

# ALA 2025 VOLUNTEER STRUCTURE





KNOWLEDGE

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## CLM Certification Question Writing Committee

- Standing Committee
- 8-10 volunteers (including Chair); CLM required
- 4-year staggered terms
- 6-8 months each year

The CLM Certification Question Writing Committee serves to assist the Board of Directors in fulfilling its oversight responsibilities to review, revise, sunset, and manage the Certified Legal Manager (CLM)<sup>®</sup> program. Its primary responsibilities include revising test items, writing new test items, sunsetting outdated questions and working with the testing contractor to evaluate and improve the assessment process; working with the professional staff in overseeing the administration of the program, and recommending needed changes in prerequisite and recertification requirements consistent with the board's five focus areas of the strategic direction, subject to the approval of the Board of Directors.



## CLM Certification Promotion Project Team

- Project Team
- 6-8 volunteers (including Chair)
- Annual Cycle
- 6-month sprint

The CLM Certification Promotion Project Team serves to assist the board of directors and staff in promoting the CLM program. Shall be six meetings over 12 months focused on creativity promoting our credential. Team will partner with staff liaison on promotional opportunities to elevate the CLM credential in value and opportunity.



## Future Readiness Advisory Council

- Advisory Council
- 6-9 volunteers (including Chair)
- 2-year staggered terms
- 6-month sprint

The Future Readiness Advisory Council, in alignment with ALA's Vision, Mission and Strategic Direction, shall assist the Board of Directors by researching, monitoring, projecting and alerting them to new developments, ideas and future trends impacting the legal industry and the association by preparing a report of their findings that can be used by staff, the Board, the Annual Conference Project Team, and any group that is interested in the findings.



## Event Project Team(s)

- Project Team
- 2-8 volunteers (including Chair)
- 1-year term
- 9-15 months; varies based on event

The Project Teams will work with any third-party conference vendor and ALA staff to build educational matrices for events including, but not limited to the Annual Conference and other in-person and virtual events that invite members and nonmembers to attend. Team will participate in conversation on educational content and member experience related to the event. Project teams will be named for each event – e.g. Annual Conference Project Team, Intellectual Property Project Team, etc.



**NETWORKING**

# ALA 2025 VOLUNTEER STRUCTURE



## Member Experience Committee

- Standing Committee
- 7-9 volunteers (including Chair)
- 2-year staggered terms
- Ongoing work

This committee will be strategic with ongoing work to improve the member experience for engagement, recruitment and retention.



## Member Ambassador Committee

- Standing Committee
- 4-7 volunteers (including Chair)
- 2-year staggered terms
- Ongoing work

This committee will recruit, onboard, assign and evaluate the Ambassador program.



## Independent Member Advisory Council

- Advisory Council
- 6-8 volunteers (including Chair)
- One cycle

Due to a growing number of independent members, this advisory council will be formed for one volunteer cycle to examine opportunities to improve the independent member experience. They will examine and report on opportunities to engage, retain and improve the independent members' ALA experience. The group may be renewed if the Board determines continued strategic value.



## Shared Interest Groups

- Large Firm Administrators
- Small Firm Administrators
- Intellectual Property Administrators
- International Firm Administrators
- Plaintiff/Personal Injury
- Corporate/Government
- First Five

SIGs champion conversations that can be peer-to-peer with opportunities for in-person time. SIGs are formed based on percentage of membership, tags in online communities, and require benchmarks for utilization that will guide termination as appropriate.



## Chapter Connection Committee

- Standing Committee
- 15-22 members (including Chair) supporting 4-6 chapters each\*
- 3-year staggered terms
- Ongoing work

\*Number of members can change based on total number of ALA chapters.

The Chapter Connection Committee assists the Board in education for chapter leaders on policies, programs, and initiatives of ALA. This includes providing support and resources for chapter leaders to enhance the member experience. Committee Chair works with Board and Staff liaisons to respond to any chapter requests.



## DEIA Advisory Council

- Advisory Council
- 7-9 volunteers (including Chair)
- 2-year staggered terms
- One year

The DEIA Advisory Council meets quarterly to gather relevant findings from the various volunteer groups they are dispersed inside. These findings are presented to the Board of Directors and include suggestions to continue the quest to see and feel DEIA in all that we do. The group participates in assigned volunteer groups across the Association (one member per volunteer group) to serve as a DEIA lens in the work of the various groups. The Advisory Council will review the DEIA survey as part of their analysis and recommendations to the Board. They will also serve to assist chapters in fulfilling the President's Award of Excellence DEIA items if there is no DEIA credentialed staff to assist.



## Legal Management Operations Standards Project Team

- Project Team
- 5-7 volunteers (including Chair)
- 3-year staggered terms
- 3-6-month sprint

The project team updates the legal management operations database (aka, UPBMS) after the Future Readiness Advisory Council completes their evaluation of the industry opportunities. ALA staff provide education to the volunteers on how to update the database.



## Business Partner Focus Group(s)

- Focus Group
- 1-2 volunteers
- Post-events
- One month

Focus groups are formed after ALA events to bring together business partners in a forum to capture successes and opportunities from the business partner perspective. The volunteers will participate in capturing ideas and sharing member experiences of business partner contributions.

# VOLUNTEER OPPORTUNITIES DEFINED

## » Standing Committees

Those committees that the Board of Directors uses on a continual basis. They can be set forth in the association's bylaws or in its Board operations and policy manual, or they may be established by custom.



## » Ad Hoc Committees

Formed for a limited period of time to address a specific need. When the work of the ad hoc committee is completed, the committee is dissolved. An ad hoc committee may exist for less than a year or for a year or more depending on the extent of the work assigned to it.



## » Advisory Councils

Assist the Board of Directors in carrying out their work by providing expertise and advice in selected areas.



## » Project Teams

Address short-term needs or projects of the Board and are typically disbanded upon the completion of those tasks or projects.



## » Shared Interest Groups (SIGs)

These are also known as professional interest groups or components. These are communities within a larger organization, created around a shared interest in specific areas of knowledge, learning, technology or other characteristics of membership. SIGs offer additional benefits for association members such as access to subject specific information and resources, educational opportunities, networking with like-minded peers, and volunteer leadership opportunities.

## » Focus Groups

These are staff led, incorporating one or more members as necessary, limited in scope, created by the Board to achieve a single objective and report to the Board their results.

