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: Large Firm Administrators Caucus Steering Committee

COMMITTEE CHAIR: Dave Miceli

COMMITTEE LIAISON: Oliver Yandle

COMMITTEE SIZE: 11

COMMITTEE TERM: 3 years

CALL FOR VOLUNTEERS: Summer **SELECTIONS MADE:** Summer

MISSION STATEMENT: The LFA Caucus Steering Committee provides strategic direction and oversight of programs and activities to support the needs of principal administrators of law firms with 100+ attorneys. This includes membership development activities, educational programming, and other engagement opportunities.

PURPOSE: See above

ROLE: See above

COMMITTEE MEMBER SELECTION PROCESS: Committee members are selected by current caucus members at the LFA Retreat in August. Nominations may come from current members of the steering committee or through expressions of interest from Caucus members.

COMMITTEE MEMBER QUALIFICATIONS/ELIGIBILITY: Committee members must be eligible for membership in the caucus and should be active participants in the group, including regular attendance at the Retreat and active participation in the online community.

IN PERSON MEETINGS/COMMITTEE MEMBER EXPECTATIONS: The Caucus meets several times a year via conference call and in person annually at the LFA Retreat. Working groups may also meet via conference call as needed.

STRATEGIES TO ACHIEVE ALA GOALS: The LFA has identified 3 strategies to advance ALA's goals:

1) Define our Identity – Grow membership by 25%. The committee has developed a prospect list, talking points and support material to promote membership among qualified candidates. The group is also developing a survey to identify member needs.
2) Build Community and Engagement – The committee is exploring the idea of creating regional roundtables to allow Caucus members to continue their engagement beyond the retreat. These roundtables would function as extensions of the Retreat's popular Idea Exchanges. The group plans to pilot educational webinars, featuring Caucus member speakers, as additional educational opportunities.
3) Advance Legal Management Professional Development – The Caucus plans to reach out to other peer organizations to identify collaboration and learning opportunities, which support or originate from law firm clients, that standardize legal industry practices or expectations. Of particular interest is further engagement with CLOC.

COMMITTEE DELIVERABLES: See the Strategies section above.

RESOURCES: The primary resources for these activities will be volunteer and staff support.

PROPOSED DATE: 1/1/2018 **EFFECTIVE DATE:** _____