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Arizona Chapter

Welcome

My heartfelt welcome goes out to you upon joining the Arizona Chapter of the Association of Legal Administrators. This Welcome Guide contains information to acquaint you with our Chapter, as well as (hopefully) answer many of the questions you have as you embark on or continue your journey of growth within the legal field. I look forward to meeting you and having you attend one of our upcoming Chapter functions. Please feel free to reach out to me (Marsha) should you have any questions about the material contained in this guide, or just any reason at all—602-257-5201. I applaud your decision to join the Chapter and look forward to help in making your experience a rewarding one!



**Current Chapter President
Marsha Kendall**

Chapter Benefits

Mentor Program

The Arizona Chapter offers a mentor program as a way of investing in your future as a Chapter member. As a new member, a mentor can be your first point of contact for questions, discussion of issues, or just a friend with whom to attend or meet at chapter events. If you wish to be assigned a mentor, please contact Valerie Cochlin—vcochlin@torgensonlaw.com, or 602-759-0012.

Membership Directory

The Membership Directory listing is not sold to outside parties and is not to be shared. Access to the directory requires your log-in credentials to the Arizona Chapter website. Please email Sonji LeBlanc—sonji.leblanc@dlapiper.com for your log-in information.

Member Resources

The Member Resources of the chapter website gives you access to the following: Membership Directory, Chapter Bylaws, Chapter Strategic Plan, Chapter Financial Reports, Board Meeting Minutes, Listserve Survey Results, and the ALA Reimbursement Form. Please feel free to visit these at <http://alaphoenix.org/members-only/>. Again, this portion of the website will require the log-in credentials provided by Sonji LeBlanc (see above).



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Chapter Benefits, cont...

Ambassador Program

To help our members stay connected and keep you informed of important events and opportunities we have introduced an Ambassador Program. Each member is assigned a Board member as an Ambassador who will informally check in with you on a monthly basis to let you know what is happening in the Chapter and answer any questions you might have. It is our hope that these monthly updates will be the start of new friendships within the Chapter and enable you to maximize the benefits of membership.

Member Service Opportunities

You can beef up your résumé with experience gained through Chapter volunteerism. Joining a **Chapter Committee** not only allows for organization experience, but closely working with other Chapter members brings about new friendships. Descriptions of Chapter positions and committees can be found on the website at (<http://alaphoenix.org/volunteer-opportunities/>). Please feel free to reach out to the committee chair of your committee of interest and volunteer today!

Should you wish to further your involvement and résumé building by serving on the **Chapter Board of Directors**, the current Board and Committee Chairs can be found at <http://alaphoenix.org/about-ala/chapter-leadership/> and are pictured to the left throughout this Guide. Eligibility and Qualifications to serve on the Board are located in the Chapter Bylaws. To review the Bylaws, you must first sign in at <http://alaphoenix.org/members-only/>, then go to Member Resources and choose Chapter Bylaws. You must be a current member of the Association of Legal Administrators, must have been a member of the Chapter for at least one year at the time of election and must have chaired at least one committee to qualify for a Chapter Board position. If you aspire to Board involvement, please contact any current Board Member or Committee Chair to discuss your desire for advancement to the Board.

For those that wish to follow the direction of the Board, the Board Meeting Minutes are located on the website—again under Member Resources, requiring log-in. Board meetings are held the third Tuesday of every month. Please contact a current Board Member should you wish to observe a Board meeting

Educational Conferences and Educational Offerings

Each year our Chapter holds an **Education Conference and Business Partner Symposium** event in August. This is a great opportunity for top quality education and offers you the chance to network with fellow legal professionals and to meet our various Business Partners and learn about the services they have to benefit you and your firm.



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Chapter Benefits, cont...

Educational Conferences and Educational Offerings, cont...

