



PLAN OF WORK TEMPLATE FOR STANDING COMMITTEES
Not applicable for event planning committees

ALA is the catalyst for growth providing:

- Diverse educational experiences.
- Engaged peer communities.
- Strategic solutions.
- Dynamic resources.
- Trusted networks.

Effective committees are those that focus on achieving outcomes directly linked to and supportive of achieving the [Association’s Strategic Direction](#). To ensure the Committee remains focused, it is imperative that the Chair, Board Liaison and Staff Liaison agree on key outcomes which the Committee is pursuing through its work.

COMMITTEE NAME: Diversity, Equity, Inclusion and Accessibility Committee

CURRENT COMMITTEE CHAIR: Outgoing 2023 Laurence Winters | Incoming 2024 JaNae Martin

CURRENT COMMITTEE BOARD LIAISON: Angelina Angelov

CURRENT COMMITTEE STAFF LIAISON: Maria Arroyo

COMMITTEE DESCRIPTION The ALA Diversity, Equity, Inclusion and Accessibility Committee (the Committee) serves as an inclusion and diversity resource for the advancement and expansion of underrepresented groups in the Association, legal practice environments and ALA constituent organizations. The Committee supports the organization’s members and legal industry stakeholders by providing tools that assist with leading and increasing diversity and inclusion awareness in the Association, in the legal management community, and in all legal service organizations.

Please outline how the work of this committee is tied to the overall goals of the Association as outlined in the current strategic direction.

Goal	How does the work of this committee tie to this goal?
Diverse education and professional development	Assists in creating educational resources that promote and embrace Diversity, Equity, Inclusion and Accessibility principles, including CLM approved learning experiences for all members.
Member experience	Provide a space within online communities where our Chapter affiliated and independent members can thrive, grow and explore all that they need, fostering open dialogue and communication surrounding the multi-dimensional concept on how the DEIA Committee's resources can promote a culture of inclusion, respect, and advance diversity across all law firm environments, by using Polls, Conversations, and information sharing.
Impact	Committed to making an impact on delivering DEIA content and resources to all ALA members, we will have monthly updates to evaluate our progress and set quarterly goals to deliver DEIA content and resources more effectively.
Innovation	Fostering innovation in DEIA, we will provide two new educational presentations as a tool to increase diversity and inclusion awareness in the association the first will analyze the impact of the Supreme Court decision in Students for Fair Admissions, INC v. President and Fellow of Harvard College on DEAI efforts nationwide and the second on developing new strategies to actively promote diversity in law firms.



	<p>The DEIA Committee will continue to provide and present dynamic content and resources that promote diversity in the legal industry. This includes creating well-researched and scholarly materials that move the needle in promoting diversity within the legal industry and changing the culture of the legal industry one member and one firm at a time. This creates new, thought-provoking, and on-trend materials in multiple forms that aid our membership best. This includes written materials, educational presentations, panel discussions, and town hall series, all of which help to provide the best experiences for our membership.</p>
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List at least three (3) key outcomes the committee’s work should focus on achieving next year.

1. Provide resources focused on the following:
 - a. The impact of the Supreme Court’s decision in *STUDENTS FOR FAIR ADMISSIONS, INC. v. PRESIDENT AND FELLOWS OF HARVARD COLLEGE* the Supreme Court decision that struck down Affirmative Action in Colleges thereby disrupting DEIA efforts all over the Country and nationwide.
 - b. Innovative strategies to actively promote diversity within law firms and in the legal profession.
2. Research and provide a Mock Interview Resource that focuses on hiring with DEIA principles in mind, which includes digital content, titled “Conducting a Mock Interview with Diversity and Inclusion front and center”
3. Engage and actively promote the various resources available on the ALA website such as webinars, round tables, diversity calendar, tool kits, benchmarking guides, articles, books, videos, podcasts, white papers, reports, etc or utilized by the DEIA Committee for online and in-person presentations, to guide the effective use in enhancing member understanding and application of DEIA principles across all legal management practices.
4. Submit presentation proposals from the committee and speaker recommendations for presenting innovative ideas and perspectives around DEIA at the 2024 Chapter Leadership Institute and 2025 Annual Conference.
 - a. The Vice Chair of the DEIA Committee will serve as a member of the Annual Conference Planning Committee
5. Review and update educational content to align with the Association’s DEIA strategic direction and success indicators.
 - a. Make sure our information and materials are never outdated
6. Work with HQ to submit the business case proposal for ASSOCIATION OF LEGAL ADMINISTRATORS’ DIVERSITY TOWN HALL – Virtual Summit.
 - a. See Attachment
7. Collaborate with the Chapter Resource Team to ensure chapters are aware of the resources offered by ALA in advancing Diversity within the Legal Industry.

