

**ASSOCIATION OF LEGAL ADMINISTRATORS
PLAN OF WORK TEMPLATE FOR STANDING COMMITTEES**

Not applicable for project teams or event planning 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.

The [2017-20 Strategic Plan for the Association](#) is available for review on the ALA website.

COMMITTEE NAME: Committee on Diversity & Inclusion

COMMITTEE CHAIR: Outgoing May 2020: Michael Stephens; Incoming May 2020: Jessica Mazzeo

COMMITTEE BOARD LIAISON: Jean Jewell

COMMITTEE STAFF LIAISON: Michele Schaedde-Guy

COMMITTEE SIZE: Eight

COMMITTEE TERM: 3 years, non-renewable

MISSION STATEMENT: Provide each ALA member with the tools and resources required to be a leader in meeting ALA's goal.

PURPOSE: Increase awareness of and sensitivity to the differences among our workforce and to advance the concept of inclusiveness and acceptance.

ROLE: 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. There is also an expectation of Committee members being available to conduct in-person or remote training to all ALA chapters and individual members.

STRATEGIES TO ACHIEVE ALA GOALS: Identify 3-5 strategies the committee recommends to achieve any of the ALA goals. Strategies include viability for any initiative; research to support the goals; and an implementation/marketing plan to achieve the outcomes desired.

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: Describe the specific tactics/outputs your committee plans to produce in the coming year.

1. **Education:** The Committee has or will continue to
 - Conduct educational training at an economical cost to chapters and legal service organizations.
 - Update and curate a speaker list on the committee webpage.
 - Present at the Annual Conference in May 2020.
 - Propose a presentation for the Chapter Leadership Institute 2020.
 - Develop thought leadership in the area of inclusion.
 - Gain and share knowledge of Mansfield, Equity and Bullying
2. **Resources:** The Committee has or will continue to
 - Enhance and maintain the ALA webpage on Diversity & Inclusion.
 - Enhance its online brochure.
 - Enhance and maintain the Chapter Scorecard.
 - Recreate and maintain the Firm Scorecard.
 - Share the Committee's "What's My Diversity" video.
3. **Accountability:** The Committee has or will continue 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 programing that promotes diversity and inclusion.



4. **Promotion:** The Committee has or will continue to

- Enhance ALA's presence in social media by promoting committee presentations, published work and resources.
- Promote the committees "Diversity Toolkit."
- Market itself to conduct D&I presentations to chapters and member law firms and legal organizations.

5. **Partnership:** The Committee has or will continue 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
- Work with LMA, ILTA and NALP to participate in an D&I panel at LMA Annual Conference 2020.

RESOURCES: Outline approved program, budget, resources needed and staff support the committee receives.

ALA provides a modest budget for the work of the Committee which in the past primarily supported the production cost of brochures or other take-away items. The Committee would like to have a table at Annual Conference and CLI along with printed pop up banner for use during these conferences to further promote the Committee and its resource to members and chapters. The Committee is continually grateful for its headquarters staff liaison and its Board liaison as both help facilitate communications with ALA Headquarters staff and as well as at the Regional and Board levels. The Committee is grateful to the Board of Directors for all of this support.

PROPOSED DATE: October 31, 2019

EFFECTIVE DATE: January 1, 2020