



THOUGHT LEADERSHIP



Just the Facts — December 2022

News for Chapter Leaders

Feature: “Gifts Worth Giving: ALA DEIA Resources Aplenty”

By Risa McMahon, ALA Diversity, Equity, Inclusion & Accessibility Committee Member

ALA empowers legal management professionals by fostering an inclusive environment and encourages ongoing conversations that help advocate for today’s diverse business of law professionals. The [ALA Diversity, Equity, Inclusion and Accessibility \(DEIA\) Committee](#) serves as a resource to support those initiatives by providing tools that assist with leading and increasing diversity and inclusion awareness within the Association and the legal management community. A driving force behind the efforts of the DEIA Committee is to, “**see and feel our commitment to diversity in everything we do.**”

With that in mind, the committee has assembled several resources and ideas that ALA chapter leaders and members may find useful when developing ideas for 2023 DEIA-focused programming:

- **Distribute and Discuss the Diversity Toolkit:** The intent of the [Diversity Toolkit](#) is to provide a general overview of how to approach diversity and inclusion, not only as a starting point but with tools to dig deeper and as a source of inspiration to try a new approach. This is a great primer for any firm administrator interested in wrapping their arms around the DEIA movement with this high-level overview.
- **Distribute and Discuss the Mentoring Guide:** Without a formal mentoring program in place, the benefits of such a program can be diminished for attorneys and staff of color and other disadvantaged groups that may find themselves outside of a firm’s most influential informal networks. To address this opportunity, the DEIA Committee created a comprehensive guide to assist legal administrators construct and improve mentoring programs. Members of your chapter may appreciate this guide, as well as the opportunity for members working on mentoring programs to get together to compare notes and share knowledge.
- **Offer an In-Person or Virtual Program:** Consider inviting members of ALA’s DEIA Committee to participate in a panel discussion or deliver a presentation to your chapter on one of the following four topics:
 - How to Stop Bullies in the Workplace
 - Creating a Culturally Competent Law Firm
 - 25 Diversity and Inclusion Tips
 - You Belong Here: Creating an Inclusive Environment Where Everyone Belongs

Details about each of these programs can be found on the [website](#).

- **Host a Watch Party:** Chapter leaders may want to organize a “lunch and learn watch party,” where all participants watch the webinar together over lunch and hold a group discussion afterward to discuss what they learned and/or what they found interesting. Several DEIA-focused [webinars](#) that are available to chapter members are listed on the

website.

- **Circulate and Discuss Articles:** Chapter leaders may want to share one of these links in advance of each monthly meeting as a standing agenda item, and then set aside 15 minutes at the end of each meeting for those who read the article to discuss what they learned and/or what they found interesting. On the [webpage](#), there are several helpful articles and resources that can help members get up to speed with key DEIA issues.

As we know from our individual and collective experiences, the greatest obstacle to making meaningful change is figuring out where to get started. We hope your chapter will consider featuring one or more of the above DEIA resources as part of your 2023 programming so that your members have these tools to help foster inclusive workplace environments for current employees and future recruits.

The DEIA Committee hopes to help empower ALA members to make tangible changes to ensure that barriers for underrepresented members are ultimately removed, and we sincerely hope you'll invite us to join you on your journey by contacting us at diversity@alanet.org.

ABOUT THE AUTHOR



Risa McMahon is a member of the ALA Diversity, Equity, Inclusion & Accessibility Committee and a member of the Chicago Chapter.

News You Can Use

DOES YOUR CHAPTER NEED HELP?

If you have a specific question, please complete the [Chapter Help Request Form](#). If you would like a Chapter Resource Team member to attend a meeting, please complete [Chapter Visit Request Form](#).

ESSENTIALS OF CHAPTER LEADERSHIP

[Save the date](#) for 2023 Essentials of Chapter Leadership. It will occur from March 29 through March 31. Registration will open for chapters to register in 2023. Please direct questions to chapters@alanet.org.

AWARDS PROGRAM

[Elevate ALA Award](#) — *Deadline: January 13, 2023*

Check out the [Past Elevate ALA Award recipients](#) and [learn more about the program](#).

[NextGen Leader Award](#) — *Deadline: January 13, 2023*

Check out the [Past NextGen Leader Award recipients](#) and [view the award guidelines here](#).

[Outstanding Association Volunteer Award](#) — *Deadline: January 13, 2023*

Check out the [Past Outstanding Association Volunteer Award recipients](#) and [learn more about the program](#).

[Presidents' Award of Excellence](#) — *Deadline: February 28, 2023*

Use these [guidelines](#) as a checklist. Questions can be directed to awards@alanet.org.

