

# \* DISCOVER ALA

Even if You're a Long-Time Member

## 10 Things You May Not Know About Your ALA Membership

Your work is constant, demanding and sometimes (often) exhausting. You are pulled in many directions — and wear a different hat for each one. Each day brings another set of questions to answer and problems to solve.

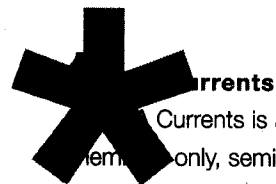
You are not alone: Administrators around the world have experienced the challenge you face today. And the Association of Legal Administrators exists to help you find answers and resources — through networking,

educational opportunities, publications and more.

Your ALA membership gives you access to these resources. And as ALA is the source of legal management information and knowledge, your Association

specializes in making your life and your role as an administrator easier.

Are you taking advantage of all that your membership offers? Most members know about the networking opportunities and magazines that legal management affords, but other benefits require some action on your part. Don't miss out. Renew your membership for 2005 and take advantage of these resources.



### Currents

Currents is a free, ALA-members-only, semi-monthly electronic newsletter — but you must request it to receive it. Delivered to you via two media, e-mail or either of two Web-based delivery systems, ALA Currents provides the timeliest information in the marketplace pertaining to legal management — short articles from industry experts, reports on studies and trends, and answers from ALA's own group of research professionals.

Visit [www.alacurrents.org](http://www.alacurrents.org) today to start your free subscription.

### ALA Management Solutions<sup>SM</sup>

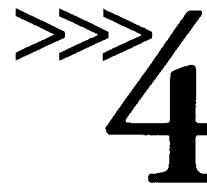
ALA Management Solutions<sup>SM</sup> is a full-time information resource and reference service. This free service for ALA members brings you customized information at your request. The professionals who staff this help desk explore resources and share information about hot law-office management topics. And you can tap their already-completed research online, or you can call with your unique needs.

For more information, visit the ALA Web site under the "Members Only" section <http://www.alanet.org/members/solution/index.html>. You can also call or e-mail: (847) 267-1252 or e-mail [infocentral@alanet.org](mailto:infocentral@alanet.org).

### ALA Legal Management Resource Center (LMRC):

The Legal Management Resource Center (LMRC) is your online portal to answers for questions and issues specifically pertaining to legal management. Available 24-hours a day, the LMRC will direct you to industry articles (some — like those from ALA — with complete text), articles from the *ALA Management Encyclopedia<sup>SM</sup>* articles, researched documents from the Management Solutions staff, and Internet articles from accredited legal sites on the Web.

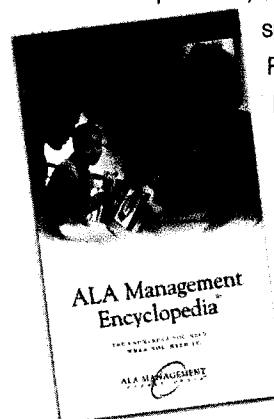
The LMRC offers many other customizable tools to help in your job. To access the LMRC, visit <http://thesource.alanet.org>.



### ALA Management Encyclopedia<sup>SM</sup>

When you need answers to your most pressing legal management problems, you need the *ALA Management Encyclopedia<sup>SM</sup>* (ALAME). Now available online — by subscription or on a per-article basis — the *Encyclopedia* provides a wealth of comprehensive and timely original articles on the topics you need most to efficiently and successfully manage your law firm, corporate legal department or governmental agency. ALA staff members developed the ALAME especially for legal administrators, managing partners and anyone who needs concrete information on legal management issues.

For questions, comments or suggestions, contact Rosemary Shiels, Editor-in-Chief, at [rshiels@alanet.org](mailto:rshiels@alanet.org) or (847) 267-1384.



