

PERFORMANCE OBJECTIVES FOR CHAPTERS OF THE ASSOCIATION OF LEGAL ADMINISTRATORS

Background: Many members (representing all levels of the Association), were invited to provide their views regarding "traits of an ideal chapter." Discussions of these traits were also encouraged during the 1995 Summer Summit. Working with the information gathered, a group of volunteers (the Member Objectives Task Force) provided additional guidance leading to the development of the performance objectives outlined below.

Purposes:

- to develop well-managed chapters that meet/exceed their members' professional development needs while adhering to essential financial and legal responsibilities
- to assist chapters in planning and setting annual goals that support the Association's Mission Statement and Goals
- to develop collaborative efforts to strengthen the flow of information throughout all levels of the Association
- to promote unity throughout the Association
- to provide chapters enhanced assistance, support and incentives based on successful achievement of the performance objectives.

Above all, these performance objectives are intended to strengthen the ability of chapters to take effective, collaborative action to improve the quality of management in legal services organizations; promote and enhance the competence and professionalism of legal administrators and all members of the management team; and represent professional legal management and managers to the legal community and to the community at large.

Implementation: All chapters of the Association of Legal Administrators are expected to meet or exceed the performance objectives. Chapters are urged to assess their progress in achieving the objectives outlined below. These objectives will be reviewed on an ongoing basis by the ALA Board of Directors in order to ensure the purposes identified above are appropriate and an accurate reflection of desired outcomes. The Regional Management Teams and/or the professional staff at ALA Headquarters will provide mutual support and assistance to chapters needing help achieving these objectives.

CHAPTER PERFORMANCE OBJECTIVES

1. The chapter provides, on a regular basis, quality educational opportunities (beyond routine networking and/or social events) for its members and individuals of the legal management team. On a regular basis, the chapter will provide a Chapter Education Summary of all its educational programs and presenters to the Regional Education Officer.
2. The chapter creates an awareness among its members of the Association's Mission Statement, Goals and Code of Ethics, and highlights the activities of all levels of the organization. This awareness can be developed through written communication (e.g., newsletter, minutes, etc.) which are provided to members on a regular basis and during chapter meetings or events.
3. The chapter strives to enhance the visibility and credibility of the profession and the Association through activities such as community service projects and alliances with bar associations and other law-related professional associations.

4. The chapter creates a workable structure to maximize its efficiency which focuses on member involvement and capitalizes on the interests, enthusiasm and expertise of its members.
5. The chapter maintains a continuous recruitment effort to attract a diversity of new members to the Association.
6. The chapter's President and/or President-Elect participate(s) in at least one ALA leadership training session each year. To facilitate effective leadership training opportunities, all chapters will install officers in April of each year.
7. The chapter has a Regional Council representative who attends Council meetings and provides reports of each meeting to the members of the chapter.
8. The chapter obtains tax exempt status and files annual tax returns, where appropriate and as indicated by pertinent regulatory bodies. The chapter also maintains procedures for ensuring that annual filings and renewals are made with appropriate agencies. In addition to any insurance coverage the chapter may secure, the chapter takes appropriate action (such as by incorporation) to ensure the personal assets of its members are protected.
9. The chapter's treasury is not commingled with employer or personal funds and the chapter maintains appropriate internal controls to ensure financial security. The chapter maintains procedures for regular, periodic review of books, accounts and records by chapter officers (other than the Treasurer or other officer with primary financial responsibilities) and/or by outside, independent auditors.
10. The chapter adheres to and abides by its own bylaws. In addition, the chapter seeks and obtains headquarters' approval of proposed amendments to chapter bylaws prior to a vote by members to make them effective.
11. All compensation/economic survey questionnaires are reviewed and approved by headquarters prior to dissemination. The chapter is responsible for creating and maintaining awareness of antitrust issues, including those published in ALA's Antitrust Guide.
12. The chapter uses the ALA logo and other Association symbols pursuant to guidelines provided by headquarters.
13. Immediately following the chapter's election of officers, the chapter President (or designee) provides ALA Headquarters with a list of the individuals who will assume chapter office as of April. Within 45 days of taking office, the chapter President updates and returns the chapter's *Chapter Profile* to ALA Headquarters. Semiannually, chapters will review and return chapter member verification reports to ALA Headquarters.
14. The chapter will, at all times, ensure that all members of the chapter are members of ALA. On an annual basis, the chapter President will submit a timely statement certifying compliance with this bylaw provision.

[Adopted July 19, 1996]

[Amended January 28, 2000]