



A Chapter of the Association of Legal Administrators

WISCONSIN ASSOCIATION OF LEGAL ADMINISTRATORS (WALA)

BUSINESS PARTNER ADVISORY PANEL

NAME

The name of the advisory panel is *Wisconsin Association of Legal Administrators Business Partner Advisory Panel (WALA BPAP)*.

OBJECTIVES

1. To provide the Business Partners Relations Committee with feedback and suggestions regarding the exhibit hall at the Wisconsin Association of Legal Administrators (WALA) Annual Conference of Education and other WALA events in which business partners are involved.
2. To work with and, at the discretion of the Business Partner Relations Committee, to enhance the understanding and appreciation of mutually beneficial relationships between members, business partners and WALA.
3. To demonstrate a commitment to the objectives of the WALA Business Partner Advisory Panel.
4. To support the mission of WALA (available for review at www.wi-ala.org).

SELECTION AND COMPOSITION OF THE BUSINESS PARTNER ADVISORY PANEL

1. Number of Participants
 - The WALA Business Partner Advisory Panel will be comprised of five (5) participants, and will be chaired by the WALA Vice President of Business Partner Relations.
2. Qualifications for Appointment
 - All participants will meet the following criteria:
 - The company has been a WALA business partner sponsor for at least two full years.
 - The company is and has been a WALA business partner sponsor at or above the Supporter Level for the past year.
 - The company has shown interest in active involvement.
3. Selection process
 - The Business Partner Relations Committee will solicit interest for participation on the Business Partner Advisory Panel from qualified companies for consideration. Each company will complete a brief form stating their reason for interest in being a participant on the Business Partner Advisory Panel.
 - The Business Partner Relations Committee will recommend the composition of the Business Partner Advisory Panel to the WALA Board for final approval.
4. Participant Definitions

- Each company selected to serve is entitled to one (1) seat on the Business Partner Advisory Panel.
- The appointment to the Business Partner Advisory Panel is in the name of the qualifying company, not an individual.
- The appointment stays with the company and does not transfer should an employee leave that organization.
- In the event that the Business Partner Advisory Panel participant leaves the appointed company, it is incumbent upon the company to, within forty-five (45) days of separation:
 - Appoint another representative to fill the vacant position on the Business Partner Advisory Panel; or
 - Resign their appointment on the Business Partner Advisory Panel.

TERM OF OFFICE AND VACANCIES

- Newly appointed participants of the Business Partner Advisory Panel will be announced after the first WALA board meeting of the new year, and terms will begin on the following April 1, in conjunction with the start date of the WALA Board of Directors terms of office.
- Term on panel: As of April 1, 2009, all participants will serve a rotating two-year term.
- No appointed company may serve more than two (2) consecutive two (2) year terms. A company may reapply after one year of not serving on the Business Partner Advisory Panel.
- The Business Partner Relations Committee and the Association of Legal Administrators reserve the right to remove a participant of the Business Partner Advisory Panel who does not fulfill his or her obligations and participation on the Panel.

MEETINGS

- The Business Partner Advisory Panel will meet with one or more WALA Business Partner Relations committee members and/or the Vice President of Business Partner Relations at least twice each year in accordance with the following schedule:
 - During the month of April
 - During the month of September
 - Any other meetings, conference calls, electronic mail as deemed necessary by the Vice President of Business Partner Relations
- Business Partner Advisory Panel participants shall serve without pay and will not be reimbursed for any expenses in connection with attendance at any WALA event or any Business Partner Advisory Panel participation.