## Online Member Discussion Groups: Professional Development Networks

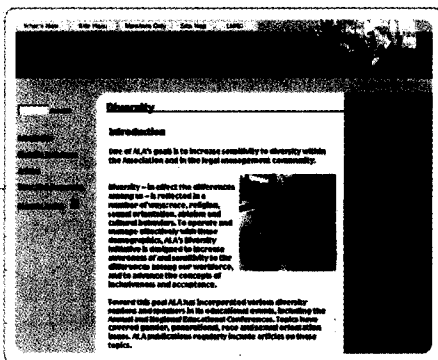
Ever wanted to query your administrator peers about a pressing HR issue? Ever wonder how administrators are harnessing the power of CRM software? Ever been stumped when your managing partner poses a truly obtuse question? ALA's online forums (Professional Development Networks) are the place to go. Simply login and post your question. Then wait for other ALA members to share their expertise.

This is networking in every sense of the word: [www.alanet.org/members/network/index.html](http://www.alanet.org/members/network/index.html).

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### Diversity Toolkit

One of the Association of Legal Administrators' core goals in pursuit of its Mission Statement is to "increase sensitivity to diversity within the Association and in the legal management community." To



this end, the ALA Diversity Task Force recently created the "Diversity Toolkit." The Task Force designed the kit as a guide to assist ALA members in implementing and maintaining diversity initiatives in their legal organizations. The "Diversity Toolkit" is not a static product. Additional resources, ideas and the lessons of experience can improve it. Please send comments and suggestions to Madeline Parisi, ALA Headquarters staff liaison to the Task Force, at [mparisi@alanet.org](mailto:mparisi@alanet.org). Access the kit at [www.alanet.org/diversity](http://www.alanet.org/diversity).

## Teleseminars

Since 1996, ALA members and their associates have had the opportunity to gain knowledge and insight into a variety of law office management and personal development topics by participating in ALA Teleseminar programs. The programs, presented live by experts in their field, allow participants to listen and interact with the speaker as they sit in their own office or conference room. A Teleseminar is like a conference call that has the feel of a private talk-radio program. For ALA members, Teleseminars provide high-quality, time-efficient and cost-effective distance-learning opportunities.

To learn more about ALA Teleseminars — including the ALA-member discounted registration fee — visit [www.alanet.org/education/regconf/telesem.html](http://www.alanet.org/education/regconf/telesem.html).

## ALA Value in Partnership Program (VIP)<sup>SM</sup>

The Association of Legal Administrators offers members many benefits beyond the expected. ALA works with an array of resources and services providers to secure discounts for members or members' employer organizations.

To learn if savings await you through the VIP program, visit [www.alanet.org/members/prog.html](http://www.alanet.org/members/prog.html).

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## Career Center/Job Bank Program

ALA designed its Career Center to provide comprehensive service for legal administrators and employers alike. Whether you're representing a firm looking to hire a functional specialist — or a legal administrator looking for new skills or a career change, this is the place to turn.

ALA Management Connections<sup>SM</sup> — the job bank — is also evolving. In addition to our traditional ads for legal administrator positions in law firms and other legal organizations, ALA now

accepts ads for support staff positions such as legal secretaries, legal assistants, paralegals, law clerks and other non-lawyer positions. In addition, ads are also welcome for positions in professional service organizations (such as consulting and accounting firms) that require skills similar to those of a legal administrator or functional specialist.

For more information, go to [www.alanet.org/jobs/index.html](http://www.alanet.org/jobs/index.html).

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## Conferences Beyond the Annual and Regional Events

ALA offers specialized programs pertaining to specific topics. ALA designed these retreats and conferences specifically with the multifaceted legal administrator in mind:

- Law Firm Management: Essential Competencies for Legal Administrators
- Law Firm Profitability Enhancement Program
- Law Firm Financial Management Conference
- Large Firm Principle Administrators Retreat
- Corporate/Government Fall Forum
- Intellectual Property Retreat

For more information on these retreats/conferences, visit <http://www.alanet.org/education/index.html>.

ALA knows the constant demands of an administrator's role in a law firm can be daunting. The Association of Legal Administrators is here to help. Ask not only what you can do with your ALA membership, but also what ALA can do for you. Renew your membership today! Visit [www.alanet.org/members/duesindex.html](http://www.alanet.org/members/duesindex.html). ♦



ASSOCIATION OF LEGAL ADMINISTRATORS<sup>®</sup>  
The Source of Legal Management Information and Knowledge