RESOURCES: Outline any resources needed (programs, staff support, budget, etc.) to complete the key outcomes described above.

\$300-\$500 for education and research materials to further the plan of work.



DEIA presentation at CLI and/or Annual Conference

We would like the Board as well as the CLI and the Annual Conference Planning Committee to consider allocating time at each annual conference for a DEIA-focused presentation or a meet and greet. The Committee is willing to work with Headquarters, CLI, and/or the Conference Planning Committee to ensure that presenters are available and appropriate content is provided.

Association of Legal Administrators Diversity Town Hall- A Virtual Summit

We would like to work with HQ to present a business case proposal to the board for consideration, for a virtual summit "Association of Legal Administrators Diversity Town Hall".

\$700 Speaker allotment Early Spring 2025

See Attached

Please indicate which other committees (if any) are working in areas closely aligned with the work of this committee, and thus requiring the coordination of work and/or resources.

Certification Committee

Diversity, Equity, Inclusion and Accessibility Committee

Member Ambassador Committee

Member Experience Committee

Product and Service Review Committee

Professional Development Advisory Committee

Standards Review Committee

Annual Conference & Expo Planning Committee

IP Conference for Legal Professionals Planning Committee

Legal Management Fundamentals Planning Committee

Executive Leadership Summit Planning Committee

Briefly outline existing collaboration efforts with other committees here, if any:

CRT- Chapter Resource Teams: To ensure that up-to-date, relevant, and extensive information is distributed to Chapters to inform them of the Resources that are available from the DEIA team including presentations, articles, publications, and events.

Collaborate with the Certification Team at ALA Headquarters to ensure that all four educational presentations are CLM approved.

Collaborate with the Member Experience Committee to enhance member understanding and involvement, thereby promoting a culture of inclusion and advancing diversity across all law firm environments.

DEIA Committee is represented on the 2025 Annual Conference & Expo Planning Committee by its Vice-Chair.

ALA is committed to inclusivity which, in part, includes continually acknowledging and addressing issues surrounding diversity, equity, inclusion, and accessibility. Please outline the steps this committee is considering taking in the coming year to reinforce this commitment through its work.



ATTACHMENT- 2022 ASSOCIATION OF LEGAL ADMINISTRATORS' DIVERSITY TOWN HALL

NOTE: THIS IS A DRAFT FOR BUDGETING PURPOSES. THE COMMITTEE WILL BE CONSULTED AND ASKED FOR INPUT TO BUILD OUT THIS PROGRAMMING. THE BUDGET WILL HOWEVER REMAIN THE SAME.

The DEIA Town Hall aims to foster discussions, awareness, and actionable strategies regarding diversity, equity, inclusion, and accessibility within the Legal Industry.

This event will feature a National DEIA Speaker who will share real insights, experiences, and recommendations on fostering Inclusive Law Firms, Hiring Diverse Candidates, retaining those employees, AND advocating for a FIRM CULTURE THAT is diverse and inclusive.

Date and Venue: Fall 2024 - VIRTUAL and OPEN TO ALL ALA MEMBERSHIP!

Estimated Attendance:

- Anticipated number of attendees: [Insert Number]

Budget Breakdown:

1. Speakers:

- Speaker honorariums (number of speakers x honorarium per speaker): \$700.00
- Travel expenses – 0.00 VIRTUAL.
- Accommodation- 0.00 VIRTUAL

2. Event Marketing:

- Collaboration between Mar-Comm and DEIA to create Promotional Materials
- Online advertising: On ALA Channels and Website social media promotion

3. Technical Setup:

- WEBINAR/ ZOOM CAPABILITIES ON ALA CHANNEL

4. ALA Staff: Will need a person from Marketing or IT to assist in the event that there are any technical issues

5. Accessibility Services:

- Sign language interpreters????
- Closed captioning services ???????

6. Miscellaneous:

Total Estimated Budget: \$700.00

Net Budget Required: \$700.00 for Speaker Allotment

Conclusion: The DEIA Town Hall is an important initiative to promote education surrounding diversity, equity, inclusion, and accessibility within our Association. The proposed budget is in draft format and will be developed by the DEIA Committee.