

About ALA . . .

The Association of Legal Administrators Houston Chapter (Houston ALA) was incorporated as a non-profit corporation in 1984 with a handful of members and currently has more than 200 members. The chapter luncheons, section meetings and educational half-day sessions enhance the level of education and skills of its members. Houston ALA has been recognized nationally with awards and accolades for its professional accomplishments. The ALA Houston Chapter website is located at www.alahou.org.

Houston ALA is affiliated with the Association of Legal Administrators (ALA). ALA was formed in 1971 to provide support to professionals involved in the management of law firms, corporate legal departments and governmental legal agencies and now has more than 10,000 members worldwide. The ALA website is located at www.alanet.org.



Your connection
to knowledge, resources and networking

Join Us! Join Us!



For membership information and application see "Join Houston ALA" at www.alahou.org
Join today!



ASSOCIATION OF LEGAL ADMINISTRATORS HOUSTON CHAPTER

*The Professional Association
Designed for Legal Managers:*

- Advanced Education
- Certification, (CLM)SM
- Local, Regional & International Resources
- Informative Surveys
- State Bar Recognition
- Career Enhancement
- Professional Development
- Peer Support and Networking
- Community Involvement

Stay Connected . . .

n *Peer Networking*

Peer networking, support and exchanging ideas with colleagues are necessary activities in today's ever-changing legal environment. In addition to meetings and conferences, members organize an annual two-day educational retreat to build and enhance relationships in a relaxed atmosphere. Other activities include a holiday social, business partner events, and the Community Challenge weekend which involves hands-on group activities in support of local charities.

n *Business Partner Program*

Business Partners are invited to sponsor our association. In exchange for sponsorship, ALA members plan events in informal atmospheres for members to meet Business Partners and learn about their services and products. This has proven to be a "win-win" program.

n *Listserv*

Houston ALA has created an email listserv, exclusive to members, for group idea exchanges, recommendations, and communication. The listserv is an excellent forum for discussing pressing issues and sharing solutions.

n *Website*

The chapter's website, www.alahou.org, provides resources such as the job bank, calendar of events, and a members-only section that includes a pictorial directory with confidential contact information for Houston chapter members and Business Partners.

n *Newsletter*

Houston ALA publishes a quarterly newsletter, "The Houston Courtyard," which focuses on local and international chapter information and offers articles contributed by members and Business Partners.

Stay Informed . . .

n *General and Section Meetings*

Each month, members attend either an all-members luncheon meeting featuring an educational speaker, or, in alternate months, you may choose to attend a meeting focusing on Finance, Human Resources, and Operations and Information Technology specializations. Speakers are experts in the legal industry and share timely topics for all experience levels. Member attendance is free and guests may attend for a nominal fee. Many of the meetings are CLE- and CPE-accredited.

n *Educational Sessions*

In addition to the monthly meetings, half-day educational sessions are held on a frequent basis. The presentations made are by known national speakers and provide in-depth education for members.

n *Regional Conferences*

Houston ALA is part of ALA Region 4 which is comprised of several states. Regional conferences, held once a year, include a two-day series of educational sessions and Business Partner exhibits and draw administrators from throughout the region. Houston ALA has been honored to host Regional Conferences on several occasions.

n *Webinars*

Members convene at a central location to connect to ALA Webinars on pertinent issues presented by esteemed colleagues, attorneys, and other nationally recognized presenters in the legal field.

n *Salary Survey*

A confidential salary survey is conducted each year by members and compiled electronically by a third party. The results have proven invaluable in analyzing market adjustments, benchmarks, and position descriptions. The survey is available at a discount for members who participate in the survey.

n *Certified Legal Manager (CLM)SM*

Legal administrators throughout the country have obtained the Certified Legal Manager designation through ALA. Houston ALA provides study groups and training courses designed to prepare you to take this exam.

Stay Involved . . .

n *Committees*

Houston ALA is organized into the following Committees that provide you opportunities to know your peers and develop leadership and team-building skills:

- Audit
- Business Partner
- Chapter Awards
- Community Challenge
- Education
- Job Bank
- Membership
- Newsletter
- Retreat
- Salary Survey
- Technology

