



**MEMBERSHIP APPLICATION
HAWAII CHAPTER
ASSOCIATION OF LEGAL ADMINISTRATORS**

Dues are \$100 per fiscal year (April 1 – March 31)

Return dues and signed application to: Darlene Loo-McDowell
c/o Paul Johnson Park & Niles
1001 Bishop Street Suite 1300
Honolulu, HI 96813

**** DUES IN THE AMOUNT OF \$100.00 MUST ACCOMPANY THIS APPLICATION ****
(Make Checks Payable to: Hawaii Chapter of the Association of Legal Administrators)

I HEREBY ATTEST that pursuant to it's By-Laws, I meet the criteria for membership in the Hawaii Chapter of the Association of Legal Administrators in the following category (check one):

() Regular () Associate

Date Signature of Applicant Print Name

To update our information base and membership directory, please complete the information below:

MEMBER INFORMATION FORM

NAME: _____ TITLE: _____

FIRM NAME: _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

TELEPHONE:(_____) _____ FAX:(_____) _____ DIRECT:(_____) _____

HOME (optional):(_____) _____ BIRTHDATE (optional): _____

INTERNET E-MAIL ADDRESS: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Check the most appropriate description of your employer:

- () private law office () government legal agency
- () judicial agency/court () corporate law
- () law department of non-profit org. () other, please describe: _____

Since what year have you been a Legal Administrator? _____

How many attorneys in your current firm? _____ How many staff support? _____
Area(s) of practice of your firm? _____



Educational Background: _____

Your Area(s) of Expertise (e.g., Finance, Human Resources, Technology, Facilities Management, etc.):

Hobbies/Interests: _____

LEADERSHIP INTEREST:

The future leadership of the Chapter rests with its members. Would you like to become active in Chapter leadership and participate as a committee chair, member, or extended Board member? Please complete the following sections:

I am interested in becoming involved in the following areas:

BOARD OF DIRECTORS:

- President – conducts all meetings, liaison w/national, attends national and/or regional conferences, regional council representative
- Immediate Past President – provides continued support for the board/chapter
- President-Elect – is the Education/Program Chair, attends national CLI
- Secretary – takes minutes of all board, membership and special meetings
- Treasurer – prepares/administers budget and financial reports, keeps/files appropriate records

COMMITTEES

- Administrator Job Bank – maintains data on administrator positions available, members seeking positions
- Bar Relations – maintains relationship/exchange of services w/HSBA
- Community Service – coordinates annual Chapter Challenge event
- Education/Schools – maintains contact with various educational institutions to promote the legal profession
- Law School Project – plans annual seminar for law school students
- Library – maintains the physical and electronic library of publications, recordings, etc. of reference materials for members
- Membership – recruits/mentors new members, processes membership applications, maintains membership records
- Newsletter – prepares and circulates Chapter news
- Nominating – assists with identifying candidates for board positions and committees
- Scholarship – oversees scholarship programs for members
- Social Events – coordinates venue, menu and logistics for social events
- Surveys – coordinates annual compensation, benefits, equipment and other surveys
- Vendor Relations – establishes relationships, seeks sponsorships, etc.
- Webmaster – maintains Chapter's website

OTHER

- willing to assist mentoring new members
- willing to share expertise in: _____

What are your "hot topics" . . . what are you interested in learning about . . . what do you need more information about . . . what do your partners want you to know about? (For example: Employee Benefits, Law Firm Accounting, Labor Law, Hawaii Economics, Electronic Data Retention Policies, Victims' Leave, Staffing, Vendors, etc.)? _____