



2020 PLAN OF WORK PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE (PDAC)

COMMITTEE NAME: Professional Development Advisory Committee

COMMITTEE CHAIR: Lana McGinnis, CLM, SPHR, SHRM-SCP

CO-CHAIR: Teresa Walker

COMMITTEE LIAISON: Trish Carrera

COMMITTEE SIZE: 9-10

COMMITTEE TERM: 3 years

CALL FOR VOLUNTEERS: Fall

SELECTIONS MADE: Winter

MISSION STATEMENT:

The Professional Development Advisory Committee's purpose is to keep an eye toward the horizon of the legal community in order to bring topic awareness and deliver idea framework to be effectively interpreted by ALA headquarters, committees and suppliers to facilitate ALA keeping its members on the forefront of legal management trends and technology.

PURPOSE:

The Professional Development Advisory Committee provides insights and recommendations for a broad range of professional development activities that align with ALA's strategic goals. It does this by monitoring industry trends, considering relevant research and needs assessment data and collaborating with ALA staff, other ALA committees and ALA suppliers in the development of professional development programming. Though it will assist in developing content, the Professional Development Advisory Committee is not directly responsible for developing content or identifying instructors or speakers for courses or conferences.

ROLE:

- Provide topic awareness and framework suggestions that can be effectively used in ALA's professional development initiatives;
- Use ALA education-relative survey/evaluation data to recommend enhancements to existing programs and make suggestions for future inclusions;
- Recommend new educational offerings based on ALA's strategic goals;

- Review and recommend proposals received in response to ALA's call for presentations;
- Collaborate with other ALA Committees and ALA Suppliers as needed.

COMMITTEE MEMBER SELECTION PROCESS:

ALA members, business partners and other individuals who have demonstrated thought leadership are eligible for this committee. Interested individuals must timely submit a completed application form, be recommended by the standing committee, and be confirmed by ALA's Board of Directors.

COMMITTEE MEMBER QUALIFICATIONS/ELIGIBILITY:

PDAC is open to both members and business partner participation. Among the considerations in selecting new members are educational background, experience level and areas of expertise. Consideration is also given to an applicant's experience with education, training, and career development.

IN PERSON MEETINGS/COMMITTEE MEMBER EXPECTATIONS:

Committee members are expected to attend one annual in-person committee meeting (usually at Annual Conference), participate in monthly conference calls, contribute at least 3 articles monthly to basecamp, and participate in discussion forums created by the committee for ongoing collaboration.

COMMITTEE DELIVERABLES:

1. PDAC will submit an annual Plan of Work and semi-annual written reports to ALA's Board of Directors
2. PDAC will continue to identify and share trending legal industry content for the *Ahead of the Curve* e-Newsletter or other vehicle which may be identified for distribution of this information.
3. PDAC will collaborate with ACI or other ALA Suppliers as needed to provide topics/speakers/author recommendations for annual conferences, professional development programs and webinars.
4. PDAC will provide topic suggestions for Legal Management magazine, ALA social media, etc.
5. PDAC will submit a presentation to CLI annually. The presentation will cover PDAC's function and offer content to assist chapters and their leaders in elevating their

professional development offerings. This will include the document created that gives tips on selecting speakers and ensuring their quality.

6. PDAC will provide content suggestions as it relates to books and/or authors that would be useful for educational purposes.
7. PDAC will provide information on podcasts thought to be informative and relevant to legal management.
8. PDAC will provide oversight for the newly formed Education Ideas Discussion Forum.

RESOURCES:

Budget for yearly in person meeting, ongoing staff liaison engagement, Basecamp collaboration software fees and travel expenses (air fare, hotel, meals, etc.) and registration for one committee member to attend CLI.

SUBMITTAL DATE: October 31, 2019