

THIS MONTH

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for complete information
logon to www.dallasala.org

ALA PARTNERS

Logon to www.dallasala.org for information and links to our valued Business Partners.



BRENDA HOMAN

How do you change things, when change is hard?

The ALA Annual Conference in Orlando was attended by 15 Dallas Chapter members...

all of whom, I am confident, returned home rejuvenated, refreshed and recharged. With session topics such as:

- Creating and Maintaining an Extraordinary Managing Partner/Administrator Team
- Contagious Confidence
- Galvanizing Your Colleagues with Powerful Storytelling
- Will You Still Need Me When I'm 64
- Crucial Conversations – Tools for Talking When the Stakes are High
- Speaking Out Loud: Presentation Skills
- Behavioral Interviewing: Hire and Retain the Right People for Your Firm
- Pyramids, Diamonds and Rectangles: The Changing Shape of the New Law Firm; and
- Fasten Your Seatbelts! 60 Technology Tips in 60 Minutes.

How could you not be rejuvenated, refreshed and recharged?

But let's get back to the title of this article. Keynote speaker, Chip Heath spoke to us about change, based on Chip and Dan Heath's book, *SWITCH: How to Change Things When Change is Hard*. We frequently hear people say, "Change is hard," and "I hate change!" Yet, as Heath pointed out, if people hate change so much, they have a funny way of showing it. Two of the biggest changes people make in their lives are marriage and having children. Yet, when you look at photos of these events, smiles are everywhere. So, what makes people embrace such huge change yet resist minor changes, such as moving the copier to a different location or rearranging coffee and creamer in the café? Ever tried making those changes in your firm? You may want to read this book before attempting to do something that significant!

Our ability to alter our habits can be complicated because of our rational and irrational (emotional) minds. Heath invoked compelling metaphors

Continued on page 2



Continued from page 1

illustrating the analogy of the mind. The emotional side of our mind is like a giant, headstrong Elephant, while the rational side of our mind is like a tiny Rider, atop that giant, headstrong Elephant. The Rider sits atop the Elephant holding the reins and seems to be leading, yet we know what it is like for an emotional Elephant to overpower a rational Rider. The Rider wants to look great in that swimsuit at the pool this summer, but the Elephant digs in and wants one more scoop of ice cream. The trick is to find the balance between reason and our powerful, emotional drive.

To make change happen we must reach both the rational Rider and the emotional Elephant. Direct the Rider, motivate the Elephant and find the bright spots along the way. Identify specific and vivid signs of progress. These bright spots provide not only direction for the Rider but hope and motivation for the Elephant.

Go forth! Make successful change happen, one small elephant step at a time.

Brenda

We've not only passed the bar...
We've raised it!



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**2011 Annual
Dallas Chapter ALA Golf & Casino Event
October 27, 2011**

Mark your calendars for this year's event!

**We will be back at The Golf Club of Dallas for our
Annual Golf & Casino Event.**

**Not a golfer? Neither are we! We just want to have a good time
and meet some new people.**

The Casino Party starts at 3:00.

**We need you! Set this day aside to come out and help support our
Business Partners.**

If you have any questions, please call Bart Allin 214-397-1830.

All section meetings are held at the Belo, unless otherwise indicated. Parking is available in the Belo underground garage for a minimal charge. Guests are welcome to attend ALA Section Meetings for only \$20. Payment should be made by check payable to Dallas Chapter ALA.

Principal Administrator



**Jim
Nugent**

Date: Tuesday, August 2, 2011

Time: Noon – 1:00 PM

Location: Rain Room

Topic: Roundtable discussion of issues or ideas. Bring your problems or ideas to discuss.



**Lily
Bussey**

Date: Tuesday, September 6, 2011

Time: Noon – 1:00 PM

Location: Rain Room

Topic: Roundtable discussion of issues or ideas. Bring your problems or ideas to discuss.

The Principal Administrators Section meetings are held at the Belo Mansion on the first Tuesday of every month.

We invite our members to join our group for an always lively, thought provoking and wide-ranging discussion on topics of interest to all.

For more information, please contact Jim Nugent jnugent@thompsoncoe.com or Lily Bussey lbussey@mspc.com. We look forward to seeing you there!

