



## **PERFORMANCE OBJECTIVES FOR CHAPTERS OF THE ASSOCIATION OF LEGAL ADMINISTRATORS (ALA)**

The Chapter Performance Objectives are intended to encourage chapters to take effective and collaborative action in support of ALA's mission to promote and enhance the competence and professionalism of legal administrators and all members of the legal management team; improve the quality of management in law firms and other legal service organizations; and represent professional legal management and managers to the legal community and to the community at large.

All ALA chapters are expected to regularly meet or exceed these performance objectives and are urged to continually assess their progress. Members of the Regional Management Teams and ALA's professional staff are available to assist chapters in achieving the chapter performance objectives.

### **I. Responsibilities to Chapter Members:**

- A. Provide quality educational opportunities, beyond routine networking and/or social events, for members and prospective members on a regular basis.
- B. Create awareness among members and the legal community at large of ALA's Mission Statement, Goals, Code of Professional Responsibility, and strategic plan. Develop and maintain communication methods to announce and promote all levels of ALA activities and events. Such methods may include announcements at chapter meetings, newsletters, websites, event calendars and/or other communications provided to members on a regular basis.
- C. Enhance the visibility of members, the legal management profession, and ALA through activities such as community service projects and alliances with bar associations and other law-related professional associations.

### **II. Responsibilities to Chapter Management:**

- A. Adhere to and abide by the chapter's own bylaws. In addition, the chapter shall seek and obtain approval by ALA headquarters of proposed amendments to chapter bylaws prior to any vote by members on proposed amendments.
- B. Create a workable structure to maximize chapter efficiency by taking into consideration leadership succession, chapter strategic planning, and the interests and expertise of members. Install officers annually in April to facilitate effective leadership training opportunities offered by the ALA.
- C. Maintain a continuous retention and recruitment effort to create a diverse chapter membership from all cross-sections of the legal management community.

- D. Obtain tax exempt status and annually file tax returns, where appropriate and as indicated by pertinent regulatory bodies. Maintain procedures for ensuring that annual filings and renewals are made with appropriate agencies.
- E. Protect personal assets of members by taking appropriate safeguards, which may include securing and maintaining insurance coverage, fiduciary bonds, and chapter incorporation.
- F. Ensure that the chapter's treasury is not commingled with employer or personal funds and that the chapter maintains appropriate internal controls to ensure financial security. Maintain procedures for systematic review of books, accounts, and records by chapter officers (other than by the chapter treasurer or other officer with primary financial responsibilities) and/or by outside, independent auditors.
- G. Create and maintain awareness of antitrust issues, including those published in ALA's Antitrust Guide. Obtain review and approval by ALA headquarters prior to dissemination of any compensation/economic survey questionnaires.

### **III. Responsibilities to the Association:**

- A. Provide ALA headquarters with a list of individuals who will assume chapter office as soon after election as practicable and before installation occurs. Within 45 days of taking office, the chapter president shall update and return the *Chapter Profile* to ALA headquarters. Semiannually, chapters will review, reconcile, and return chapter membership rosters to ALA headquarters.
- B. Ensure that all chapter members are also members of ALA at all times. On an annual basis, the chapter president will submit a timely statement certifying compliance with this ALA bylaw provision.
- C. Ensure that one or more chapter board members (or other designated individual/s) attend Chapter Leadership Institute annually.
- D. Ensure that a Regional Council Representative (or other designated individual/s) attends Regional Council Meetings held in conjunction with ALA's Annual Conference and the Regional Conferences. The Regional Council Representative shall provide reports of each meeting to chapter members.
- E. Provide Chapter Education Summaries of educational programs and presenters to the Regional Education Officer on a regular basis.
- F. Provide copies of board and chapter meeting minutes to chapter members and the Regional Communications Officer on a regular basis.
- G. Use the ALA logo and other Association symbols pursuant to guidelines provided by ALA headquarters.