



**ASSOCIATION OF LEGAL ADMINISTRATORS  
STANDARDS REVIEW COMMITTEE  
2017-18 PLAN OF WORK**

**COMMITTEE NAME:** Standards Review Committee

**COMMITTEE CHAIR:** Bill Mech

**COMMITTEE LIAISON:** Oliver Yandle

**COMMITTEE SIZE:** Up to 7

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

**CALL FOR VOLUNTEERS:** Summer

**SELECTIONS MADE:** Fall

**MISSION STATEMENT:**

The committee's mission is to increase awareness for the need to bring standardization to the legal industry, specifically within the areas of administration and operations. The committee will achieve this mission by 1) developing and maintaining a universally applicable set of standards, 2) fostering the use and understanding of how standards can be used to improve operations, and 3) support and foster efforts by others to develop and promote the use of legal industry standards.

**PURPOSE:** This committee is primarily responsible for the maintenance, interpretation and promotion of the Uniform Process Based Management System (UPBMS) Code Set. It is also charged with monitoring and when appropriate supporting or participating in similar efforts across the legal industry.

**ROLE:** Specifically, the role of this committee is to:

- Coordinate the solicitation of public comments regarding the UPBMS.
- Review and consider feedback on UPBMS.
- Modify the UPBMS, following guidelines established under the ALA's Standards Setting Procedures.
- Provide interpretations of the UPBMS, based on committee consensus.
- Support and promote the implementation of the UPBMS across the industry.

**COMMITTEE MEMBER SELECTION PROCESS:** ALA members, business partners and other individuals who have demonstrated thought leadership are eligible for this committee. Interested



individuals must timely submit a completed application form, be recommended by the standing committee, and be confirmed by ALA's Board of Directors.

**COMMITTEE MEMBER QUALIFICATIONS/ELIGIBILITY:** Membership on the committee is open to anyone in the legal management community with a stake or interest in the development of industry standards, including representatives from law firms, corporate legal departments, legal management consultants, and business partners. Knowledge of or experience with standards setting is helpful, but not required. A general interest or expertise in process improvement methodologies is desirable.

**IN PERSON MEETINGS/COMMITTEE MEMBER EXPECTATIONS:** The committee will meet at least twice each year. One meeting will be a face-to-face meeting in conjunction with the ALA Annual Conference & Expo. The second meeting (and any others that may be called) may be conducted via conference calls or other electronic media as appropriate.

**STRATEGIES TO ACHIEVE ALA GOALS:** The work of the Standards Review Committee supports the ALA's strategic goals in the following ways:

- **Increase Member and Business Partner Value:** The UPBMS is a unique and tangible resource for both ALA members and the larger legal community. In addition to helping members deliver value within their own organizations, the pursuit of a vital and necessary standard like the UPBMS serves to build and enhance ALA's reputation.
- **Enhance Industry Thought Leadership:** As the legal industry grapples with change and calls for increased value, the UPBMS illustrates ALA's desire to take an active role in addressing key legal management issues. The uniqueness of the UPBMS combined with ALA's unique ability to develop this standard create an exclusive opportunity to influence the future of legal management.
- **Advance Legal Management Professional Development:** The UPBMS is a powerful resource that can be used by ALA members to achieve the knowledge, skills and abilities they need to be successful.
- **Build Community and Engagement:** As a far reaching and industry-wide resource, the UPBMS has the potential to be a reason for members to gather and work together to improve the operation of their firms, advance their own professional development, and influence the larger legal industry.



**COMMITTEE DELIVERABLES:** The committee's specific deliverables are as follows:

- Develop Next UPBMS Version: Following the successful inaugural launch of the UPBMS (Version 1.1), the committee's primary short-term objective is the release of Version 2.0.
  - Launch of Version 2.0 is anticipated by the end of 2017.
- Promote the UPBMS: These efforts include maintaining and updating the UPBMS web site, developing documentation and promotional materials, delivering presentations, and developing case studies of actual UPBMS applications.
- Monitor Peer Standards Efforts: Maintain involvement with organizations like SALI, LEDES, and others to monitor industry efforts.
  - Committee efforts in this area have been consistent and ongoing.

**RESOURCES:** Budget for yearly in person meeting, ongoing staff liaison engagement, Basecamp collaboration software fees and membership fees in sister organizations (LEDES, etc.).

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

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