Success of project
- Significance
- Long-term impact

The Committee may also assist with putting together the narrative and appropriate visuals for the Awards Ceremony that takes place during the Annual Conference.

**COMMITTEE MEMBER SELECTION PROCESS:** The Chapter Awards Task Force selected the initial 5-7 member committee. Thereafter, the IDEA Awards Committee members have made new committee member recommendations to the Board. A Call for Volunteers will be held each Fall, with the applicants completing the standard ALA Volunteer Application. Applications will be compiled by the staff liaison who will supply applicant packets to the committee. After reviewing the applications, committee members will hold a conference call and determine the candidates for which due diligence will be performed. Committee members will conduct the due diligence, and their findings will be reported during a second conference call, at which time the committee will make

recommendations. The Committee Chair will provide a written recommendation to the Board prior to the November Board meeting.

**COMMITTEE MEMBER QUALIFICATIONS/ELIGIBILITY:** Must be a current ALA member or a current ALA-supporting business partner.

**IN PERSON MEETINGS/COMMITTEE MEMBER EXPECTATIONS:** The IDEA Awards Committee meets approximately eight weeks before the Annual Conference to review each IDEA Award submission. Effective in 2015, the Committee now meets at the end of ALI, but this may vary due to the date of Annual Conference. The committee meets by telephone conference at least once prior to the meeting. The committee will be meeting in Chicago on Sunday, March 4, 2018. Committee will travel on Saturday, March 2, 2018 and a dinner will be provided at the Hotel. Lunch will be provided in the Conference Room on Sunday, March 4<sup>th</sup> with a dinner offsite. Committee members will be expected to stay the full day on March 4<sup>th</sup> to allow a full day for to go through the IDEA Award Submissions. Departure date will be Monday, March 5, 2018.

Participation on the IDEA Awards Committee requires members to read each IDEA Award submission prior to the committee meeting and conduct due diligence as necessary on submissions. The time required depends on the number of submissions and the detail provided. Due to the timing of IDEA Award submissions and the Annual Conference, the time commitment for this Committee is condensed to a short period of time in late winter/early spring. Later in the fall, the committee will hold a telephone conference to discuss new committee members.

**STRATEGIES TO ACHIEVE ALA GOALS:** Identify 3-5 strategies the committee recommends to achieve any of the 4 ALA goals.

#### Smart, Sustainable Growth

- With the focus on innovation and looking outward, potential members will view ALA in a more positive way, which should correlate to increased member numbers.
- The awards will help position ALA as the leader in the business of law by identifying, highlighting and celebrating advances in the industry.

#### Highly Satisfied Customers

- Through the IDEA Awards, ALA is moving forward with new ideas for Chapters, law firms, business partners, and individuals. There will be a renewed sense of enthusiasm and energy within ALA.
- Members, chapters and business partners will enjoy the satisfaction of having their ideas considered for an award.
- Members, chapters and business partners will benefit from the knowledge gained from the new ideas that are celebrated and publicized.

#### Innovative Product Design and Delivery

- ALA IDEA Awards will recognize new practices that deliver great value and transformational impact through innovative achievement.
- ALA can create educational session and materials around the innovative ideas to assist members and the industry in adopting (or adapting) the new ideas to their environments.
- Chapters, law firms, and business partners will benefit from the sharing of innovative knowledge

For 2017, the IDEA Committee has added an Award Score Sheet. This is attached with the questions we will be asking as we go through the IDEA Award Submissions.

**COMMITTEE DELIVERABLES:** The Committee will select IDEA Award recipients, and those recipients will be honored during the 2018 Annual Conference.

**RESOURCES:** We project the following annual expenses, assuming a committee composition of five members:

Airfare to Chicago:	\$400 x 5	\$2,000
Hotel – two nights in Chicago:	\$175 x 10	\$1,750
Taxi reimbursement	\$75 x 5	\$ 375

Meals and meal stipends	\$145 x 5	\$ 725
Conference calls		\$ 0
Awards	\$125 x 8	\$1,000
Videography Services		\$4,500
<b>TOTAL:</b>		<b>\$10,350</b>

Staff support needs would include:

Meeting Planner: Makes arrangements for Chicago meeting

Staff Liaison to Committee (Nicole Larson):

- Posts Call for Volunteers
- Collects volunteer applications and coordinates distribution to committee members
- Collects and compiles entries. Coordinates distribution to committee members
- Works with Committee Chair and committee on Award enhancements
- Coordinate ordering of IDEA Award plaques

Marketing:

- Work with Award recipients to put together brief video of innovative initiatives for the Award Ceremony
- Sends out press releases after Award Ceremony

**PROPOSED DATE:** October 18, 2017

**EFFECTIVE DATE:** \_\_\_\_\_

ALA IDEA AWARD SCORE SHEET

	INNOVATION			DEVELOPMENT				ENGAGEMENT			ADVANCEMENT			TOTAL COUNT
APPLICANTS	<u>Spark</u>	<u>Goals</u>	<u>Solutions</u>	<u>Planning</u>	<u>Timeline</u>	<u>Budget</u>	<u>Resources</u>	<u>Leadership</u>	<u>Teams</u>	<u>Communication</u>	<u>Results</u>	<u>Impact</u>	<u>Future Plans</u>	
Sample Chapter	x		x		x			x			x			5

**Innovation**

- What were you trying to do with your project?
- What sparked the idea?
- What was your goal?
- What problems were you trying to solve?
- What was the need for this innovation?

**Development**

- How did you plan for the project?
- What sort of timeline did your project plan follow?
- How long did it take you to get from the starting gate to the finish line?
- How did you pay for the project?
- Was it a line-item on the budget?
- Did you solicit contributions from chapter members?
- Did you host fundraisers?
- Did you use in-kind resources from business partners?
- Did you rely on volunteers?

**Engagement**

- Who led the project team?
- Who was on the team?
- How many people were involved along the way, and what were their roles on the project?
- How did you communicate with everyone during the project’s planning timeline, implementation and the actual event?

**Advancement**

- What were the results?
- How did you measure them?
- What impact did your project have on the organization, and the community?
- Were there any unintended results?
- Have any other organizations adopted your innovation and carried the work forward?
- What are your plans for the future?
- Will this be an annual event, an ongoing project, or inspiration for further innovation in other areas?