Multi-Office



**Malynn
Harris**

Date: Tuesday, August 9, 2011

Time: Noon – 1:00 PM

Location: Belo – Carrington Coleman Room

Topic: Roundtable Discussion

Date: Tuesday, September 13, 2011

Time: Noon – 1:00 PM

Location: Belo – Carrington Coleman Room

Topic: Roundtable Discussion

We meet the second Tuesday of each month for roundtable discussions.

We hope to see you there!

For more information, please contact Malynn Harris malynn.harris@bgllp.com or Linda Fussell lfussell@zelle.com



**Linda
Fussell**

Section Meeting News

Financial Management & Systems Technology



**Brooks
Gould**

Date: Tuesday, August 16, 2011

Time: Noon – 1:00 PM

Location: Belo - Strasburger Room

Topic: We will have a presentation on “Using Mobile Apps on the iPhone and Blackberry for Dictation”, presented by Ken Stevens of Voice Products, Inc. This should be an educational look at using this technology to help our attorneys become more efficient.



**Sandy
Spindel**

Date: Tuesday, October 18, 2011

Time: Noon – 1:00 PM

Location: Belo - Strasburger Room

Topic: TBD

Meetings are held the 3rd Tuesday of every other month.

For more information, please contact Brooks Gould bgould@mckoolsmith.com or Sandy Spindel sandy.spindel@fletcherfarley.com.

Finance & Technology Section - In Retrospect



The Roundtable

The Finance and Technology Section meeting topic was “Interesting Trends and Ideas from the ALA Convention”.

Several attendees had gone to the national convention in Orlando and brought back useful tips and tricks along with a feel for where the legal industry is heading.



**Sandra Spindel, Brooks Gould,
Lindy Kinney and Tiffany Bennett**

Human Resources



**Kristy
Parker**

Date: Tuesday, August 23, 2011

Time: Noon – 1:00 PM

Location: Hughes & Luce Room

Speaker: Heidi Boetsch-Lowinsohn, Health Dimensions

Topic: *Wellness Programs* – Heidi Boetsch-Loewinsohn will conduct a presentation on wellness programs, i.e. implementation, participation, motivation and incentives. Health Dimensions is a company which organizes and implements Employee Wellness Expos.



**Amy
Pettis**

Date: Tuesday, September 27, 2011

Time: Noon – 1:00 PM

Location: Hughes & Luce Room

Topic: *Role of the Secretary* Panel discussion (i.e. future vs. traditional, ratios and teams)

Meetings are held the 4th Tuesday of each month. For more information, please contact:
Amy Pettis apettis@pattonboggs.com or Kristy Parker kristy.parker@morganlewis.com

Section Meeting News

Facilities



**Richard
Cantrell**

Date: Thursday, August 4, 2011

Time: Noon – 1:00 PM

Location: Belo - Rain Room

Topic: Roundtable Discussion

Date: Thursday, September 1, 2011

Time: Noon – 1:00 PM

Location: Office of Patton Boggs, 200 McKinney Ave, Suite 1700

Topic: Roundtable Discussion

The Facilities Section meets regularly on the 1st Thursday of each month.

For more information, or if you are planning to attend, please contact
Richard Cantrell richard.cantrell@weil.com.



**Jan
Braddock**

North Dallas



**Elizabeth
Christman**

Date: Friday, August 26, 2011

Time: Noon – 1:00 PM

Location: NEW LOCATION: 14865 Inwood Rd in Addison
(great location, easy parking and amazing food!)

Topic: Our speaker Susan Nurre will address *"Manage Your Time by Managing Yourself"*. While this course can't grant you the wish of "more time", it will help you learn about your specific time wasters and how to overcome them -- so you can capitalize on the time that you do have.

For more information, please contact Elizabeth Christman at e-christman@ti.com.

