ASSOCIATION OF LEGAL ADMINISTRATORS
2016 PLAN OF WORK
LARGE FIRM ADMINISTRATORS CAUCUS STEERING COMMITTEE

COMMITTEE NAME: LFA Caucus Steering Committee
COMMITTEE CHAIR: Nolan Kurtz
COMMITTEE LIAISON: Susan Hanf
COMMITTEE SIZE: 11
COMMITTEE TERM: 3 years: initial terms may be less or more than 3 years to create future staggered terms
CALL FOR VOLUNTEERS: Spring
SELECTIONS MADE: Summer

MISSION STATEMENT:
The LFA Caucus Steering Committee’s mission is to provide professional education, best practice and idea exchange and member networking opportunities with the resulting goal of enhancing the value and impact principal administrators can have on their respective law firms and the profession, generally.

PURPOSE:
The LFA Caucus Steering Committee exists for the benefit of principal administrators of large law firms (100+ attorneys).

ROLE: The LFA Caucus Steering Committee’s role is LFA Caucus membership engagement throughout the year as well as to increase the membership and participation of larger firms in the Caucus.

COMMITTEE MEMBER SELECTION PROCESS:
ALA members who are Large Firm Principal Administrators are eligible to serve on this committee. The Chair of the Retreat Education Planning Committee is selected as a member of the LFA Caucus Steering Committee upon the expiration of their term on the Planning Committee. Additionally, interested individuals must timely notify the Chair of the LFA Caucus Steering Committee of their interest, be recommended by the standing committee, and be confirmed by ALA’s Board of Directors.
COMMITTEE MEMBER QUALIFICATIONS/ELIGIBILITY:
In addition to a requirement that the individual be actively serving as Principal Administrator in a Large Firm (100+ attorneys), among the considerations in selecting new members are educational background, active participation in the Caucus, size of firm, geographic location, experience level and areas of expertise.

IN PERSON MEETINGS/COMMITTEE MEMBER EXPECTATIONS:
Committee members are expected to attend one annual in-person committee meeting (most likely the LFA Retreat), participate in committee conference calls, and participate in online community discussion forums created by the committee for ongoing collaboration.

COMMITTEE DELIVERABLES:
1. The committee will submit an annual Plan of Work, semi-annual written reports to ALA’s Board of Directors.
2. Serve as the key resource for the Board and the staff with regard to the viewpoint of large firms.
3. The committee will provide updates to the LFA Caucus members with regard to its activities.

RESOURCES REQUESTED:
1. ALA staff engagement.
2. Conference calls will be used to facilitate regular committee calls; those will be coordinated through ALA and, with only U.S.-based members, will incur no cost.
3. Meeting space and travel for committee and staff to support the work of the committee:
   a. For the Chef’s Tables, travel expenses be provided to allow for two LFA Caucus Steering Committee members to be included in each.
   b. A meeting be convened in Chicago with at least two LFA Caucus Steering Committee members (travel/housing covered), key ALA staff, and other key organization representatives, such as the Corporate Legal Operations Consortium (CLOC), the Association of Corporate Council Legal Operations or similarly situated groups for the purpose of establishing a mutually beneficial relationship between our organizations.

SUBMITTAL DATE: October 14, 2015