



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

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Dear Lisa:

Congratulations on being selected as President of the Puget Sound Chapter of ALA. We are fortunate to have dedicated members like you take an active role in the leadership of your chapter. I know this position will bring both challenges and rewards—and hopefully more of the latter!

Making its debut this year, the first of those rewards is included in this package. The enclosed Chapter Presidents' lapel pin is a small token of our appreciation for serving in this important role. We hope you will wear it with pride when you attend chapter, regional and national events!

You'll face a number of chapter management issues during your term as President so it's important to be aware of the many resources available to you:

- The **Regional Management Team** (comprised of a Regional Director, an At-Large Director and three Regional Officers) can answer questions and provide assistance when needed. Feel free to contact any of them – and at any time. Their names, addresses, phone and fax numbers and e-mail addresses are listed at [www.alanet.org/about/alaleaders.aspx](http://www.alanet.org/about/alaleaders.aspx). Soon you will receive a *Leadership Directory* from our Membership Department, which provides this information in hard copy. You'll want to keep this directory handy for ready reference. Updates will be sent to you at various times throughout the coming year.
- The **ALA Headquarters Staff** is another resource when chapter management questions or issues arise. In particular, Jan Waugh (Director of Member Services) and I (Chapter Relations Coordinator) are responsible for chapter relations. We are happy to help you with questions relating to bylaws, surveys, legal and tax matters, and similar issues – so feel free to contact us any time. If there are others on staff who can more appropriately help you, we'll be happy to connect you with them.
- Enclosed you will find two copies of the **Chapter Management Guide**. Please keep one copy for yourself, and pass the other along to your President-Elect. This resource is also accessible in the Members Only section of ALA's Web site. It includes information that you'll need to effectively manage your chapter.
- Take advantage of ALA's **Chapter President Listserve**, an e-mail based discussion group for ALA Chapter Presidents, Past Presidents, Presidents-Elect, Regional Officers and ALA's Board. While this listserv is a relatively quiet one, chapter leaders enjoy the exclusivity of it and the opportunity it presents to get quick answers to chapter management questions. After you've reviewed the enclosed listserv memo, **feel free to register yourself**, start participating at any time, and pass the instructions to your President-Elect so that s/he can register and participate as well. This is a free service but the memo does set forth some important ground rules that should be followed.

(Over Please)

- If you've not done so already, please take a moment to familiarize yourself with the **Chapter Resources section of the ALA Web site**. Here you will find many valuable resources that will help you manage your chapter effectively.
- Get answers and stay on top of Association issues by participating in events like the Chapter Leadership Institute being held in Chicago in June, or by attending Regional Conferences in the fall, and Regional Council Meetings held twice each year.

Also enclosed with this letter is your current **chapter profile** that lists specific details about your chapter. Please take a few moments right now to review and, if necessary, update this document and return it to us. Chapter profiles help us keep our records current—and they are also a helpful resource for Regional Directors and Officers.

I look forward to working with you throughout the year and, once again, congratulations and best wishes!

Sincerely,



Nicole Larson  
Chapter Relations Coordinator

Enclosures