

**SACRAMENTO VALLEY ALA CHAPTER
MISSION STATEMENT:**

The Association of Legal Administrators' mission is "to promote and enhance the competence and professionalism of all members of the legal management team; improve the quality of management in law firms and other legal service organizations; and represent professional legal management and managers to the legal community and to the community at large." The Sacramento Valley Chapter is absolutely committed to carrying out this mission within our community.

WHO ARE LEGAL ADMINISTRATORS?

Depending on the size of the law firm, a legal administrator may be required to wear many hats, or perhaps specialize in a particular area.

The responsibilities of a legal administrator can include finance, technology, human resources, marketing, and management related issues, or a combination of all of those areas. Innovations in technology and ever-changing economic conditions have expanded the role of the legal administrator to include staying abreast of standards to include the ethical administration of legal practices.

Legal Administrators also should be aware of and comply with all ethical guidelines of bar associations and law societies which apply in their own jurisdictions.

**NOT AN ADMINISTRATOR
BUT WOULD STILL LIKE TO JOIN?
JOIN AS AN ASSOCIATE!**

If you are not an administrator but are interested in legal administration, you may join as an Associate member provided you meet some basic qualifying standards. Lawyers, retired legal administrators, teachers, full-time students, or bar association executives are some of the people eligible to join ALA, while consultants and vendors are not eligible for membership. Log onto www.alanet.org today for more information.

**SVALA
PO Box 1583
Sacramento, CA 95812-1583**

**SACRAMENTO VALLEY
CHAPTER
ASSOCIATION OF LEGAL
ADMINISTRATORS**



**The Sacramento Valley
Chapter of the Association of
Legal Administrators (SVALA)
was chartered January 20, 1979,
and today has about 85
members representing private law
firms, government
Agencies, and corporate legal
departments throughout
California's Sacramento Valley.**

BENEFITS TO JOINING SVALA

Our Sacramento Valley Chapter of ALA offers members the opportunity to participate in many exciting and interesting activities including monthly luncheon seminars, the annual Managing Partners Event, and Community Challenge Weekend, as well as other social and educational events. The annual salary survey provides timely, accurate information on all legal positions in our local market, and our newsletter, River City Review, will keep you informed on chapter events and educational topics. Our Chapter Board meets regularly each month and as a member you are welcome to join us. The SVALA website is located at www.ala-sacramentovalley.org.

LOCAL EDUCATIONAL OPPORTUNITIES

ALA's Sacramento Valley Chapter has regularly scheduled luncheon sessions with speakers on a variety of topics pertinent to various aspects of legal administration. SVALA also offers longer seminar sessions, specialized training sessions, and participation in various teleseminars organized by ALA.

We welcome potential members as guests at our luncheon sessions—contact our Programs & Education Chair for the next available date!

NATIONAL AND REGIONAL EDUCATIONAL OPPORTUNITIES

ALA offers many opportunities for further education, including regional and national conferences every year, some of which cover many disciplines and some of which cover specific disciplines. SVALA members that have attended these larger conferences have without fail said that the experience was amazing, they learned a lot, and they met many new people to add to their network of legal administrators.

BECOME A CERTIFIED LEGAL MANAGER!

Did you know you can become a Certified Legal Manager through ALA? More and more law firms are recognizing this distinction, so more and more administrators are educating themselves and taking the certification test given annually by ALA. See the ALA website at www.alanet.org for more information.

NETWORKING

ALA members consistently say that one of the most valuable aspects of being a member is the opportunity to network. Imagine you're going to move your office but you have no personal experience with any of the local moving companies. Rather than reinvent the wheel doing hours of research, you can simply send an e-mail inquiry to the members of your Chapter asking which moving companies they have used to relocate their offices, and within a matter of minutes you'll have responses listing the pros and cons of various local moving companies.

Let's say you have a question regarding a human resource issue in a mid-sized firm, and the e-mail inquiry you sent to your local chapter didn't quite answer your question. With ALA's peer-to-peer network you can log onto ALA's website, look up a volunteer ALA member who is a human resource specialist in a mid-sized firm, and then contact that person for a further response to your question. It really couldn't be any more simple!

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And, if you still didn't find the answers you were looking for, log onto the ALA website and take advantage of the Legal Management Resource Center where you can use a powerful search engine to search thousands of articles for information, post an inquiry to a message board, browse articles written specifically for ALA, and more!

If you don't have time to spend searching the site on your own, e-mail your question to the ALA's reference desk gurus and let them do the research for you. Can't beat that!

The ALA website is an invaluable resource for its members. For more information on joining ALA log onto www.alanet.org today! (*You must be a member of the Association of Legal Administrators to join your local Chapter.*)



COMMUNITY INVOLVEMENT One weekend. One global effort.

Since the inception of ALA's Community Challenge Weekend in 1999, the Sacramento Valley Chapter has embraced the concept, giving over \$30,000 to charitable organizations, and donating many hours of manpower to our community.

In our first year, SVALA members, along with their families and volunteer staff members, enjoyed dressing in costumes and reading stories to children at the E.K. McClatchy Neighborhood Library located in midtown Sacramento. The following year we revitalized Strawberry Manor Park in a low income residential area with newly planted trees, painting of park facilities, new picnic tables and new signage.

Next we teamed up with the California Highway Patrol and The Sacramento Police Academy, raising over \$30,000 toward the revitalization of the Sacramento Children's Home, including upgrading the children's living areas, installing a new playground, and planting new foliage, all with the children's joyful participation.

SVALA, along with over 100 volunteers, also teamed up with the neighbors of Rio Linda Jr. High School for the "Extreme Makeover Project," during which we revamped the school's dismal landscaping to brighten the days of the school's student body.

Most recently we teamed up with Procida Landscaping and over 50 volunteers to beautify the entrance of Loaves and Fishes, a local nonprofit organization where volunteers feed hundreds of hungry people every week.

Community Challenge Weekend takes place annually in October of each year. For more information on this year's challenge, please contact the Board member responsible for coordinating our efforts (see insert).

Community Challenge Weekend is truly a chance to "make a difference" in our community!