ONLINE COMMUNITY PLATFORM

Is your chapter utilizing the [Online Community](#)? The features of the community include the ability to direct-message each other, poll your chapter members and hold video meetings with members of the group. Be sure to join and use the [Chapter Leader Community](#) to gain ideas or

ask questions of other chapter leaders. To learn more about the new platform [Reference the FAQs](#) or visit our [website](#).

YEAR-END ROSTER RECONCILIATION

Chapter presidents and membership chairs have received rosters to identify all members assigned to the chapter. It is important for chapters to reconcile this information and report any discrepancies. Direct questions to membership@alanet.org or 847-267-1585.

TIME TO RENEW WITH ALA FOR 2023

The last weeks of the year are always busy ones! Remind chapter members to renew their ALA headquarters membership before **January 1, 2023**, and they will receive a complimentary webinar from ALA. It's easy to renew! Log in to your ALA account at alanet.org to renew online or print a personalized dues statement or call 847-267-1585 during business hours to renew by credit card.

AT ALA: EDUCATION, EVENTS, RESEARCH AND RESOURCES

- **Foundation of ALA Student Scholarship Opportunity**
The Foundation of ALA will be opening the application process for the 2023 [Student Legal Career Scholarship Program](#). Applications will be accepted between December 27 and January 31. Do you have student members in your chapter? Do you know someone working on their master's degree in legal administration? Encourage them to apply to receive a scholarship of up to \$10,000 to help them achieve their goal. In hopes to broaden our reach, if you know of a higher institution that offers legal studies, please email foundation@alanet.com with the institution's information.
- **ALA's Compensation and Benefits Survey**
The final reports are available that include data from nearly 1,000 law firms across the country with compensation data reported for more than 60 different positions. Learn about the differences in compensation between geographic regions and major metropolitan areas, types of benefits becoming increasingly popular, compensation for associate attorneys as they progress in experience, standard billable hours goals for associates and paralegals, and more. Purchase your copy [here](#).
- **ALA's Benchmarking Survey**
The reports provide important metrics on practice areas, number of attorneys, billing/hourly rates, outsourcing, office space, support needs and more to help maintain a current and ongoing understanding of the industry's landscape. Get your copy [here](#).
- **Registration Open!**
 - [Mental Health First Aid Certification Program](#)
January 13, 20 and 27; February 3
 - ALA's Legal Project Management Certificate Program
February 7 and February 8
 - [ALA's 2023 Annual Conference & Expo](#)
May 7–10, 2023

WEBSITE CONTENT FOR YOUR CHAPTER

Looking for additional content for your website? You can now link *Legal Management* articles on your website [using a custom script](#) that will automatically update each time a new issue is released. Contact chapters@alanet.org with any questions.

NEED AN AD FOR YOUR CHAPTER WEBSITE OR PUBLICATION?

Help promote ALA's resources and events. Check out the [Promotional Resources](#) page for downloadable web and print ads and webmaster tools. New ads are available to download for inclusion in your chapter publications and websites. Click on the link, then right-click on the ad to "save image as." It's then ready to use! Contact chapters@alanet.org with any questions.

SOCIAL MEDIA CONTENT FOR YOUR CHAPTER

ALA is here to assist chapters with their social media efforts. Feel free to [download the text](#) for use on your various social media channels or even in your chapter newsletter. Be sure to tag ALA in your chapter's social media posts with [@ALABuzz](#) so we can like, retweet, share or repost your social media communications.

Doing social media on your own? Take a moment to review the updated [Social Media Guidelines for ALA Members, Chapters and Leadership](#).

Chapter Successes

ALA chapter members are regularly networking and helping others. These success stories appear on ALA's Facebook page. It's a great way for members to connect and see what other chapters are doing. Keep an eye out for updates, photos and captions. In the meantime, [check out the gallery of photos](#).

We'd love to hear from you! If you have a success story to share, please email them to chapters@alanel.org with the subject line Chapter Successes.

BUSINESS PARTNER ENGAGEMENT

ALA's [Legal Marketplace](#) is a free, one-stop resource for finding business solutions and services that can enhance efficiencies and add value to your workplace. With more than 200 business partners and suppliers, 12 primary solution categories, business partner profile pages and easy-to-navigate search functionality, the Legal Marketplace can make a difference in your work today.

Do you know of a chapter business partner who is interested in becoming more involved?

Sponsorship opportunities are available for many ALA events. Please direct any business partner interested in sponsorship or other opportunities to the [ALA Business Partner Portal](#).



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