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ALA—Membership

Regular membership in ALA is open to legal administrators engaged in the management of a legal organization (private, government or corporate organizations) and managers and specialists whose responsibilities include human resources, finance, facilities, systems or practice management. There are also International Affiliate members and Associate members. To become a member of the Atlanta Chapter, one must be a member of ALA in good standing.

Atlanta
Association of
Legal
Administrators

*Serving Atlanta's Legal
Community Since 1977*



For information on how you
can become a member of ALA
Contact:

Affix Label Here

Atlanta Chapter

www.atlanta-ala.org



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ALA—History of ALA

The Association of Legal Administrators (ALA) was formed in 1971 to provide support to professionals involved in the management of law firms, corporate legal departments and government legal agencies. The primary purpose of the association is to improve the quality of management in legal services, promote and enhance the competence and professionalism of legal administrators, develop and promote educational programs in all aspects of legal practice management and educate the legal profession about the value and availability of legal administrators. ALA members can also belong to any of the more than 100 active local Chapters. More information about ALA member benefits can be found at www.alanet.org.

**Meeting
Members' Needs**



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ALA—Our Chapter

The Atlanta Chapter has been an active member of ALA since 1977. The Chapter was organized by a small group of pioneering legal administrators who had been meeting since 1975 to help each other conquer the challenges of the fledgling profession and to better serve the firms for which they worked. When they learned about ALA they knew immediately that being part of the organization would help them achieve their goals. Today, the Chapter has over 220 members representing private law firms and the legal departments of corporations and government entities. The Chapter promotes the exchange of information regarding administrative and management problems specific to legal organizations. AALA develops and promotes continuing education programs and makes available members who specialize in areas of administration for consulting purposes to the membership. Members adhere to the ALA Code of Professional Ethics and the ALA Antitrust Rules and Guidelines.

Education The Chapter holds a luncheon meeting each month. Many of the meetings feature a speaker presenting an educational topic. Topics are selected to appeal to a wide variety of members. Our AALA Chapter has sections that address the needs of specific administrative specialties. Section meetings provide a speaker on a topic of specific interest to those administrators or offer members the opportunity to exchange ideas within their specialty. The Chapter offers an ALA teleseminar to its members on a monthly basis. AALA has a study group to help organize and focus member efforts to prepare for and complete the Certified Legal Manager exam. In addition the Chapter provides scholarships to the ALA Annual Conference and to the Region 2 Conference.

Community Service The Chapter supports and encourages community service. In addition to participating in the ALA Annual Community Challenge Weekend, members participate in several community service projects throughout the year. In the last several years AALA has joined area lawyers in *Servis Juris* Day. AALA has also participated with vendors on projects in conjunction with the Vendor Luncheon and members have participated in various holiday toy drives.

Newsletter The AALA Newsletter is published quarterly by its members. It includes news from the Chapter President, articles on various management topics, Chapter events and calendar information on upcoming events. Vendors may advertise their products and services in the newsletter. Current distribution of the newsletter far exceeds the membership itself and helps to raise the profile of our Chapter in the Atlanta legal community.



Vendor Relations The right products and services are key to successful legal administration. AALA promotes positive relationships with our legal vendors through our vendor sponsorship program. Without their support many of the benefits provided to members would not be possible. Their participation provides members with the opportunity to learn about the products and services that can help them accomplish their goals. Vendors are invited to exhibit at our annual vendor luncheon.

Web Site With the click of a mouse members may obtain any and all information they need from the Chapter's award-winning web site, www.atlanta-ala.org. Our comprehensive web site is packed with information that is available 24 hours a day 7 days a week.



Bar Relations Committee works to maintain a strong relationship with the local and State Bar associations. AALA has participated in several joint projects with the Atlanta Bar Association

Branch Office Management Section meets every other month. Members who manage branch or multi-office law firms are encouraged to participate.

Certified Legal Manager (CLM)SM* Study Group meets to assist members who are planning to take the Certified Legal Manager exam. Guest speakers focus on topics covered on the exam.

Community Relations Committee plans and implements the service projects the Chapter sponsors throughout the year, including the ALA Community Challenge Weekend. The Committee looks for projects that enable members to give back and support our community.



Corporate/Government Section meets every other month to discuss topics unique to the management needs of these entities.

Financial Section meets quarterly to discuss various financial aspects of managing a law firm.

Human Resources Section The Human Resources Section meets every other month. Discussion topics include current issues and trends in employment related topics.

Knowledge Management Section provides an opportunity for members to discuss issues that relate to managing communities of practice within law firms. Programs are designed around knowledge initiatives useful to various departments in law firms such as Information Technology, Marketing, Knowledge Services and Firm Administration.

Membership Committee is responsible for the recruitment and dissemination of information to new and potential members. Committee members help with new member luncheons and membership drives.

Newsletter Committee assists the newsletter editor with the selection of management articles, solicitation of submissions from members and facilitates the publication of the AALA Newsletter each quarter.

Small Firm Section meets every month. Members who manage law firms with less than 25 lawyers are encouraged to participate. Discussions center around the myriad of responsibilities handled by small firm administrators.

Vendor Relations Committee handles all aspects of the Chapter/Vendor relationships. The Committee serves as a liaison between the AALA and the vendor community. The committee coordinates the vendor sponsorship program and the annual vendor luncheon.