Charter
ACC Legal Operations Section
April 2015

Mission – To advance the professional interests of those who lead and work in corporate law department operations; and to enhance the operational effectiveness of corporate law departments by supporting and connecting those who work in the legal operations function; and by exposing to and involving them in evaluation of cutting-edge processes and systems for the provision of legal services. Support and provide thought leadership about effective legal operations.

The section of the ACC for legal operations professionals in corporate legal departments will accomplish this mission through the following means:

• Broad affiliation - the opportunity to associate with a large, diverse pool of global companies and industries
• Infrastructure to:
  o Produce resources such as compilations of operational tools (templates, guidelines, checklists, etc.) and in-depth benchmarking reports;
  o Meet ad hoc benchmarking needs;
  o Organize conferences for networking and sharing information, maintain a website, support working group activities, etc.
• Standard-setting about law department operations roles, maturity, data collection and metrics; as well as establishing legitimacy for law department operations as an established and valuable function
• Providing a forum for education and sharing relevant and innovative developments in the industry
• Providing information to external constituencies (e.g. GCs, the media, other associations) about the law department operations function, such as benefits, typical structure, scope of responsibilities, staff size relative to department size, etc. Specifically the association will focus on the following areas:
  o Strategic Planning and Execution
  o Legal Information Technology
  o Litigation Readiness
  o Outside Counsel and Legal Vendor Management
  o Finance/Budget Management
  o Talent Development
  o Administration
• Serve as a clearinghouse for job postings/placement
Membership & Segmentation: Membership should be limited to those professionals whose main function is to manage the law department operations, or some part thereof, for a corporate law department globally. Through segmentation, we will preserve appropriate peer networking/benchmarking opportunities for the “COOs” (2nd in command, reporting to GC), and we anticipate that other peer networks will form within the association (e.g. project managers, IT managers, outside counsel managers, etc.).

Guiding Principles

- The Association will be member-driven and operate organically (not bureaucratically), forming working groups based on member consensus/interest to produce resources and/or recommendations on specific topics, and periodically reaffirming their continuation through member feedback or discontinuing once the appointed work is produced.
- Existing legal ops groups (e.g. CLOC, SoCal, CLIC, GNY) will continue to operate independently by group consensus, and ACC Legal Ops section activities will be designed to a) complement local groups, and b) supplement those groups for those who do not have access to them; c) assist in the creation of new, local law department operations groups, if asked.
- Recognizing that legal vendors/consultants are valued participants in the legal services “ecosystem” and that sponsorship revenue helps keep the member costs low, and yet that their presence can have a restraining effect on conversation, vendor presence will be a limited part of in-person events (e.g. only 1 of 2 conference days). In addition, ACC section staff will strive to maximize sponsor revenue not related to conference participation (e.g. webinars, ads, resources, etc.). Sponsor participation, generally and specifically, will be revisited from time to time, per item #1 above.
- Appropriate peer interaction is important to ensure that the networking is meaningful, and information exchange is relevant, so the ACC Legal Ops section will segment membership, taking into account elements such as department size and reporting level.
- At the same time, section staff will ensure there is diversity and healthy rotation in representation in working groups and conference presenters.
- Recognizing that travel budgets are limited, and that opportunities for global interaction are desirable, the ACC Legal Ops section will also ensure a robust virtual relevance through webinars, conference calls, listservs, etc.
Commitments of Founding Steering Committee*

- Endorse the proposed ACC Legal Ops section and recommend it to the members of their respective local groups
- Join the new ACC Legal Ops section and enroll their legal ops staff members (which will include lawyers and non-lawyers)
- Serve as spokespersons with external constituencies about the new section (unless prohibited by the corporate public relations policies)
- Provide leadership for initial section activities
- Serve as a sounding board for ACC/section staff

Commitments of ACC Staff

- Treat the Founding Steering Committee (“Regional Group” leaders) as partners when making important decisions about the projects and activities of the ACC Legal Ops section, consulting early and often.
- Acknowledge the autonomy of the Regional Groups and their latitude to undertake independent projects and engage with vendors/consultants as they see fit.

*Founding Steering Committee
- Connie Brenton, Chief of Staff and Director of Legal Operations, NetApp
- David Cambria, Global Director of Operations, Archer Daniels Midland Company
- Tania Daniels, Head of Global Legal Operations, The Walt Disney Company
- Jeff Isaacs, Global Chief Operating Officer, Goldman Sachs & Co.
- Elizabeth Jaworski, Director of Legal Operations, Motorola Mobility