



**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: Products and Services Review Committee (PSRC)

COMMITTEE CHAIR: Karen Griggs

COMMITTEE LIAISON: April Campbell

COMMITTEE SIZE: 9 (5 members, 1 board liaison, 3 ALA HQ Staff)

COMMITTEE TERM: 3 year non-renewable terms (since this is a new committee the five members have staggered 2 and 3 year terms)

CALL FOR VOLUNTEERS: Summer

SELECTIONS MADE: Fall

MISSION STATEMENT: To ensure ALA's products and services provide superior value to our members.

PURPOSE: The PSRC is responsible for reviewing ALA's current inventory of products and services and prospective products or services using a strategic process to ensure timely, necessary and valuable tools are being provided to the membership. The committee determines which existing products and services are effective, affordable and whether such products and services support ALA's strategic goals.

ROLE: The PSRC's evaluation of products and services are presented to the Board of Directors so that the Board can make decisions as to whether to keep, eliminate or modify such products and services.

COMMITTEE MEMBER SELECTION PROCESS: Committee members were selected through the "Call for Volunteers" process and through leadership recommendations.



COMMITTEE MEMBER QUALIFICATIONS/ELIGIBILITY: Service on this committee 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 committee. Ideal candidates are those who have insight into the membership and its needs, business acumen, strategic and critical thinking, creativity and people skills.

IN PERSON MEETINGS/COMMITTEE MEMBER EXPECTATIONS: The PSCR is required to meet at least twice each year. One meeting is face-to-face in conjunction with the ALA Annual Conference & Expo. The committee currently has monthly telephone conference calls scheduled for the second Wednesday of each month.

STRATEGIES TO ACHIEVE ALA GOALS: This is a new and evolving committee. We are still charting our course and we are energized by our committee members' commitment to ALA. The PSCR utilizes the Focus Framework Product Scoring system to determine if the product or service supports ALA's Strategic Plan. Criteria include strategic fit, member needs, market viability, feasibility, brand enhancement and innovation.

COMMITTEE DELIVERABLES: The PSRC rated and then reviewed the last three years' data of all existing products and services. The committee will complete its work and will present its evaluation of each product and service to ALA's Board of Directors.

The committee spent much of its time evaluating the existing Retreat Planning Plus program. We conducted a member survey which considered an expansion of the program and will have the results of the survey no later than mid-November. The committee will likely have a complete analysis and recommendation to the Board of Directors in the first quarter of 2018.

At this time, the committee has only one potential new product to review - "Lawcountability – ALA Edition." The product is currently in a pilot test program using speakers and attendees at the Regional Conferences. "Lawcountability" has generated a lot of excitement but the review is in its earliest stages.

RESOURCES: The only resources we have used to date are volunteer and headquarters' staff time and effort. The committee relies on Headquarters Staff to provide the data necessary for the committee's review. Staff members beyond those who serve on the committee were involved in providing the data for the initial review of all products and services. Going forward, the committee will need the assistance of those staff members who support any particular product and service. The staff



support to date has been exceptional and much appreciated. If any new products and services are recommended, the budget and staff support will be included with the proposal. At the time, the budget for this committee should include the expense reimbursement for the face-to-face meeting at the annual conference as outlined in the Volunteer Policy.