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Dear Law Firm Leader -

Welcome to our July issue.

This month our newsletter is dedicated to "Firm Administrators." A trusted and capable firm administrator can make a huge difference in the success of your law firm. We'll focus our attention on the important – and often undervalued – roles they play and how to find the right one for your firm.

Registration is now open for [The MPF 2012 Fall Leadership Conference](#) to be held on Friday, October 12th, at the University Club of Chicago. This will be our third conference at this beautiful club, and we hope you'll attend.

This month's [MPF White Paper](#) is the most recent edition of *International Review*, published by Patrick McKenna. We've also featured a fantastic set of resources (including an article by yours truly) about firm administrators, as well as a few job descriptions for the position. Scroll down for details.

Finally, please join the [MPF LinkedIn Group](#), an online community designed especially for you and your peers. It's a place where you can ask questions, share resources and find a high-level online community of other law firm leaders. Scroll down for details.

Please forward this newsletter to other leaders at your firm.

John Remsen, Jr.
President and CEO**FALL LEADERSHIP CONFERENCE****The MPF 2012 Fall Leadership Conference**
October 12, 2012 ♦ Chicago, Illinois

After a terrific Spring Conference in Atlanta, we're taking the Fall Conference back to Chicago. If you haven't been to one of our programs, you should check it out. More than 750



[MPF LinkedIn Group](#)
Join Your Peers
Online Today!

managing partners have participated in previous conferences, and they rave about the great format and high-level participants. In fact, 97% of past participants would recommend MPF conferences to other managing partners they know. [Click here](#) to read some of their testimonials.



[Click Here to Register & Learn More](#) | [Back to Top](#)

WHITE PAPER

International Review - Spring 2012

by *Patrick J. McKenna*

Twice a year, Patrick publishes a collection of articles written by him and others on law firm leadership. He calls it *International Review*. One of the articles we especially like in the current issue is entitled "Confronting the Underperforming Partner: A Persistently Unmet Challenge." This topic is much discussed at MPF conferences, as well.



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BOOK OF THE MONTH

The Extraordinary Administrator: Career Progression for Law Firm Managers

by *Paul A.C. Malliaté*

The Association of Legal Administrators (ALA) holds a treasure trove of great information about the business side of running a law firm. This groundbreaking book - written especially for law firm management professionals - provides practical and proven ideas and suggestions to help firm administrators excel in this challenging role. It's well-organized and features numerous articles, surveys and case studies. We've arranged a special deal with ALA, so our readers can purchase this great book for just \$35.



[Click Here to Learn More](#) | [Back to Top](#)

FEATURED ARTICLES & RESOURCES

Consistent with our theme this month, we've added some great content about Firm Administrators to our MPF Website. Take a look, and forward what you like to others at your firm.

Your Firm Administrator: It's The Best Investment Your Firm Can Make

by *John Remsen, Jr.*

Over the years, we've worked with hundreds of law firms and, at this stage of the game, it's pretty easy to tell whether or not the firm has a great firm administrator the minute I walk in the door. With a great administrator, the place looks good. The people are highly qualified and well-trained. The firm's systems and procedures run smoothly. And, almost always, the firm enjoys exceptional profitability. Does your firm have one?

[Click here for the full story.](#)

Association of Legal Administrators

- [Career Center](#)

Founded in 1971, the Association of Legal Administrators (ALA) has grown to more than 10,000 members in 30 countries. If your firm is looking for a new administrator, its Career Center has a number of articles and resources that will be helpful to you, including:

- [Evaluating Your Firm's Needs](#)

- The Candidate Search Process
 - Defining the Role of the Firm Administrator
 - How to Succeed When Hiring for the First Time
- [Click here for the full story.](#)

Law Firm Job Descriptions

- Firm Administrator

We've added several examples of job descriptions for firm administrators to the MPF website. Each of these firms retained TheRemsenGroup to conduct national searches and gave considerable thought to developing these job descriptions setting forth duties and responsibilities of the position, candidate qualifications, reporting relationships and salary ranges. For example, one is for a 50-lawyer firm with a single office location, and another is for a 90-lawyer firm with four office locations.

[Click here for the full story.](#)

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SPEAKING ENGAGEMENTS

Upcoming Speaking Engagements

- ABA 2012 Annual Meeting
- ALA Regional Meetings and Chapters

John will be a featured speaker at the ABA's 2012 Annual Conference on August 4th in Chicago. His topic is "How to Be a More Effective Leader in Your Firm."

In addition, he's currently scheduled to speak at 12 regional and chapter meetings of the Association of Legal Administrators. His topics include "15 Ways to Help Your Managing Partner Get a Better Night's Sleep," "Characteristics of Today's Most Successful Law Firms," and "How to Measure and Maximize Your Firm's Marketing ROI."

[→ Click Here for Complete Schedule](#) | [Back to Top](#)

MPF FLASH SURVEY

July Topic: Your Firm Administrator June Results: Social Media

This month, we ask three questions about your firm administrator:

- 1) What is his/her job title?
- 2) How important a firm leader is your administrator?
- 3) What is his/her total compensation package?

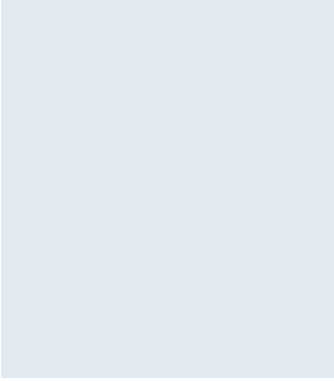
Last month, 122 managing partners participated in our Flash Survey asking about social media and LinkedIn. [Click here](#) to read a press release discussing the results.

[→ Click Here to Participate](#) | [Back to Top](#)

MPF LINKEDIN GROUP - Join Today!

Join the MPF LinkedIn Group

We invite you to join the MPF LinkedIn Group, an online forum designed especially for managing partners of smaller and mid-size law



firms. Here, you can engage in free dialogue and interchange among your peers and, unlike other LinkedIn groups on law firm leadership, ours is for managing partners only.

 [Click Here for MPF LinkedIn Group](#) | [Back to Top](#)

For additional information, contact us at 404.885.9100 or jremsen@managingpartnerforum.org