



**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: Committee on Diversity and Inclusion

COMMITTEE CHAIR: Rita Garret

COMMITTEE LIAISON: Michele Schaede-Guy

COMMITTEE SIZE: 8

COMMITTEE TERM: 3 years, non-renewable

CALL FOR VOLUNTEERS: Summer

SELECTIONS MADE: Fall

MISSION STATEMENT: ALA's Diversity Initiative is to increase awareness of and sensitivity to the differences among our workforce and to advance the concept of inclusiveness and acceptance.

PURPOSE: ALA's goal is to increase diversity and inclusion in the Association, in the legal management community and in all legal service organizations.

ROLE: The ALA Committee on Diversity and Inclusion is tasked with providing guidance, education, and resources in support of the ALA Diversity Initiative.

COMMITTEE MEMBER SELECTION PROCESS: Committee candidates are interviewed by the Chair and Vice Chair and due diligence is completed. After this process, the Chair will recommend candidates and alternates for approval to the ALA Board of Directors. After appointment, committee members begin their term at the annual committee meeting. Informally, we encourage and welcome new appointees to participate (listen) in the committee's monthly conference calls to begin to familiarize themselves with committee work.

COMMITTEE MEMBER QUALIFICATIONS/ELIGIBILITY: Qualified candidates must have a keen interest in diversity and inclusion and in advancing the goals of ALA and the committee. A willingness to travel, give presentations, do research, write articles and participate in social media are all needed for this committee, but essential is the willingness to devote the time necessary to support the work of the committee. A commitment by the candidate's employer (if applicable) to allow the candidate to fully participate is highly recommended. Previous committee or leadership service within ALA, Chapter, Regional or National, is helpful but not required. Experience, background and/or education in diversity and inclusion are very helpful but not required.



IN PERSON MEETINGS/COMMITTEE MEMBER EXPECTATIONS: Availability to attend the annual committee meeting held during ALA’s annual conference week is required. Members must be available for monthly committee conference calls. Each committee member is assigned leadership roles for major projects to distribute the workload. As a working committee, ad hoc and other assignments are also available on a volunteer basis, though it is expected that Committee members volunteer for assignments equally.

STRATEGIES TO ACHIEVE ALA GOALS: To advance ALA’s goal to increase diversity and inclusion across the Association, in the legal management community and in all legal service organizations the Committee on Diversity & Inclusion is focused on the following strategies:

1. **Education:** Develop and provide education to chapters, members and their legal services organizations.
2. **Resources:** Develop, provide and maintain resources for chapters, members and their legal services organizations.
3. **Accountability:** Assist ALA in assuring that as an association, it has prioritized and held itself accountable for diversity and inclusion.
4. **Promotion:** Promote the thought leadership and work of ALA in the area of diversity and inclusion.
5. **Partnership:** When possible, develop and maintaining alliances with other diversity focused organizations.

COMMITTEE DELIVERABLES:

1. Education: The Committee will work to
 - ✓ Recommend diversity speakers for ALA conferences, including the annual conference.
 - ✓ Continue to present its one of its current D&I presentations at an economical cost to chapters and legal service organizations.
 - ✓ Update and curate a speaker list on the committee webpage.
 - ✓ Propose a presentation for the Chapter Leadership Institute 2019.
 - ✓ Develop thought leadership in the area of inclusion.
 - ✓ Gaining knowledge of Mansfield
2. Resources: The Committee will
 - ✓ Enhance and maintain the ALA webpage on Diversity & Inclusion.
 - ✓ Enhance and maintain the Chapter Scorecard.
 - ✓ INCLUSIVE How Chapters Can Create A Welcoming Environment.
 - ✓ Continue to show at Chapters “What’s my Diversity” video.
3. Accountability: The Committee will work to
 - ✓ Present a recommendation to the ALA Board of Directors to incorporate diversity and inclusion in its strategic initiatives through an integrated Strategic Plan.
 - ✓ Encourage Chapters to offer education and develop committees or task forces on diversity and inclusion.
 - ✓ In conjunction with ALA Annual Conference, recommend programming that promotes diversity and inclusion.



4. Promotion: The Committee will work to
 - ✓ Enhance ALA's presence in social media by promoting committee presentations, published work and resources.
 - ✓ Promote the committees "Diversity Toolkit."
 - ✓ Marketing D&I presentations to chapters

5. Partnership: The Committee will work to
 - ✓ Find and pursue opportunities for partnership with diversity and legal focused organizations such as Institute for Inclusion in the Legal Profession.
 - ✓ Work collaboratively with ALA staff, leadership, committees and chapters to consult, identify, recommend, and support cross functional opportunities to promote, enhance and support the goals and objectives of ALA's diversity and inclusion initiative.

RESOURCES: ALA provides a modest budget for the work of the Committee which primarily supports the production cost of brochures or other take-away items. ALA provides a headquarters staff liaison to the Committee who assists in maximizing Committee efforts and is the ombudsman for support from others at headquarters. The Committee is also appointed a Board liaison to facilitate communications at the Regional and Board levels. The Committee is grateful to the Board of Directors for all of this support.

ACTION REQUESTED: In order to support any approved presentation provided at CLI by a member of the Committee, the Committee requests that in addition to registration, the travel cost and one night's lodging be provided to the Committee representative, who is otherwise not attending CLI.

PROPOSED DATE: 10-24-2018

EFFECTIVE DATE: _____