



**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:** Standards Review Committee

**COMMITTEE CHAIR:** Laura J. Broomell, CLM

**COMMITTEE VICE CHAIR:** Eric Hightower, CLM, SPHR

**COMMITTEE BOARD LIAISON:** Michael T. Bumgarner, CLM, CPA, CGMA

**COMMITTEE STAFF LIAISON:** Steve Kenney

**COMMITTEE SIZE:** Up to 7

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

**MISSION STATEMENT:**

The committee's mission is to increase awareness for the need to bring standardization to the legal industry, specifically within the areas of administration and operations.

**PURPOSE:** The committee is primarily responsible for the maintenance, interpretation and promotion of the Uniform Process Based Management System (UPBMS) Code Set. It is also charged with monitoring and when appropriate supporting or participating in similar efforts across the legal industry.

**ROLE:** The role of this committee is to:

- Maintain a universally applicable set of standards
- Educate our members and others about the use and understanding of how standards can be used to improve operations
- Support and foster efforts by others to develop and promote the use of legal industry standards

**COMMITTEE MEMBER SELECTION PROCESS:** ALA members, business partners, consultants, 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 committee, and be confirmed by the ALA's Board of Directors.

**COMMITTEE MEMBER QUALIFICATIONS/ELIGIBILITY:** Membership on the committee is open to anyone in the legal management community with a stake or interest in the development of industry standards, including representatives from law firms, corporate legal departments, legal management consultants, and business partners. Knowledge of or experience with standards is helpful, but not required. A general interest or expertise in process improvement methodologies is desirable.

**IN PERSON MEETINGS/COMMITTEE MEMBER EXPECTATIONS:** The committee will meet in person once a year during the ALA Annual Conference. The committee will hold regular conference calls, in addition to other calls, as needed for sub-committee projects.

**STRATEGIES TO ACHIEVE ALA GOALS:** The work of the Standards Review Committee supports the ALA's strategic goals in the following ways:

- **Increase Member and Business Partner Value:** The UPBMS is a unique and tangible resource for both ALA members and the larger legal community. In addition to helping members deliver value within their own organizations, the pursuit of a vital and necessary standard like the UPBMS serves to build and enhance ALA's reputation.
- **Enhance Industry Thought Leadership:** As the legal industry grapples with change and calls for increased value, the UPBMS illustrates ALA's desire to take an active role in addressing key legal management issues. The uniqueness of the UPBMS combined with ALA's unique ability to develop this standard creates an exclusive opportunity to influence the future of legal management.
- **Advance Legal Management Professional Development:** The UPBMS is a powerful resource that can be used by ALA members to achieve the knowledge, skills and abilities they need to be successful.
- **Build Community and Engagement:** As a far reaching and industry-wide resource, the UPBMS has the potential to be a reason for members to gather and work together to improve the operation of their firms, advance their own professional development, and influence the larger legal industry.

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



- Continue to enhance the UPBMS by reviewing and updating each section. Work to collaborate with other legal organizations to use as a resource, especially in more specialized areas.
- Determine options to possibly integrate UPBMS with SALI.
- Review options to implement a new taxonomy software program to improve our ability to visualize taxonomy and manage the revision and development processes more effectively.
- Augment the UPBMS website and the UPBMS content on the ALA website, including developing Case Studies or Story Boards on how the UPBMS has or can be used
- Work on a social media plan.
- Liaise with the job description task force to ensure consistency and compatibility.in the development of the Job Description Toolkit version 2.
- If possible, partner with the Certification Committee on the next KSA needs assessment, since there is a strong correlation between the KSAs and the UPBMS.

**RESOURCES:** Possible budget for taxonomy software. Continued collaboration with Steve Kenney.

**PROPOSED DATE:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_