**ASSOCIATION OF LEGAL ADMINISTRATORS**

**PLAN OF WORK TEMPLATE FOR STANDING COMMITTEES**

*Not applicable for event planning committees or project teams*

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](http://www.alanet.org/about/about-ala/ala-strategic-plan) of the association are available for review on the ALA website.

**COMMITTEE NAME:** International Relations Committee

**COMMITTEE CHAIR: Linda Ryan**

**COMMITTEE BOARD LIAISON:** April Campbell

**COMMITTEE STAFF LIAISON: Sharon Leeds**

**COMMITTEE SIZE: 7-9**

**COMMITTEE TERM:** 3 years, non-renewable

**CALL FOR VOLUNTEERS:** Summer **SELECTIONS MADE:** Fall

**MISSION STATEMENT:** Making connections with international legal management professionals and organizations to learn their needs, realities and position globally the ALA as the leader of information in the business of law.

**PURPOSE:** The IRC advises the Board of Directors and represents ALA's interests in matters related to international initiatives, cooperation and affiliations. We know that legal management is important to the future of law firms, corporations and government organizations world-wide and ALA and the IRC are here to help promote that.

**ROLE:** The Committee shall:

1. Seek avenues to increase ALA’s international presence and identity through mutually beneficial initiatives / relationships, and collaboration with individuals and organizations in the field of legal administration and the business of law or international entities that fit the needs and realities of organizational issues in different countries.
2. Advise the Board of Directors on international activities or tactics that increase and promote ALA’s products and services as the leader in the business of law.
3. Make use of their members’ multilingual skills and multicultural experiences to promote and facilitate communication for the ALA.
4. Serve as a liaison to ALA’s international members, law firms and legal organizations with international operations or interests. Work to facilitate communication with and provide relevant guidance, education, and resources to ALA’s international members and potential members in order to increase membership value.

The IRC will be consulted or advised when initiatives or activities with an international component are considered by ALA and its Board of Directors, in order to ensure the committee is fully informed and can assist as necessary.

**COMMITTEE MEMBER SELECTION PROCESS:** The Committee Chair will make recommendations to the Board, taking into consideration international geographic balance, and international and/or Association knowledge.

**COMMITTEE MEMBER QUALIFICATIONS/ELIGIBILITY:** Must be a current ALA member or a member of a related legal management association. Preference for those who live or work outside the United States and/or have knowledge about international matters and customs, possibly through personal experience or employment in a multi-national organization.

**IN PERSON MEETINGS/COMMITTEE MEMBER EXPECTATIONS:** One in-person meeting per year (during the Annual Conference). Monthly conference calls.

**STRATEGIES TO ACHIEVE ALA GOALS:**

1. Continue to identify and develop opportunities for current and future international outreach via products and services which demonstrate ALA as the leader in the business of law globally. This will include meetings at Annual Conference, direct communications to international members, domestic members with international offices and business and potential members, and in-person presentations. In particular we expect to place a focus on social media in 2018 and 2019.
2. Continue to build on relationships with international groups such as ALPMA and Fenalaw, including providing programming support and be a vehicle for resources when it is mutually beneficial to advance the goals of ALA, and further legal management in key markets.
3. Develop international recognition of ALA and the IRC as key sources of legal management product and services, via social media, cyber chapter and connections with ALA programs at the association, regional and chapter levels.
4. Continue to seek feedback from international ALA members, in addition to potential members and customers on ways where value may be added to increase engagement with these members and identify key areas where we have fallen short.

**COMMITTEE DELIVERABLES:**

1. During the annual conference in April, host the international breakfast or lunch and facilitate the international idea exchange. Also during the conference, work with the committee to encourage “adoption” of independent international members at chapter and business partner events.
2. Continue to survey international markets for potential new ALA involvement (Alliance, Chapter or Chapter adoption of international members), and to further existing relationships: Australia and New Zealand, Brazil, Colombia, Dominican Republic, México, Panamá, Latin America, the Caribbean, and Europe. Due to current traction in Brazil, that area will remain a focus of ALA growth.
3. Encourage Chapter adoption of ALA international members, as is being done by GLA-ALA. This is currently under consideration by the South Florida Chapter for members in Panama, Colombia, and the Dominican Republic.
4. Work with ALA’s Nigerian members to locate a strong U.S. Chapter who would be willing to adopt them either as chapter members or as a chapter sub-section. We are discussing this plan with the NYC chapter but we will reach out to other chapters if NYC decides it is not something that fits within their chapter plans.
5. The committee may submit a proposal to speak at the 2019 Chapter Leadership Institute on this topic and others related to the work of the International Relations Committee.
6. Expand social media plan for ongoing contact with current and prospective members.
7. Collaborate with other ALA standing committees, such as the Membership Development Committee, the Professional Development Advisory Committee, and the Product and Service Review Committee to explore opportunities for member recruitment, engagement, education, services, etc.

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

**RESOURCES:** Budget of $10,000 for 2019.

Teleconference: $200

Banquet at ACC\*: $3,700

Hotel – ACC\*\*: $2,640

Miscellaneous: $3,460

TOTAL: $10,000

*\* Covers International Lunch and International Idea Exchange*

*\*\* Covers one night lodging per IRC Committee member at ACC meeting*

Utilize ALA HQ staff to assist with the compilation and delivery of materials and resources to targeted individuals and groups

**PROPOSED DATE:** **EFFECTIVE DATE:**