

CLMSM

Certified Legal Manager

Seasons of the CLM Committee

According to Wikipedia, a season is a subdivision of the year. According to Dictionary.com, a season is a period of the year marked by certain conditions and activities. Similarly, a year in the life of a CLM Committee member is divided into subdivisions and marked by certain activities.

SPRING

Committee members meet twice each spring. The first meeting takes place at HumRRO's headquarters. HumRRO is ALA's certification contractor, the organization responsible for managing the item writing and review process, the exam form assembly process, the scoring of each exam, and for preserving the overall integrity of the CLM exam in general. *During the spring meeting, each committee member actually takes the exam – the exam which will be given at the upcoming exam date (now offered online at PearsonVue testing centers which has hundreds of testing locations throughout the United States).*

The purpose of taking the exam is to:

- a) Identify items which may need to be deleted because of a change in law or for some other reason become obsolete; and
- b) Determine if other items need tweaking to be clearer. *The committee also conducts an analysis process during which each item is ranked to determine its difficulty level. HumRRO uses this data to establish the passing score of that particular exam.*

The next committee meeting takes place at annual conference. *The primary purpose of this meeting is for committee members to receive item writing training conducted by HumRRO.* Although item writing training is particularly meaningful to new committee members, the material covered is important for all committee members to hear again, especially as they approach item writing "season." *At the end of this meeting, each committee member is assigned 12 items to compose and write.* With that assignment, comes a strict deadline date which must be met.

During ALA's annual conference, each committee member is assigned booth duty. The committee has a table at the ALA booth, where members of the committee answer questions from fellow ALA members about the CLM exam and encourage them to take the test. Booth presence offers CLM Committee members an opportunity to act as cheerleaders in promoting the taking of the exam.

SUMMER

Committee members are busy and stressed doing their assigned item writing homework. Item writing is a difficult and laborious process. *One item can sometimes take days to compose and finalize. The items must be written in a way that is consistent with "best practice" guidelines for writing multiple choice test items (which HumRRO communicates during the item writing training), be relevant to the legal industry, and be accurate and up to date.*

FALL

The CLM Committee meets every fall. The primary purpose of this meeting is to review all items which were written over the summer by each committee member. Committee members critique and analyze each item, scrutinizing it for relevance, accuracy and applicability to the job of a legal administrator. This is when editing of an item occurs, with a keen eye toward making the question's wording concise and written in a manner consistent with the guidelines communicated by HumRRO during item writing training. Members are often tasked with other committee business during this meeting, as assigned by HQ staff, business which includes the overall maintenance and administration of the CLM exam.

WINTER

The winter season generally is a slower time of the year for CLM Committee members. However, committee members do roll off the CLM Committee, leaving a vacancy and need for a replacement. When this occurs, the committee is tasked with reviewing other member applications, conducting due diligence on the candidates, and preparing the committee's findings and recommendation(s) for submission to the Board during their annual January meeting.

Since CLM Committee members serve at least a 3-year term, the progression of seasons is constant. They say winter is supposed to be a season of rest so we can get through the tough weather. But, it is well known that CLM Committee members really never rest because they are always thinking of item writing. After all, it is never "out of season" to compose a question for the exam!

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