Online CLM Study Group

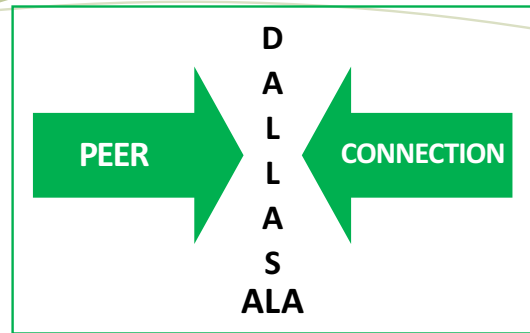
ANNOUNCEMENT

The Cyber Chapter of the Association of Legal Administrators is pleased to announce our second "Online CLM Study Group". Many ALA members and current CLMs took advantage of our first Online CLM Study Group and found it very helpful as they prepared for the exam. Many participants in the first group credit our Online CLM Study Group with their success. We have been off line for a couple of years now as we reviewed, updated and supplemented our study material. We are very grateful to the Oregon Chapter for providing us the audio and visual material from their 13-week study course held in early 2010.

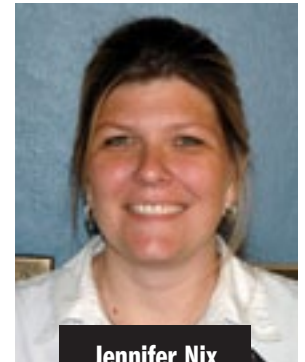
The advantages of participation in Cyber Chapter's Online CLM Study Group to members are that the participants can set their own pace, access the materials anywhere they have an internet connection and study at times that are most convenient for them. Materials are available in PDF format. Audio files can be downloaded to computer, transferred to CD, iPod, iPad or other device/media as the student desires.

Of course, the best part of the Cyber Chapter's Online CLM Study Group is its reasonable cost. If the student is already a member of the Cyber Chapter, then the cost is \$100. For non-Cyber Chapter members, the cost is \$165. As an added bonus, the student may join the Cyber Chapter and participate in the Chapter's discussion forum free of charge through December of the current year.

by Kimberly A Newberry
President, Cyber Chapter



Howard Mudrick



Jennifer Nix

New members were welcomed personally by the Chapter leadership on July 21 at the Belo. Over lunch each leadership representative shared a little about his/her experience in the ALA along with invaluable information learned over the years. The common theme of "you get out as much as you put in" rang through along with the cherished memories of education and fun from each person. Becky Longmore and Cindy Stanley shared invaluable information regarding the ins-and-outs of the Chapter, the website, the purpose of each section and committee and discussed getting around the Belo and parking discounts. The new members shared a little about their backgrounds and what he/she hopes to get out of their Chapter membership.



Howard Mudrick (new member *Winstead*), Becky Longmore, Julie Bagby, Tracy Spore, Deb Strube and Lori Bounds; (front row), Oma Conn, Jennifer Nix (new member *Hermes*) and Brenda Homan

Business Partner Luncheon

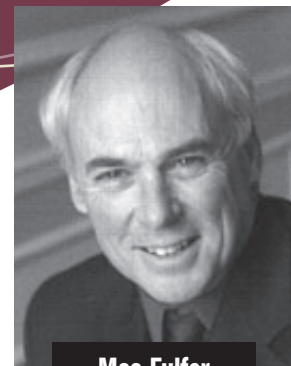
September 8, 2011

11:00 AM Registration

11:30 – 1:30 Program

Belo Mansion

Winstead Ballroom



Mac Fulfer

The Art of Face Reading

Presented by Mac Fulfer

Join your fellow ALA members and Business Partners at our upcoming September Business Partner Lunch and be educated and entertained by Mac Fulfer on the amazing art of face reading . This will be an interactive and fun presentation for all of us.

Face reading is a tool that can give you a leg-up during any in-person meeting whether for business or pleasure. You can use face reading to:

- build relationships,
- improve communication,
- assist with interviewing,
- help with sales calls,
- and even to spot deception.

Think this is too good to be true? Skeptics are welcome so bring your tough questions and you might just get selected to have your face read!

*Mac Fulfer is an attorney who initially became interested in face reading for the purpose of jury selection. After years of practice and study, he wrote *Amazing Face Reading*, a guide to reading faces. Mac's use of face reading has earned him a spot for three consecutive years as a speaker at the National Conference of the Society for Human Resource Management (SHRM).*

Parking will be validated.

Feel free to bring a guest (guest fee is \$20.00).

RSVP to phyllis.ansley@strasburger.com no later than August 29, 2011.

Please include any special dietary requirements with your RSVP.

