



### **STEP 3 - JOIN A SUB-SECTION: (Check one or more)**

**Members may belong to more than one Subsection, with the following restrictions:**

1. Membership in the Human Resources subsection is only open to Principal Administrators and others in the firm who deal with personnel information on a confidential basis;
2. The Financial Management subsection may restrict participation in Subsection meetings to Principal Administrators and others in the firm who deal with financial information on a confidential basis.

**Facilities Management**

*Facilities Management includes management of a majority of the following activities: space planning and design, office renovation, purchasing, inventory control, reprographics, records management, reception services, telecommunications, mail, messenger and other facilities management beyond mere purchase order processing.*

**Financial Management**

*Financial management including management of a majority of the following activities: planning, forecasting, budgeting, variance analysis, financial reporting, operations analysis, rate determination, billing and collection, cash flow management, bank relationships, investment tax planning, trust accounting, payroll and other financial management functions beyond mere record keeping.*

**Human Resources**

*Human Resources management including management of a majority of the following activities for the legal, paralegal and support staff: recruiting, selection, placement, orientation, training and development, performance evaluation, compensation administration, employee relations, motivation, counseling, disciplining, discharging, benefits administration, human resources information systems, organizational analysis, job design, resources allocation and other human resource management functions beyond mere record keeping.*

**Information Systems**

*Information Technology including management of a majority of the following activities: systems analysis, operational audits, procedural handbooks, costs/benefit analysis, computer system design, programming and development, information services, records and library management, office automation, telecommunications, legal practice systems and other systems management functions beyond procedures manuals and computer program documentation.*

### **STEP 4 - SUBMISSION INSTRUCTIONS**

**Please complete and return this 2 page form, together with the appropriate membership fees to:**

**Attention: Memberships**  
**Calgary Association of Legal Administrators**  
**Box 20126 Bow Valley Postal Outlet**  
**Calgary, AB T2P 4H3**