

Get Involved

Committees

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

Audit	Community Challenge
Education	Job Bank
Membership	Newsletter
Retreat	Salary Survey
Technology	Vendor Partnering

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



Region 4 Host Chapter Committee

Houston ALA is *YOUR* association. These are *YOUR* benefits.

And it is *YOUR* responsibility to take advantage of them—
on behalf of your employer as well as yourself.

Join today!

Association of the Legal Administrators
Houston Chapter



ASSOCIATION OF
LEGAL ADMINISTRATORS®
*The Source of Legal Management
Information and Knowledge*

www.alahou.org



ASSOCIATION OF LEGAL ADMINISTRATORS HOUSTON CHAPTER

*The Professional Association
Designed for You:*

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

About ALA

The Houston Chapter of the Association of Legal Administrators (Houston ALA) was incorporated as a non-profit corporation in 1984 with a handful of members and currently averages over 180 members. The monthly chapter luncheons and quarterly educational half-day sessions enhance the level of education and skills of its members. Houston ALA has been recognized nationally by receiving awards and accolades for its professional accomplishments. The Houston chapter ALA website is located at www.alahou.org.

Houston ALA is affiliated internationally with the Association of Legal Administrators (ALA) which was formed in 1971 to provide support to professionals involved in the management of law firms, corporate legal departments and governmental legal agencies. ALA has more than 10,000 members representing over 5,000 employers in as many as 25 countries. The ALA website is located at www.alanet.org.

Benefits of Membership

Houston ALA offers a combination of benefits and valuable resources to accommodate the fast-paced, and sometimes challenging, careers of legal administrators and managers:

Get Informed

Monthly Meetings

Each month members attend a luncheon meeting featuring an educational speaker. The speakers are experts in the legal industry and share timely topics for all experience levels. Member attendance is free and guests attend for a nominal fee. Many of the meetings are CLE and CPE accredited.

Quarterly Educational Sessions

In addition to the monthly meetings, there are half-day educational sessions. The

presentations are by national speakers and provide more in-depth education for members.

Regional Conferences

Houston ALA is part of ALA Region 4 comprised of several states that organize Regional Conferences. These include a two-day series of educational sessions and vendor exhibits and draw administrators throughout the region. Houston ALA has been honored by being selected as host on many occasions.

Teleseminars

Members convene at a central location to connect to ALA's Teleseminars presented by esteemed colleagues, attorneys, and other nationally recognized presenters in the legal field.

Salary Survey

A confidential salary survey is conducted each year by members and compiled by an outside consulting firm. The results of the survey have proven invaluable in analyzing market adjustments, benchmarks, and position descriptions. The survey is available at a discount for members.

Certified Legal Manager (CLM)SM

Legal administrators throughout the country have obtained the Certified Legal Manager designation through ALA. Houston ALA periodically provides study groups and training courses designed to prepare the administrator for taking the exam.

Get Connected

Peer Networking

Peer networking, support and exchange of ideas with fellow colleagues is necessary in today's ever changing legal environment. In

addition to meetings and conferences, members organize a two-day educational retreat intended to build and enhance relationships in a relaxed environment. Others include a holiday social, vendor events, and the Community Challenge which involves hands-on group efforts for local charities.

Listserve

Houston ALA has created a effective email Listserve exclusive to members for idea exchange, recommendations, and group communication. The Listserve is a great forum for discussing pressing issues and sharing solutions.

Newsletter

Houston ALA publishes a quarterly newsletter, The Houston CourtYard, with contributions by members and focusing on local and international information.

Vendor Program

The Vendor Program has proven to be one of the most successful in the nation. Vendors are invited to sponsor our association and in exchange, members plan events to provide an informal atmosphere for members to learn about vendor services and products. This has proven to be a "win-win" program.

Website

The website provides other resources such as the job bank, calendar of events, and members-only section including a pictorial directory with confidential contact information.