Don't miss Bart Allin's excellent article "Business Partners Can Be Your Best Friend" describing these unique and valuable resources. (Page 8)

2011 Dallas Chapter Salary & Benefits Survey Results

are now available.

This year's cost is:

Participants	\$150
Non-Participant Members	\$300
Non Dallas/ALA-Members	\$525

To purchase the results contact Jill Granberry at jgranberry@velaw.com.

Business Partners Can Be Your Best Friend

by Bart Allin

Have you ever had a problem or just a quick question about something you are working on in the workplace? You should go to our website www.dallasala.org and click on the Business Partner link. Our list of Business Partners can provide you with an abundance of knowledge and a plethora of help. Our Business Partners are here to help you with their expertise in their related fields and can also tell you what some of the trends are that they are seeing in the workplace. You never know what you may find out if you just ask. Our Chapter is very fortunate to have so many Business Partners, and they love for us to call on them to assist with the many issues that we run across on a daily basis. You have heard the old saying "There is no reason to reinvent the wheel". This is what they can do for us. Anytime you need a quick answer, you can always call on one of our Business Partners. They can usually answer your question or even refer you to someone else who can help if they cannot. It is a great feeling to know that you can call a Business Partner and be able to openly talk with them. They are our friends as well as our service providers and want to help us any way that they can.



The relationships we build with our Business Partners are very important not only to our chapter, but to our firms and to us as individuals as well.

The relationships we build with our Business Partners are very important not only to our Chapter, but to our firms and to us as individuals as well. We have a two way street relationship, working together and helping one another. Because of our Business Partners our Chapter is able to provide education with many different seminars/speakers for our general and section meetings. Our Business Partners provide the resources for many of our members to attend ALA's International and Regional Conferences each year. Without their support, many of you would not be able to participate in such events. You can even develop personal relationships with some of your Business Partners. I have made several friends with some of my Business Partner contacts. It is true that you can have great working and personal relationships.

So please remember: the next time you have a problem that you can't solve, don't spend hours or days trying to resolve it. Pick up the phone or send a quick e-mail, and I'll bet you can get the solution you need. The best resources and friends we could have are our Business Partners. BEFRIEND THEM!



Community Challenge Event

VOLUNTEERS NEEDED



The Stewpot's Second Chance Café

Volunteers needed to serve lunch and dinner as follows:

Lunch Service – 11:00 am - 1:00 pm

Date	Volunteers needed
Monday, October 3	9
Monday, October 10	6
Monday, October 17	7
Monday October 31	7

Dinner Service – 5:00 pm - 7:00 pm

Date	Volunteers needed
Friday, October 7	4
Friday, October 28	8

To volunteer, email

Donna Hetherington dhetherington@gardere.com

Annette Schlaf annette.schlaf@wilsonelser.com

The Second Chance Café is located at

The Bridge Homeless Assistance Center

1818 Corsicana

(in downtown Dallas near the Dallas Farmer's Market)



The Stewpot is a resource center for homeless and at risk women, men, and children, in Dallas, providing:

*Alcohol and Drug Counseling
Casework Assistance
Children and Youth Programs
Dental Care
Educational and Recreational Activities
Employment Assistance
Identification Cards
Mail Services
Meals
Medical Care*

Region 4 Council Meeting

What a great start to a great week!



Brenda Homan and David Turner

We were part of the business side of the ALA – the logical link between our local chapter and our international organization.

Brenda Homan and I were fortunate in being able to get an early start to attending the 2011 ALA Annual Conference & Exposition in Orlando. On Sunday afternoon we, along with other Region 4 chapter presidents and Regional Council Representatives, had the pleasure of meeting our Regional Management Team. As you may know, Region 4 includes chapters from Arkansas, Colorado, Louisiana, Oklahoma, New Mexico, Texas and Utah. During that meeting we learned the roles of the Regional Management Team and what is coming down the road in the ALA. We are fortunate in that our chapter member Shari Doidge holds the position of Region 4 Education Officer. Also, some of you may remember Stephen Dempsey who was a member here several years ago. Stephen is one of our association's At Large Directors and the ALA Board liaison to Region 4.

