

AUCKLAND ASSOCIATION OF LEGAL ADMINISTRATORS

Membership Criteria

Who Can Join

Membership is open to senior practice management professionals working within Auckland law firms, including Practice Managers, General Managers, and those with significant responsibility for core operational or administrative functions.

To be eligible, you must be:

1. **A senior legal operations professional employed within a law firm**, including:
 - The most senior practice manager/administrator in the firm (regardless of title);
 - The manager responsible for a branch office; or
 - A direct report to the senior practice manager with responsibility for one or more key operational areas (e.g. finance, HR, IT, compliance, risk, or business operations).
2. **An independent contractor working in a hands-on internal management role within a law firm**, provided that:
 - You are actively embedded in the management of a law firm; and
 - You are not offering consulting, advisory, or vendor services to law firms.
3. **A legal administrator between roles**, provided that:
 - You are not operating as a consultant, advisor, or vendor; and
 - You are actively seeking employment in a legal management role.

Who Is Not Eligible

Membership is not open to consultants, external advisors, recruiters, software providers, vendors, or any individuals or businesses selling products or services to law firms.

The Association is a peer network for in-house legal practice management professionals and is not a forum for business development or service promotion.

Discretionary Applications

If you do not clearly fall within the above criteria but believe your role aligns with the purpose of the Association, your application will be referred to the AALA Committee for consideration. The Committee's decision is final.

Membership Structure

Membership is held by the firm paying the membership fee and may be transferred to a replacement in the event that the member leaves the firm.

Membership Fees

(Current fees – subject to review)

- First member from a firm: \$150
- Second and subsequent members from the same firm: \$100
- Email-only membership: \$50
- One-off meeting attendance: \$35

One-off attendance is available to colleagues from the same firm as a current member where the meeting topic is relevant to their role.

Prospective members may attend one meeting at no charge before deciding whether to join. This option is limited to one meeting per prospective member.

Membership List & Privacy

The membership list includes only the primary member from each firm. It is for internal Association use only and must not be shared outside the group without Committee approval.