



## **Philadelphia ALA Membership Benefits**

Members in good standing of the International Association of Legal Administrators ([www.alanet.org](http://www.alanet.org)) (“ALA”) can join the Philadelphia Chapter which consists of nearly 200 members located throughout the greater Delaware Valley. The Chapter is comprised of legal professionals from private law firms, corporate and university legal departments, and other businesses primarily engaged in the practice of law.

### **Membership in the Philadelphia Chapter Provides:**

- Knowledge sharing and networking among your peers
- Professional development and education
- Professional recognition and growth

### **Education Opportunities**

Our Chapter offers a multitude of educational opportunities for our Members each year. Educational planning is focused on a variety of legal management issues and hot topics and is structured to cover the essential competencies needed by all legal administrators and professionals. Our educational offerings come in varying formats from formal speakers to guided panel discussions to informal round table discussions and offer a great opportunity for top quality education. Members also have access to webinars through ALA on various relevant topics.

### **Networking Opportunities**

We offer numerous opportunities to network with other Chapter and ALA Members. To accommodate our Members’ varying schedules, we offer several events during the day, as well as several socials that occur in the evening. All our events provide opportunities to mix and mingle with your peers and make worthwhile connections. Our Business Partners are often invited to our events and provide additional value.

### **Online Resources and Publications**

With the click of a mouse, Members can obtain any and all information they need about our Chapter or the ALA on our website, [www.phila-ala.org](http://www.phila-ala.org). Among its many resources, users can check the calendar of events (ALA and Chapter) and register for educational meetings and social events. For networking purposes, Members can obtain contact information in the Member Directory as well as a listing of our valued Business Partners. You can also watch previously recorded education



sessions.

### **Instant Access to Your Peers**

Philadelphia ALA Members have instant access to other Members through our Chapter listserv. Our listserv is a favorite resource among Members as it provides an immediate opportunity to post a question or ask advice from fellow administrators. Please remember to use “reply” instead of “reply-all” when responding to inquiries on the listserv! Many administrators also use the listserv to post job openings (free of charge) within their firm.

### **Our Ambassador Program**

All new Members are assigned to an Ambassador who will acquaint you with our Chapter and all of our offerings. Ambassadors are long-standing Members who will be your first point of contact for questions, issues or just a friendly face with whom to attend, or meet at, Chapter events. They will introduce you to others in the Chapter who share similar job responsibilities and help make your overall ALA experience a rewarding one.

### **Scholarships**

The Philadelphia Chapter awards a scholarship to the ALA Annual Conference each year. Scholarships are provided to provide further educational and networking opportunities for the recipients. The scholarship I raffled off at the Legal Expo each year.

### **Business Partner Relationships**

The right products and services are key to successful legal administration. The Chapter promotes positive relationships with our Business Partners. Without their support many of the programs provided to our Members would not be possible. Our current Business Partner Sponsorship Program allows Business Partners to support the Chapter at various levels and in turn participate in select Chapter events. Business Partner participation provides Members with the opportunity to learn about the services and products offered by the Business Partners. The Chapter also hosts an annual “Legal Expo” where all our Business Partners participate. During the Legal Expo, our Members and their colleagues network with our Business Partners in a relaxing atmosphere and are given the opportunity to discuss solutions, ideas and services that the Business Partner can bring to your organization.

### **Diversity & Inclusion**

The Chapter works with the ALA to increase awareness of and sensitivity to the differences among our workforce and to advance the concept of inclusiveness and acceptance. Our Chapter

**[www.phila-ala.org](http://www.phila-ala.org)**



is committed to leading the way with diversity initiatives through leadership, education, advancement, and development.

### **Newsletters**

The Chapter publishes a regular communication from the Chapter President and circulates timely alerts on upcoming Chapter or Association happenings.

### **Community Service**

The Chapter supports and encourages community service. We will host an annual charity-based event and at our Holiday Party, we will partner with a local charity to collect items/donations (we have previously partnered with The Gift of Life House, PSPCA, The Salvation Army).

### **Career Center**

The Chapter website has a Job Bank where you can list current job openings for legal management and other administrative positions within your firm free of charge. [Here is the job posting form.](#)

### **Referral Award**

Any active member who refers a new member to the Chapter is eligible to receive a \$25.00 gift card. The referral awards will be distributed at the annual Holiday Party.