We also spent time in a small group of chapter representatives from the Arkansas Chapter, the New Orleans Chapter, and the Utah Chapters, in a discussion led by Andrea Everage, our Region 4 Communications Officer to discuss the challenges and successes of our respective chapters. It was reminiscent of roundtable discussions held at our various Chapter Section luncheons. (By the way, those luncheons are a terrific way to get to know people in our chapter, share your knowledge

with other members and ask your questions of them.) As we often hear from our shareholders or managers "What are other law firms doing?" This was the "What are other Chapters doing?" equivalent. As Toni Beasley, our Regional Director said, "Who knows, one chapter's success might help another chapter with its challenge!"

Part of our meeting was devoted to discussing our Regional Nominating Committee, which is composed of the Chair and 6 to 8 committee members. Their task is to fill the Regional Officer positions for the coming term by receiving nominations, performing due diligence, and participating in calls and meetings among the committee members to discuss and ratify the selections. Brenda Homan received information regarding the performance objectives for our chapter and the 2011-2012 Timeline for Region 4 Chapter leaders.

- Sabine Curto, one of the Association board members, gave us an update on some items on the national board's agenda including:
- Working more closely with our international members on communications, involvement, etc.
- Business Partner relations.
- Developing and implementing an on-line membership directory.

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- Coordinating the activities between the Association and FALA. FALA (Foundation of the Association of Legal Administrators) is the educational, charitable, and research affiliate of the ALA.
- Developing the annual October Community Challenge effort.

We also heard about the ALA Regions 3 & 4 Conference & Expo which will be held in Kansas City, MO, September 15-17. Registration is now open with an early bird discount (the ALA website is at www.alanet.org) if you register before August 15th.

This meeting was valuable in that we were part of the business side of the ALA – the logical link between our local chapter and our international organization. It was good to spend time with our regional officers and two of our national At-Large Directors and a terrific way to kick off a great week at our Annual Conference.

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*Visit www.alanet.org/clminsurance.html for a complete list of participating states

ALA Annual Conference & Expo

May 22-25, 2011



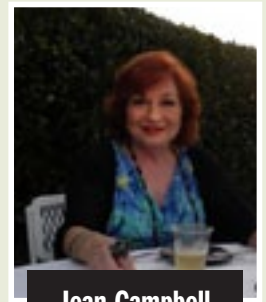
Oma Conn holding the President's Award of Excellence, Platinum Level



Bob McClure, Joe Offutt, Tom Stewart, Brenda Homan, and David Turner; special thanks to Tom Stewart of Legal Network for hosting the Dallas Night dinner



David Turner, Joe Offutt, and Oma Conn



Jean Campbell



Presidents' Award of Excellence, Platinum Level

Congratulations to the Dallas Chapter on receiving the following awards at this year's ALA Annual Conference & Expo, held in Orlando, FL on May 22-25, 2011. Way to go!

Platinum Level, President's Award of Excellence
Honorable Mention, Newsletter - Electronic - for "The Lone Administrator a Publication of the Dallas Chapter ALA

Honorable Mention, Business Partner Relations for the 2010 Annual Golf & Casino Event

Honorable Mention, Visibility--Community Challenge Weekend

Honorable Mention, Recruitment & Retention for the "Peer Connection"



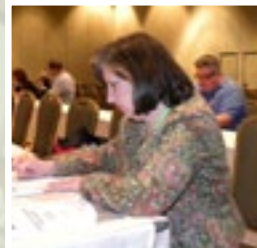
Brooks Gould and Friend



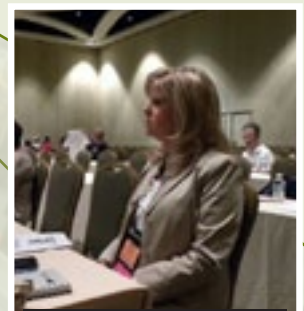
David Turner, Brenda Homan and Nancy Riley



