



Membership Fee Schedule

If you join in	Your dues are
Jul / Aug / Sep	\$150.00
Oct / Nov / Dec	\$125.00
Jan / Feb / Mar	\$100.00
Apr / May / Jun	\$ 75.00

The dues apply to membership for the Chapter's membership year which runs July 1st through June 30th.

**Dallas Chapter Association of Legal Administrators
APPLICATION FOR MEMBERSHIP**

Please accept my application for membership in The Dallas Chapter Association of Legal Administrators.

Please check one:

- I devote at least 75% of my working time to managerial duties and meet the criteria for regular membership. See the job descriptions below.
- I am applying for and meet the criteria for an associate membership. See *Associate membership* below.

NAME: _____ **NICKNAME:** _____

EMPLOYER NAME: _____ **POSITION/TITLE:** _____

ADDRESS: _____

CITY: _____ **STATE:** TX **ZIP:** _____

TELEPHONE: _____ **E-MAIL ADDRESS:** _____

TOTAL NUMBER OF EMPLOYEES (including attorneys): _____ **NUMBER OF ATTORNEYS:** _____

EXEMPT (SALARIED) EMPLOYEE: Yes No **DATE ENTERED LEGAL MANAGEMENT:** _____

OPTIONAL: This information will not be distributed to the membership and will be used for statistical or informational purposes only. Your home address and phone number are requested so that you may be contacted about membership if you leave your firm.

Home Address: _____ **Home Phone:** _____

Education: HS College 1 2 3 4 Degree Masters Doctorate
Other degree/accreditation: CPA JD PHR SPHR CLM Other _____

WHICH OF THE FOLLOWING DESCRIPTIONS MOST CLOSELY RESEMBLES YOUR PRIMARY JOB RESPONSIBILITIES (PLEASE SELECT ONLY ONE).

- Responsible for overall management of activities, including principal elements of supervision of all of the following functional descriptions, and/or general management, including management of a majority of the following activities: policy making, strategic and tactical planning, business development, risk management, quality control, organizational development, and other general management functions beyond mere attendance at management meetings.
- Financial management, including management of a majority of the following activities: planning, forecasting, budgeting, variance analysis, financial reporting, operations analysis, general ledger accounting, rate determination, billing and collections, cash flow control, banking relationships, investment, tax planning, tax reporting, trust accounting, payroll, ERISA accounting, and other financial management functions beyond mere recordkeeping.
- Human Resource management, including management of a majority of the following activities for the legal, paralegal and support staff, recruiting, selection, placement, orientation, training and development, performance evaluation, salary administration, employee relations, motivation, counseling, disciplining, discharging, benefits administration, workers' compensation, personnel data systems, organizational analysis, job design, resource allocation, and other human resource management functions beyond mere recordkeeping.
- Systems management, including management of a majority of the following activities: systems analysis, operational audits, procedure handbooks, cost/benefit analysis, computer system design, programming and systems development, information services, records management, library management, office automation document construction systems, information storage and retrieval, telecommunications, litigation support, legal practice systems, and other systems management functions beyond mere procedures manuals and computer program documentation.

- Facilities management, including management of a majority of the following activities: space planning and design, office renovation, purchasing, inventory control, reprographics, records management, reception/switchboard services, telecommunications, mail, messenger, and other facilities management functions beyond mere purchase order processing.
- Marketing management, including management of a majority of the following activities: participation in planning and developing firm, departmental and individual attorney marketing plans, collection and analysis of marketing research data, preparing and managing marketing budget, developing and implementing marketing programs, coordinating marketing efforts among departments and offices, participation in developing strategies to identify, select and promote new services offices and attorneys.
- Practice management, including management of one or more of the following activities: lawyer recruiting, lawyer training and development, legal assistant supervision, practice development, marketing, public relations, advertising, work product quality control, professional standards, substantive practice systems, and other practice management or administration of any legal organization.
- Associate membership, including, (a) legal professionals who do not spend 75% of their time on managerial functions; (b) practicing lawyers involved in firm management; (c) retired legal administrators who are not otherwise employed; (d) full-time teachers or students of law management courses at institutions of higher learning.

FIRM STRUCTURE

- Single Office Law Firm Multi-Office Law Firm Corporate Legal Department Governmental Agency

SECTION INTERESTS – We have the following special interest sections that meet. You may select more than one. All members are encouraged to attend any and all meetings.

- Human Resources Large Firm Administrators Small Firm Administrators Financial Mgt/Systems Technology

GETTING ACTIVE - We have many volunteer opportunities with varying levels of time commitment.

Are you interested in a leadership role within the Chapter? This includes being a section or committee chair/co-chair and/or becoming a member of the Board of Directors. Yes No

Are you interested in volunteering? This includes having the opportunity to volunteer and serve for various community service events throughout the year such as the N. Texas Food Bank, Stew Pot, etc. Yes No

Do you have any special areas of interest? _____

IMPORTANT – PLEASE NOTE:

- **Membership in the International Association of Legal Administrators is a requirement for membership in the Dallas Chapter.** You can get information and join International ALA online at www.alanet.org.
- Payment of dues for Chapter membership must accompany this application.
- Membership is not issued to an organization and membership is neither transferable nor refundable.
- Membership applications are accepted subject to review and approval.

I am a member of the International Association of Legal Administrators Member Number: _____

I have applied for membership in the International Association of Legal Administrators Date of Application: _____

APPLICANT'S SIGNATURE: _____ **DATE:** _____

Return this Dallas Chapter application with check payable to Dallas Chapter ALA to:
*Barbara Kuhlke * Littler, Mendelson PC * 2001 Ross Avenue, Suite 1500, Dallas TX 75201*
www.DallasALA.org