



**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:** International Relations Committee

**COMMITTEE CHAIR:** Marlon F. Mendez

**COMMITTEE LIAISON:** Sharon Leeds and Jeremy Decker

**COMMITTEE SIZE:** 7-9

**COMMITTEE TERM:** 3 years, non-renewable

**CALL FOR VOLUNTEERS:** Summer

**SELECTIONS MADE:** Fall

**MISSION STATEMENT:** Making connections with international legal management professionals and organizations to learn their needs, realities and position globally the ALA as the leader of information in the business of law.

**PURPOSE:** The IRC advises the Board of Directors and represents ALA's interests in matters related to international initiatives, cooperation and affiliations. We know that legal management is important to the future of law firms, corporations and government organizations world-wide and ALA and the IRC are here to help promote that.

**ROLE:** The Committee shall:

1. Seek avenues to increase ALA's international presence and identity through mutually beneficial initiatives / relationships, and collaboration with individuals and organizations in the field of legal administration and the business of law or international entities that fit the needs and realities of organizational issues in different countries.
2. Advise the Board of Directors on international activities or tactics that increase and promote ALA's products and services as the leader in the business of law.



3. Make use of their members' multilingual skills and multicultural experiences to promote and facilitate communication for the ALA.
4. Serve as a liaison to ALA's international members, law firms and legal organizations with international operations or interests. Work to facilitate communication with and provide relevant guidance, education, and resources to ALA's international members and potential members in order to increase membership value.

The IRC will be consulted or advised when initiatives or activities with an international component are considered by ALA and its Board of Directors, in order to ensure the committee is fully informed and can assist as necessary.

**COMMITTEE MEMBER SELECTION PROCESS:** The Committee Chair will make recommendations to the Board, taking into consideration international geographic balance, and international and/or Association knowledge.

**COMMITTEE MEMBER QUALIFICATIONS/ELIGIBILITY:** Must be a current ALA member or a member of a related legal management association. Preference for those who live or work outside the United States and/or have knowledge about international matters and customs, possibly through personal experience or employment in a multi-national organization.

**IN PERSON MEETINGS/COMMITTEE MEMBER EXPECTATIONS:** One in-person meeting per year (during the Annual Conference). Monthly conference calls.

**STRATEGIES TO ACHIEVE ALA GOALS:** The IRC strategies to further ALA Goals are:

1. Continue to build on the work that we have undertaken with international organizations (e.g. IBA) to discuss additional potential strategic partnership opportunities for ALA programming in conjunction with their meetings. Discuss potential opportunities with the ABA Section of International Law, the FBA International Law Section, the International Law Association, the International Association of Defense Counsel, etc.
2. Continue to identify and develop opportunities for current and future international outreach via products and services which demonstrate ALA as the leader in the business of law globally. This will include meetings at Annual Conference, direct communications to international members, domestic



members with international offices and business and potential members, and in-person presentations.

3. Continue to build on relationships with international groups, including providing programming support and be a vehicle for resources when it is mutually beneficial to advance the goals of ALA, and further legal management in key markets.
4. Develop international recognition of ALA and the IRC as key sources of legal management product and services, via social media, cyber chapter and connections with ALA programs at the association, regional and chapter levels.
5. Continue to seek feedback from international ALA members, in addition to potential members and customers on ways where value may be added to increase engagement with these members and identify key areas where we have fallen short.

**COMMITTEE DELIVERABLES:** The specific tactics/outputs the IRC plans to produce in 2017-2018 are:

1. During the annual conference in May, host the international breakfast or lunch and facilitate the international idea exchange.
2. Collaborate with other legal business associations, such as BCLMA, TLOMA, ALPMA, and ANDI to develop effective programming for ALA educational conferences
3. Explore opportunities with law firm networks to develop opportunities to provide educational assistance at conferences to enhance and elevate ALA in the eyes of Managing Partners. Potential networks include the global-wide law firm networks listed in Chambers and Partners.
4. Continue to survey international markets for potential new ALA involvement (Alliance, Chapter or Chapter adoption of international members), and to further existing relationships: Australia and New Zealand, Brazil, Colombia, Dominican Republic, México, Panamá, Latin America, the Caribbean, and Europe. Due to current traction in Brazil, that area will remain a focus of ALA growth with proposed funding for members of ALA's Executive Committee to travel to Brazil in 2018 and 2019.
5. Encourage Chapter adoption of ALA international members, as is being done by GLA-ALA. This is currently under consideration by the South Florida Chapter for members in Panama, Colombia, and the Dominican Republic. The committee may submit a proposal to speak at the 2018 Chapter Leadership Institute on this topic and others related to the work of the International Relations Committee.
6. Research and develop mentoring programs for those with direct responsibility for global firm operations, and develop this network of US and International constituents.
7. Expand social media plan for ongoing contact with current and prospective members.



8. Collaborate with other ALA standing committees, such as the Membership Development Committee, the Professional Development Advisory Committee, and the Product and Service Review Committee to explore opportunities for member recruitment, engagement, education, services, etc.
9. Provide advice and suggestions to ALA conference and retreat planning committees on potential educational sessions that would be attractive to our international members, in addition to those legal business professionals in global firms or firms with an international presence.

**RESOURCES:** Budget of \$10,000 for 2018.

Teleconference:	\$200
Banquet at ACC*:	\$3,700
Hotel – ACC**:	\$2,640
Miscellaneous:	\$3,460
TOTAL:	\$10,000

*\* Covers International Lunch on Thursday, in addition to the Idea Exchange lunch on Saturday*

*\*\* Covers one night lodging per IRC Committee member at ACC meeting*

Utilize ALA HQ staff to assist with the compilation and delivery of materials and resources to targeted individuals and groups.

**PROPOSED DATE:** \_\_\_\_\_

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