Tony Barone, Mary Driskell and Kimberly Payne



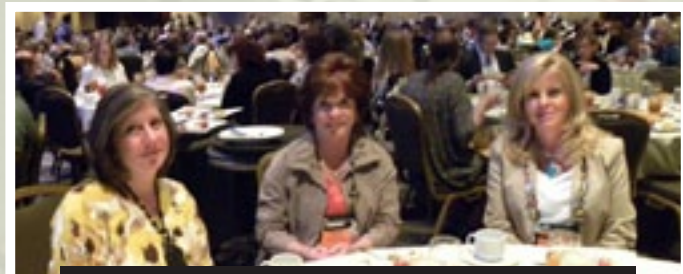
Nancy Riley at an Educational Session



Becky Longmore at an Educational Session



Jean Campbell, Kimberly Payne, Tom Stewart, Lindy Kinney, Becky Longmore, Darlene Owen, Mike and Kelly Rodriguez, and Michael Hester



Nancy Riley, Brenda Homan and Becky Longmore

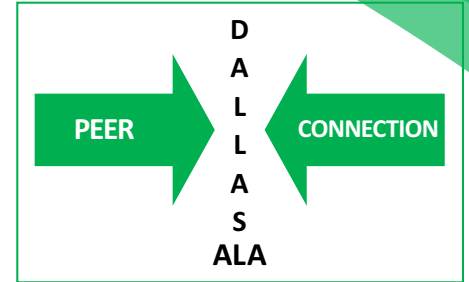
New Member HIGHLIGHT



Howard Mudrick
Executive Director
Winstead PC

I am currently Executive Director at Winstead, a 265-lawyer regional firm based in Dallas. I have more than 30 years experience in the legal profession. I started working with law firms as controller for a 175-lawyer firm in Washington, DC. From there, I served as Business Manager for an 80-lawyer, nationally recognized, tax law firm. My next stop was 13 years as a partner at Hildebrandt. In 1997, I founded HM Solutions, a law firm consultancy. In 2008, I was hired as COO at Jennings Strouss, a 90-lawyer firm in Phoenix, AZ.

I have a degree in accounting from the University of North Carolina. I'm also a CPA, a Fellow in the College of Law Practice Management, and a former member of the Board of Editors for *Accounting and Financial Planning for Law Firms*. In my spare time, I enjoy wine, food, and sports. I have served on the planning committee of the Cotes du Coeur for the Dallas Division of The American Heart Association.



The Good...The Better...The Extraordinary!

The Extraordinary Law Firm: Making Your Firm a Great Place to Work provides the insight and knowledge to transform your firm from ordinary to extraordinary!



Great law firms do not just happen — they are the direct result of exceptional leadership and sweat equity. To help your firm become extraordinary and improve its profitability and client satisfaction you need the ALA best seller, *The Extraordinary Law Firm: Making Your Firm a Great Place to Work*.

If you want to improve your bottom line, you need to look within as well as outside the firm. A staff that is fully engaged and looks forward to coming to work will provide superior client service — and that will translate into increased client retention and profits.

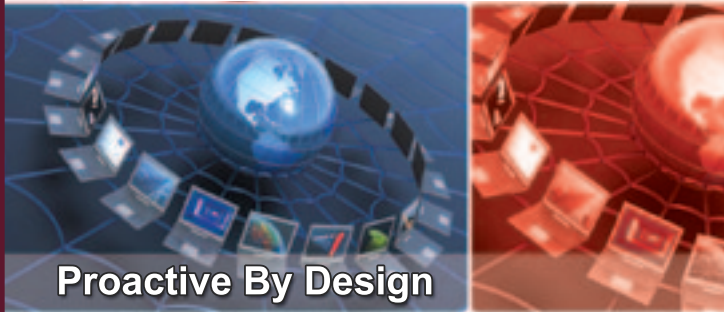
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Green Tip of the Month

By: Kris Marohn

Last year I re-furnished an older home in Oak Cliff. It was an adventure for me as well as the construction crew. I was quite surprised to discover they were unfamiliar with environmentally friendly, low voc paint, among other things. Needless to say, there were many mishaps along the way. However during the journey I did find one great resource that comes in handy for residential and business projects. The web site is called www.greenseal.org. You can search this site for everything from building and construction products to restaurants and food services. Their web site lists their Mission as "... a non-profit organization that uses science-based programs to empower consumers, purchasers and companies to create a more sustainable world." They have been promoting a sustainable economy since 1989, so I like to check them out when I need green products. It's always good for us to support the businesses that support our planet.

