

**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](#) of the association are available for review on the ALA website.

COMMITTEE NAME: Products and Services Review Committee (PSRC)

COMMITTEE CHAIR: Karen Griggs

COMMITTEE BOARD LIAISON: Debra Elsbury, CLM

COMMITTEE STAFF LIAISON: Patricia Carrera

COMMITTEE SIZE: 11 (6 ALA members and 1 Business Partner, 1 Board Liaison, and 3 ALA HQ Staff)
Originally 9 (4 ALA members and 1 Business Partner, 1 Board Liaison, and 3 ALA HQ Staff. In 2018, the Board approved the addition of two more ALA members.)

COMMITTEE TERM: 3 years, non-renewable

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

MISSION STATEMENT: To ensure ALA provides cutting-edge products and services on legal management and leadership issues thereby helping its members solve strategic and operational challenges both now and in the future.

PURPOSE: The PSRC is responsible for reviewing ALA's current inventory and brainstorming prospective products and services to ensure timely, necessary, and valuable tools are provided to its members. The Committee will determine whether the product or service is: effective, affordable, and supportive of ALA's strategic goals.

ROLE: The PSRC will obtain data, research, and ultimately evaluate a product or service. A product or service is either discarded, forwarded to a more appropriate committee to vet, or presented to the Board



of Directors so that the Board can make decisions as to whether to keep, eliminate, modify, or pursue said products or services.

COMMITTEE MEMBER SELECTION PROCESS: Committee member selection is through the annual “Call for Volunteers” process and recommendations obtained from ALA leadership.

COMMITTEE MEMBER QUALIFICATIONS/ELIGIBILITY: Service on this Committee is open to any regular member, associate member, business partner, consultant, or other interested parties whose knowledge, skills, and expertise is deemed useful to the work of the Committee. Ideal candidates are those who have insight into membership and members’ needs and are creative and innovative, critical and strategic thinkers, actively and effectively communicate, and able to work successfully as a team.

IN PERSON MEETINGS/COMMITTEE MEMBER EXPECTATIONS: The PSRC is required to meet at least twice each year. One meeting is face-to-face in conjunction with the ALA Annual Conference & Exposition. The Committee currently has monthly telephone/video conference calls scheduled for the second Wednesday of each month.

STRATEGIES TO ACHIEVE ALA GOALS: While still relatively new, this Committee is quickly evolving and improving ALA’s offerings on both existing and prospective products and services. By researching, analyzing data, and utilizing the Focus Framework Product Scoring System, this Committee determines whether a product or service supports ALA’s Strategic Plan.

COMMITTEE DELIVERABLES: PSRC will be working closely with HQ Staff on the following programs: Summit Conference, C4 Workshop, and other programs that continue to evolve, for example, ALA’s HR Toolkit. Additionally, this Committee will improve existing products and services including those tabled from the initial review of current offerings: Large Firm Administrators Program, Large Firm Administrators Webinar, and the Legal Management e-Store. Further, PSRC recently met with an ALA Committee (Membership subcommittee) and will assist with and vet some of the ideas presented by that Committee (and any other committee as requested). Finally, PSRC plans to schedule brainstorming sessions intended to produce innovative ideas for the Committee to propose.

RESOURCES: To date, this Committee relies on ALA’s conference call and video conference services for conducting monthly meetings. For PSRC’s annual live meeting, held in conjunction with the annual conference, a room (ideally to include a projector and other AV equipment) is required. Though PSRC depends on Headquarters’ staff for most data and statistics, the Committee is finding it vital to have funds available to reimburse its members for attendance at programs or to purchase products offered outside ALA, for example, the CFO Leadership Council. PSRC, therefore, requests \$1500.

PROPOSED DATE: _____

EFFECTIVE DATE: _____