



SPIRIT OF SAN DIEGO - ALA AWARD GUIDELINES

The board has determined that recognition of members for outstanding achievement should be a special award. Following are the guidelines for the selection process for the “Spirit of San Diego - ALA Award.” (formerly known as Outstanding Administrator Award).

Objective

The objective of the award is to recognize Chapter members for significant and consistent contributions to ALA and its members on a current and ongoing basis. The award may be given as often as once a year. Each year the committee (as described below) shall be convened to determine if there are qualified candidates, who meet all of the selection criteria.

Selection Criteria

- ◆ Current membership in the San Diego Chapter of ALA for at least five years, with at least three years or more serving as the Chair of a significant committee, an officer or a director in a manner that far exceeds normal expectations.
- ◆ The recipient of this award will have demonstrated unwavering and solid dedication to the growth, advancement, and support of the legal administration profession.
- ◆ An important quality of this award winner is accessibility to other ALA members for assistance in helping develop solutions to problems or alternative ways of accomplishing goals.
- ◆ This person has demonstrated a commitment to professionalism and exemplifies the highest ethical standards, can be counted on to maintain confidentiality and has earned the trust and respect of the members of ALA.
- ◆ The recipient will have committed significant time and effort to the continuing education and training of other administrators, including mentoring and counseling when opportunity exists.
- ◆ The recipient will have consistently attended and supported ALA-sponsored events such as monthly meetings, seminars, and chapter events.
- ◆ The recipient will have made significant efforts in promoting legal administrators and ALA to other legal groups and the community at large.



- ◆ The recipient of the award will have contributed written material to legal publications or will have been a speaker at local ALA chapter events, or a lecturer at the regional or annual conference.

Selection Process

- ◆ The immediate past president shall chair the selection committee. The committee shall consist of the immediate past president (as chair), the current president, two regular members from the membership at large (which the chair shall select), and the most recent recipient of the award. If the most recent recipient includes two people, then the chair shall only appoint one regular member at large.
- ◆ Those ineligible for selection are the members of the nominating committee and anyone who has won the award within the past five years.
- ◆ The selection committee shall consider for the award members who meet the criteria and also solicit nominations from the membership.
- ◆ The selection committee will meet to discuss the candidates and make a unanimous selection. If there is no unanimous selection, then no award shall be given.
- ◆ The last recipient of the award will present the “Spirit of San Diego – ALA Award”, and the recipient will be honored at the Managing Partners’ Luncheon.
- ◆ The selection committee shall abide by a timeline in order for the award to be presented at the Managing Partners’ Luncheon.

June - Call for nominations and award criteria email to membership by communications chair and flyer in monthly newsletter.

June - Call for nominations flyer & award criteria distributed at membership meeting.

8/31 - Deadline for nominations.

9/1 - Committee begins due diligence & meets to discuss candidates and make a selection.

10/1 - Award is ordered from vendor

- ◆ The members of the Committee shall agree that all discussions are confidential.