WEBINAR Wednesdays



August 17, 2011 | **Focus on Profitability: Revenue-Based Management***

September 21, 2011 | **Ethics in the Wired World***

October 19, 2011 | **Your Firm's Risk Insurance Needs: Professional Liability Coverage***

November 16, 2011 | **Safe Stress***

* 60 minutes/\$129

Mark the **3rd Wednesday of the month** on your calendar for ALA Webinars!


ALA has a stellar lineup of quality online education for 2011 featuring eight 60-minute Webinars and three 120-minute Webinars.

Gather as many colleagues as you wish and enjoy these great topics in your office or chapter meeting space.

Learn more at www.alanet.org/webinars



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REGIONS 3 AND 4 CONFERENCE & EXPO

Connect at the Regions 3 & 4 Conference & Expo!

Gain the knowledge, resources and networking vital to face any challenge at your law firm or in your legal department at the Regions 3 & 4 Conference & Expo, September 15–17, 2011, at the InterContinental Kansas City at the Plaza in Kansas City, MO.

Don't miss this cost-effective, two-day conference close to your home with professional legal industry speakers and more than 20 educational sessions — it's the best investment you'll make this year!

Connect in the Heart of America

Register before
August 15 for early bird
savings!

Learn more at
www.alanet.org/regions34



Your connection
to knowledge, resources and networking



The Dallas Chapter ALA is offering a \$500 stipend* to each of the first 20 registrants for the Regions 3 & 4 Conference in Kansas City, September 15 through 17, 2011.

**Eligibility: The Dallas Chapter must be your Primary membership.*

If the Dallas Chapter is your Secondary membership, you are not eligible to receive this stipend.

Registration for the Combined Regions 3 & 4 Conference & Expo Now Open

- More than 20 educational sessions to choose from
- Inspirational Keynote Address, *The Fine Art of People Power*
- Session in Series focuses on the importance of leadership
- Ample time to connect in the Exhibit Hall including Friday's ENCORE! Reception
- Learn from the experts at Saturday morning's Roundtable Connections
- Engaging closing session, *Hoodlums to Hackers: Maintaining Integrity in the New Era of Crime*

ALA has arranged for a special rate of \$189 per night at the luxurious InterContinental Kansas City at the Plaza in the heart of Kansas City. *Make your reservations and guarantee your room today.*

You will be receiving your conference brochure in the mail soon. Don't miss out. Register before August 15 for early bird savings.

We look forward to seeing you in September!



WANTED!

NEW MEMBERS

Be on the lookout!
We are surrounded by
prospective new members.
Capture one and claim your
reward.

The Dallas Chapter ALA is offering members an incentive for bringing new members into our organization.

All you need to do is refer a candidate for ALA International and Dallas Chapter membership. Once the prospective new member is approved and their membership is paid, you will receive your \$50 reward.



To get credit for your referral, send an email to the Chapter Membership Committee joffutt@akingump.com or tcunningham@akingump.com with the prospective member's contact information. Be sure to cc the prospective member on your email.

\$50 REWARD



Celebrating 40 YEARS 1971 - 2011

Thank you
to all ALA members and business
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Where do you begin?

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ALA Management SolutionsSM offers you access to a competent, experienced team of researchers — and it's **FREE** to ALA members! Just tell us what you need; we'll respond quickly with the best information available.

Send your questions to infocentral@alanet.org, or call 847.267.1385.

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Dallas ALA Job Bank Instructions

The Dallas Chapter ALA Job Bank (DCJB) has been created to place prospective employers in touch with legal administrators seeking employment. Firms may contact Oma Conn (oconn@thompsoncoe.com) to discuss potential candidates.

It is important to note that the DCJB will not evaluate or recommend firms or applicants that participate in the DCJB, and that all inquiries are handled in strict confidence.

GENERAL INFORMATION

- The DCJB accepts resumes from members in good standing with the Association of Legal Administrators (ALA). Applicants must be a member of ALA for 90 days to place a resume with the Bank.
- To ensure non-discrimination, resumes in the DCJB are disseminated to any firm making a request. However, the DCJB will take steps to prevent an applicant's resume from being sent to the applicant's current employer.
- Resumes for management positions will not be provided to organizations other than law firms, corporate legal departments or other providers of legal services in the DFW Metroplex area. In no event will a resume

be provided to entities considered to be a vendor, including management consultants and search firms.

