



**PLAN OF WORK TEMPLATE FOR STANDING COMMITTEES**

ALA is the premier professional association connecting leaders and managers within the legal industry. We provide extensive professional development, collaborative peer communities, strategic operational solutions, and business partner connections empowering our members to lead the business of law.

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:** Product and Service Review Committee

**CURRENT COMMITTEE CHAIR:** Current – Angelina Angelov, Vice Chair – Kara Brostron  
Incoming Chair – Kara Brostron, Vice Chair – Christopher George

**CURRENT COMMITTEE BOARD LIAISON:** Current – Kevin Lee, Incoming – Terri Moore-Natal

**CURRENT COMMITTEE STAFF LIAISON:** Theresa Wojtalewicz

**COMMITTEE DESCRIPTION** (source from <https://www.alanet.org/membership/volunteer-opportunities/standing-committees>): This committee is responsible for reviewing ALA's current inventory of products and services as well as any prospective products or services using a strategic process to ensure timely, necessary and valuable tools are being provided to the membership.

**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?
Completion of review and recommendations on existing products and services.	All of ALA's existing products and services have been reviewed by the PSRC. The PSRC will continue to review and recommend existing products and services by the direction of the Board.
Participation in any needed "rework" of those products and services deemed valuable but out-of-date or not in alignment with current initiatives and strategic direction.	The PSRC will assist ALA headquarters by submitting recommendations, via the Scorecard template. Strategies will be defined by each Standing Committee project received for review, and will be fluid in plan and process.  The PSRC will continue to review industry leader offerings (McKinsey Legal's knowledge-management platform, Legalweek, ABA TECHSHOW, ILTA, SHRM, etc.) and recommend ways to improve ALA's products or services.
Review Products and Services currently used by chapter leaders/members to assess for member value.	The PSRC will develop a presentation to present to Chapter leaders regarding its work to gather member needs assessment, in collaboration with the Membership Committee, while ensuring inclusiveness of independent and international members.



<p>Assistance in development and review of new products and services ensuring ALA's influence and position as a leader in the business of law.</p>	<p>Collaborate with other Standing Committees to stay current on cutting-edge products and services to recommend. Reach out to other committees with the assistance of the staff liaisons as well as the Chapter Resource Team to explore current and future needs of ALA members. Reach out to knowledgeable managers of ALA Large Firm Administrators Caucus Steering Committee to explore trends and opportunities for members from larger firms and organizations. Establish communication with current and prospective business partners to explore cutting-edge services that are meaningful, inclusive, personalized and convenient to our members.</p> <p>Develop new business cases for products and services for Board review that align with the strategic direction.</p>
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**List at least three (3) key outcomes the Committee's work should focus on achieving next year.**

1. Develop presentation relating to all of ALA's products and services, and present to two chapters.
2. Continue collaborating with committees to assist in their mission.
3. Create business case for policy/template library.
4. Create business case for emerging legal trend workshops.
5. Choose industry leader to follow and share monthly ideas.
6. Review Scorecard for improvements, changes, clarifications.

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

Seeking budget to present to Chapter Leadership Institute and one individual Chapter to foster collaboration between ALA Standing Committees and chapters. Continue to have successful working relationship with ALA Staff and timely feedback from the Board of Directors to continue to move the Committee forward. Continue to have support from other Standing Committees to collaborate and allow PSRC member to attend Standing Committee monthly/bi-monthly calls.

**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
- ✓ Large Firm Administrators Caucus Steering Committee
- ✓ Membership Development 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:**

On June 30, 2021, the PSRC did a presentation at ALA CRT Roundtable regarding work the PSRC committee is doing. It was a brief, informative session. In addition, the PSRC and PDAC committee



presented at the 2022 Chapter Leadership Institute, and a bilingual presentation for the Mexico Chapter in November 2022. The PSRC has submitted to present at the 2023 Chapter Leadership Institute to share what the committee does as well as review all of the products and services. We will continue to share the Scorecard created and used by the PSRC as well as suggestions on how that process can be used by chapters or members to use at firms.

Connected with all Standing Committees in 2022 and began collaboration to produce cutting-edge products and services that ALA should be offering to its members in the future.

**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.**

Encourage and engage all members regardless of their race, nationality, ethnicity, gender, age, religion, disability, or sexual orientation to serve as part of the committee. Respect different points of view. Enhance open communications within committee members.

Collaborate with ALA Diversity, Equity, Inclusion and Accessibility committee. Ask the committee to provide input on improving member experience by improving existing or potential products and services.

Continue to ensure all ALA's products and services are reviewed through the lens of inclusivity.

**Effective May 2023**