The Chapter holds **multiple luncheons** each month to facilitate learning and professional development for our members. Each fall our members are surveyed to identify topics of interest and the Chapter's annual educational programs are designed in response to member feedback. Chapter Lunches are held at the University Club the fourth Tuesday of most months (see the [Event Calendar](#) for exact dates and times). In addition the Chapter offer two **specialty series of luncheons**, one focused on Human Resources and Diversity & Inclusion, and the second on Finance & Operations. **All education content is broadcast live to members outside the downtown Phoenix area and also posted to the Chapter website** for viewing at your convenience.

The Chapter offers two **Leadership Events** each year. Our November event includes our firms' managing partners and is a wonderful way to show your managing partner and firm attorneys the high level of speakers and education our Chapter offers. Leadership training is typically offered in March to facilitate your personal leadership development and growth.

Scholarship Opportunities

The Chapter awards scholarships to at least one annual (HQ) and one regional conference each year. In addition to educational conferences, the Chapter may choose to send those members interested in Board involvement to the ALA's annual Chapter Leadership Institute (CLI). The level of the scholarship is established by the Board, but often covers the majority of conference attendance. Please contact a board member if you are interested in future service on the Board and attending CLI.

Calendar of Events

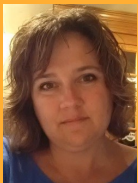
The Chapter Calendar of Events is listed on the website at <http://alaphoenix.org/event-calendar/>. Please check out the calendar and plan on joining us at our next gathering. We look forward to seeing you!

Listserve

The Listserve contact is Carrie Valenzuela-carriev@me.com. You may email Carrie with any question you want to pose to the membership. The Listserve cannot contain questions dealing with money or salaries, endorsement of a specific vendor or Business Partner (you may certainly inquire as to who uses whom for a specific product/service), or any type of "classified," including staff wanted items. All Listserve inquiries are protected under a Confidentiality Statement and may not be forwarded to non-members.



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Educational Track
Lisa Kelly, Sonji LeBlanc

Education
Gina Sanfillippo

Finance and Operations
Educational Track
Dana Marinaro, Chris Phillips

HR Series Education Track
Marsha Kendall, Lisa Kelly

Information and Finance
Chris Proctor

Leadership Committee
Marsha Kendall

Meeting Coordinator
Chris Phillips

Membership and Mentor
Program
Teri Adam, Sarah Dunne

Newsletter
Jackie McAferty, Bobbi Jo
Claywell

Region 6 Liaison
Marsha Kendall

Social Events
Chris Cotanch, Natalie Tanner

Student Affairs Liaison
Ana Corey

Website
Sonji Le Blanc



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Chapter Benefits, cont...

Career Center

The Chapter website has a Career Center listing for you to list current job openings within your firm free of charge. The job board listings can be found at <http://alaphoenix.org/ala-news/job-board/>. Please contact our website chair, Sonji LeBlanc —sonji.leblanc@dlapiper.com, with postings.

Resource Materials and Publications

www.alanet.org and www.alaphoenix.org offer a wealth of law office management resource information. The websites contain the most up-to-date information pertaining to our Chapter and the International Organization. International ALA Resources can be found by logging into the HQ site at <https://www.alanet.org/memberaccess/login.aspx>, and then accessing “Resources.”

Quarterly Newsletter

Our Chapter newsletter, the **Cactus Quarterly** is each January, April, July and October and emailed directly to our members and Business Partners. In it you will find *all* the goings on of both the Chapter and the International Association to keep you up to date and in the know. Click [here](#) to view past and current newsletters.

Business Partners (“BPs”)

Our Chapter loves our Business Partners and enjoys close, personal relationships with many of them, regardless of whether we use their product or service. Our BPs allow our Chapter the means to provide a high level of education and services to our members and we hope you will search them out first for any of your product or service needs. A full listing of Chapter supporting BPs can be found at <http://alaphoenix.org/business-partnering/business-partners/>.

Closing

I hope this Welcome Guide enhances your membership. If you have suggestions on other items you would like to see included, please feel free to reach out to me.

Thank you and again — **Welcome to the Chapter!**

With warm regards,
Marsha Kendall