



Gateway Chapter

c/o Sherry L. Smith
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ANNUAL RENEWAL -- DUES STATEMENT 2012

Please fill in the missing information and make corrections to the printed information directly on this form. Send the completed form, along with your check for \$100.00 payable to the Association of Legal Administrators, Gateway Chapter, to the above address. Payment is due by January 31, 2012.

1. Name: _____
Title: _____

2. Employer: _____ Main Phone: _____
Address: _____ Direct Dial: _____
Web Site: _____ Fax: _____
E-Mail: _____

3. Are you the principal administrator of the organization? Yes No

If not, what are your primary areas of responsibility:
 Finance Office Services HR/Personnel IS/Technical
 Other (describe) _____

4. Number of years in this position _____ 5. Number of years in legal administration _____

5. Check the most appropriate description of your employer:
 Private Law Office Corporate Law Dept. Government Legal Agency Judicial Agency/Court
 Other (describe) _____

6. Indicate the following:

	<u>St. Louis Area</u>	<u>Firm-Wide</u>
Number of lawyers	_____	_____
Number of paralegals	_____	_____
Number of all other support staff	_____	_____
Number of offices	_____	_____

7. May we contact your Managing Partner/Executive Committee Chair ? Yes No

His/Her Name: _____

8. Are you currently a member of ALA International? Yes No
You must be a member of ALA International to be eligible for membership at the local level. Please contact us immediately if you have not completed the International renewal form or need an application.

9. Home Address: _____
Home Phone: _____
Home E-mail: _____

10. Meeting topics of interest to you: _____

11. Would you serve on the Executive Board or on a Committee? Yes No
Would you be willing to help us with special projects or mailings? Yes No
Please indicate your Board, Committee, or Project preference on the attached sheet.

Date

Signature of Gateway Chapter Member

PARTICIPATION OPPORTUNITIES

See the detailed explanation on the following pages and **check the area below which most interests you** (return this form with your Dues Statement):

Officer - Must be current member and have been a member of the Chapter for at least one (1) year at the time of election, and must have chaired at least one (1) committee. Members typically will progress from one office to the next to reach the Presidency.

- President
- President-Elect
- Vice President
- Secretary
- Treasurer

Committee Member - Must have a willingness to work with others, accept a project and ensure it is completed in a timely manner.

- Bar Liaison
- Communications/Public Relations
- Community Service/Bunny Hop
- Diversity and Inclusion
- Electronic Newsletter
- Human Resources Section
- Membership
- Professional Development
- Salary Survey
- Business Partner Relations
- Website Development

Special Projects - Must have a willingness to work on specific discrete projects within the needs of a committee [typically cannot devote the time required for a committee position].

- Bar Liaison
- Communications/Public Relations
- Community Service/Bunny Hop
- Diversity and Inclusion
- Electronic Newsletter
- Human Resources Section
- Membership
- Professional Development
- Salary Survey
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ACTIVITY DESCRIPTIONS

BAR LIAISON –

The Bar Liaison establishes and maintains relationships with the Bar Association of Metropolitan St. Louis (BAMSL) and the various local specialty bar associations as recognized by the Missouri Bar Association. The Bar Liaison helps to educate the St. Louis legal community about the benefits of ALA and the role of a Legal Administrator in law firms and legal departments.

COMMUNICATIONS/PUBLIC RELATIONS –

The Communications Chair has primary responsibility for enhancing the Chapter's visibility. Responsibilities include serving as Chapter photographer, assisting the Newsletter and Website Chairs in distributing information to chapter members, and submitting articles to legal industry publications, by circulating press releases regarding Board election results and other news, and by posting meeting and event dates at other appropriate websites.

COMMUNITY SERVICE/OPERATION BUNNY HOP –

The ALA Gateway Chapter members perform several annual community challenge events throughout the year as part of a program sponsored by the international organization. For the past several years, the local Chapter has sponsored events to benefit local charities. The Board reviews options and determines the type of event to be held each year. In addition, the Gateway Chapter provides Easter baskets to children who otherwise might not receive them. The Chapter assembles over 1200 baskets each year. Committee members are needed to organize the event and volunteers, purchase certain items, coordinate requests from children's organizations, and encourage donations from member firms.

DIVERSITY AND INCLUSION –

The Diversity and Inclusion Committee's mission is to promote the diversification of the legal profession, to be active in the local legal community and to provide support and education to our members in the area of diversity. The Committee meets at least quarterly and plans Gateway Chapter events and activities such as presentations, mentoring diverse students, and supervising a Diversity and Inclusion Scholarship program.

ELECTRONIC NEWSLETTER –

This Chair is responsible for publishing the electronic newsletter each month. Involves gathering information from the Board, other Committee chairs, and the national association to keep members informed about ALA activities. Photography skills are useful to bring the activities to the members who cannot attend.

HUMAN RESOURCES SECTION –

Meetings of the HR Section are held quarterly. This Chair plans the programs and obtains speakers when needed.

MEMBERSHIP –

This Committee recruits new members throughout the area, organizes the New Member Orientation, communicates and serves as the Chapter's liaison with ALA International on membership issues. Recordkeeping at monthly events and coordination with the Secretary, Education Chair and the Treasurer are included in the duties. The Committee follows up and promotes attendance at monthly meetings and events with non-attending members.

PROFESSIONAL DEVELOPMENT –

This Committee is responsible for the educational programs offered to Gateway Chapter members. The Committee decides the topics and obtains speakers to address areas designated as part of the knowledge, skills and abilities required of a successful legal administrator. Care is taken to assure that programs are scheduled which assist members in obtaining

Certified Legal Manager status. In addition to the regular meetings, this Committee also plans the Legal Management Forum (a full-day event with a nationally known guest speaker) and the Law Firm Leadership Event.

SALARY SURVEY –

A Salary and Benefit Survey is compiled each year from data received from St. Louis Metropolitan area law firms. This Survey is highly utilized by law firms in the Gateway Chapter throughout the year. The Committee members are needed to review the format, edit and prepare the survey itself (which is in digital form and compiled by an outside service).

BUSINESS PARTNER RELATIONS –

This Committee consists of both business partner sponsors and ALA Gateway Chapter members who meet quarterly or as needed. The goal of the committee is to build healthy, friendly and equally beneficial relationships with our business partners. The Committee works to facilitate communication and provide resources for feedback. The Business Partner Relations Committee oversees the yearly vendor sponsorships and the vendor fair. Sub-committees of Gateway Chapter members are needed for both these projects. This group also plans the annual Business Partner Appreciation Event.

WEBSITE –

Review of the site design and coordination of information to be posted on the site (and removed from the site) are included in this area. Maintenance of the Chapter's list serv is also part of the responsibilities that fall under this category.

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