

Gateway Chapter

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ANNUAL RENEWAL -- DUES STATEMENT 2018

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 no later than January 31, 2018.

1. Name: _____ Main Phone: _____
 Title: _____ Direct Dial: _____
 2. Employer: _____ Fax: _____
 Address: _____

 Website: _____
 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 IT/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: _____
 Date of Birth: _____ *(for demographic analysis)*

10. Meeting topics of interest to you: _____

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

Diversity is strongly supported and encouraged in the profession and ALA membership, including differences of race, ethnicity, culture, national origin, color, geography, gender/gender identity, sexual orientation, age, and disabilities, as well as political and religious affiliation, and socioeconomic or military status. Dues or contributions to ALA are not deductible as charitable contributions for U.S. federal income tax purposes. However, dues payments may be deductible by U.S. members as an ordinary and necessary business expense. Consult a tax professional for individual tax advice. Member dues are not to be used for lobbying activities or expenses.

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.

- Business Partner Relations; Legal Forum/Expo
- Communications (Public Relations/Website/Social Media/Graphic Design)
- Community Service/Bunny Hop
- Diversity & Inclusion
- Membership
- Professional Development
- Salary Survey
- Strategic Alliance

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].

- Business Partner Relations; Legal Forum/Expo
- Communications (Public Relations/Website/Social Media/Graphic Design)
- Community Service/Bunny Hop
- Diversity & Inclusion
- Membership
- Professional Development
- Salary Survey
- Strategic Alliance

ALA GATEWAY CHAPTER ACTIVITY DESCRIPTIONS

Advisory Chair - The Advisory Chair is selected by the current President to assist with adhering to International and Gateway Bylaws. To qualify, the Advisory Chair must have served in all except one of the Chapter's board positions, and currently or recently-selected to an International ALA board or committee.

Business Partner Relations; Legal Management Forum & Exposition – This Committee consists of both business partner sponsors and ALA Gateway Chapter members who meet bi-annually 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 business partner sponsorships and the exhibit hall at the annual Legal Management Forum and Exposition. Sub-committees of Gateway Chapter members are needed for both these projects. This group also plans the annual Business Partner Appreciation Event.

Communications (Public Relations/Website/Social Media/Graphic Design) - The Communications Chair has primary responsibility for enhancing the Chapter's visibility. Members of the committee serve as event photographers, developing eBlast/Newsletter, designing invitation graphics, maintaining the chapter website and listserv, and actively maintaining a presence on social media. In addition, it includes the distribution of information to chapter members, as well as submitting articles to legal industry publications as needed, 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 connection events throughout the year to benefit local charities and involvement in the community. This committee, along with the board, reviews options and determines the type of event to be held each year. Annually, the Gateway Chapter provides Easter baskets to children who otherwise might not receive them. The Chapter assembles over 2,000 baskets each year. Committee members are needed to organize the event and solicit volunteers.

Diversity & 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 as needed and plans Gateway Chapter events and activities such as presentations, mentoring diverse students, and supervising a Diversity & Inclusion Scholarship program.

Membership – This Committee recruits new members throughout the area, organizes the New Member Orientation, and communicates and serves as the Chapter's liaison with ALA International on membership issues. Record keeping at monthly events and coordination with the Secretary, Professional Development Chair and the Treasurer are included in the duties. In addition, Membership is responsible for processing new and renewing membership applications.

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 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) and monitors responses.

Strategic Alliance – The Strategic Alliance Committee establishes and maintains relationships with various legal organizations as well as local and specialty bar associations as recognized by the Missouri Bar Association such as ARMA, BAMSL, ILTA, STLPA, etc. The committee works to help educate the St. Louis legal community about the benefits of ALA and the role of a Legal Administrator in law firms and legal departments.

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