APPLICANT INFORMATION – Job Bank

- Applicants desiring to participate in the Job Bank should submit a resume with cover letter to Oma Conn (oconn@thompsoncoe.com). The DCJB will advise the applicant if and when additional copies of the resume are needed.
- Applicants should notify the Chapter when employment is obtained.
- Applicants no longer employed in legal administration who have not accepted a position in conflict with ALA's membership criteria may access the Job Bank for a period not to exceed twelve months.

EMPLOYER INFORMATION – Job Posting

- Law firms desiring to post openings on the DCJB should contact Oma Conn (oconn@thompsoncoe.com).
- A representative of the DCJB may discuss the function, qualifications, and job components of a law firm administrator.
- Firms are requested to notify the Chapter once posted positions are filled.

Members Only Forum Groups

Check out the Members Only Forum Groups available on the Dallas ALA Chapter Website. This new feature is an enhanced "Bulletin Board" allowing members to join discussions on a variety of topics. You may participate in one or all of the groups listed below.

- Financial
- Human Resources
- Facilities
- Multi-Office
- Technology
- Principal Administrators

To Subscribe to a Forum Group:

Login to the Member's Area [click here.](#)

Click on "Forums" under the "Members" sidebar.

The Forums page features the most recent postings for easy navigation, or you can access all open forums by clicking on the "Go to the Forum" button. All current ALA members may participate in any of the active forums. To join a forum, choose the section(s) you would like to join and click "Subscribe to forum". Now you're ready to post a topic.

To Post a Topic:

- Click on "Go to the Forum"
- Click on the group you wish to post a topic
- Select "New Topic"
- Type a brief "Topic"
- Type the details of your topic in the "Message" area
- Choose which "Options" you wish to enable.
- Select any "Attachments" you wish to append.

Now you may "Preview Post" prior to "Submit Post."

To Reply:

When you post to a forum you will receive an email notification of every new post. You may simply "reply" to the email or login to the Member's Area to post a reply. You must respond through the website if you wish to reply to the entire group.

- Login to the Member's Area – "Forums"
- Click on the group you wish to post a reply
- Select a Topic Title
- Select "Post Reply"
- Enter your response
- Select "Submit Post"

An email will be generated with you as the "Sender."

The Lonestar

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The Metroplex business community supports The Dallas Chapter Association of Legal Administrators in several ways. The support enables the Dallas Chapter to provide Chapter members with educational opportunities, including bi-monthly general meetings and local seminars, as well as offering scholarships to ALA national and regional conferences. The Dallas Chapter appreciates the continued generosity of the Chapter's Business Partners!

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Section Meeting Principal Administrators Noon – Belo Mansion	3	4 Section Meeting Facilities Noon – Belo Mansion	5	6
7	8	9 Section Meeting Multi-Office Noon – Belo Mansion	10	11	12	13
14	15	16 Section Meeting Financial Mgmt/ Systems Technology Noon – Belo Mansion	17	18	19	20
21	22	23 Section Meeting Human Resources Noon – Belo Mansion	24	25	26 Section Meeting North Dallas Noon – Italian Club, Addison	27
28	29	30	31			

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Section Meeting Facilities Noon – Belo Mansion	2	3
4	5 <i>LABOR DAY</i>	6 Section Meeting Principal Administrators Noon – Belo Mansion	7	8 General Meeting 11:00 AM – Belo Mansion	9	10
11	12	13 Section Meeting Multi-Office Noon – Belo Mansion	14	15 – 17 Region 3 & 4 Conference & Expo Kansas City, MO		
18	19	20	21	22	23	24
25	26	27 Section Meeting Human Resources Noon – Belo Mansion	28	29	30	

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Section Meeting Principal Administrators Noon – Belo Mansion	5	6 Section Meeting Facilities Noon – Belo Mansion	7	8
9	10	11 Section Meeting Multi-Office Noon – Belo Mansion	12	13	14	15
16	17	18 Section Meeting Financial Mgmt/Systems Technology Noon – Belo Mansion	19	20	21	22
23	24	25 Section Meeting Human Resources Noon – Belo Mansion	26	27 Golf & Casino Event Golf Club of Dallas	28	29
30	31					