



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: Product & Services Review Committee (PSRC)

COMMITTEE CHAIR: Karie Rivkin, CLM

COMMITTEE BOARD LIAISON: Geoffrey Williams, CLM

COMMITTEE STAFF LIAISON: Theresa Wojtalewicz

COMMITTEE SIZE: 11 (6 ALA members and 1 business partner, 1 board liaison, and 3 ALA HQ staff)

COMMITTEE TERM: 3 years, non-renewable

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. This committee will determine whether the product or service is affordable, effective 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, 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 ALA's Annual Conference & Expo. The committee currently has monthly telephone/video conference calls scheduled for the second Wednesday of each month.

STRATEGIES TO ACHIEVE ALA GOALS: This committee has quickly evolved and is assisting ALA in improving offerings on both existing and prospective products and services. With the recent inclusion of consultants and students as regular members, PSRC will need to expand offerings to meet the needs and appeal to a more diverse group in all stages of professional development. PSRC will do this through research, brainstorming, analyzing, and evaluating data to determine new products and services.

COMMITTEE DELIVERABLES:

PSRC will work closely with HQ staff and other ALA committees to establish new and improve upon existing products and services.

To enhance ALA as a thought leader, PSRC is considering ideas to create and sell original content. For example, the committee is currently evaluating a Writing Studio that, in the future, would produce work that would be owned by ALA and sold on the ALA e-Store.

Another idea presented is a Book Club. To develop data to determine its success, PSRC requested a pilot Book Club. With HQ's lead, the pilot will launch in November 2019 on the ALA Online Communities. A book will be chosen from the ALA e-Store and featured on the Book Club Community. Questions will be presented by a moderator so that members can share ideas and hold intelligent discussions.

To advance our members' professional development, PSRC is looking for opportunities to provide additional educational resources in areas that we believe are critical to our members in performing their daily jobs. PSRC will focus on areas that are currently not offered or are underdeveloped. For example, Facilities, Legal Industry, Project Management, and Technology (hardware and software).

With the help of HQ and one of our business partner committee members, Mark Davey, we are exploring opportunities to further solidify our relationship with other legal organizations, for example, Corporate Legal Operations Consortium (CLOC).

PSRC is also working with HQ staff to improve on the member experience by assisting with ideas for updates to the ALA website and e-Store. Finally, as PSRC is full of talent, we continue to brainstorm for innovative ideas.

RESOURCES: To date, this committee uses 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. For all other data and statistics, the PSRC will rely on ALA's staff and members' resources.

PROPOSED DATE: _____

EFFECTIVE DATE: _____