

Sandra J. Boyer

Biographical Information



Sandra J. Boyer is a Principal of Boyer Greene, LLC, a law firm consulting organization with offices in Ann Arbor, Michigan and Bedford, New Hampshire USA. She has been consulting with law firms for over 16 years and her practice includes general management; succession planning (leadership and client) strategic marketing and development of marketing tools; strategic planning; associate development; retreat facilitation; lawyer compensation; firm evaluation; and personnel management including the recruitment of the law firm professional and administrative team.

Sandra is also the co-founder and President of the Network of Leading Law Firms, a non-profit organization of affiliated law firms from around the world. The Network focuses on referring work between firms and preparing firms for the future of the law practice as the industry continues to globalize.

She previously served as the Associate Director of the Institute on Law Firm Management and the Administrator of the law practice management continuing education courses at the Institute of Continuing Legal Education at the University of Michigan Law School. She developed and administered courses and seminars regarding law practice management.

Sandra is a Fellow of the College of Law Practice Management, which is an honorary organization of leading legal professionals from around the world.

She is a member of the Law Practice Management Section of the American Bar Association and serves on the Sections Council, serves as Vice Chair of the Core Groups of the Section and acts as a Special Advisor to the Management Core Group of the Section. She is also a member of the Tort and Insurance Practice Section of the American Bar Association and serves on their Membership Committee and is Chair of the Law Practice Management Committee. She also serves as a member of the TIPS Emerging Issues Committee. In addition to being active in the American Bar Association, she is a member of the International Bar Association. She is also a member of the Alumni Council of Olivet College.

Sandra has been quoted in numerous legal publications and is published in many law practice management publications including the Law Practice Management Section's *Law Practice Quarterly* and the International Bar Association's *International Legal Practitioner*. She is the co-author of *Associate Retention: Keeping Our Best and Brightest* (June, 2002), which was published by the American Bar Association's Center for Continuing Legal Education. She is also co-author of *The Effective Associate Training Program, Revised Edition*, which was published by the American Bar Association's Center for Continuing Legal Education in 2006. She lectures for various organizations, both nationally and internationally, regarding law firm management.

Sandra can be reached at sjb@boyergreene.com or sandra.boyer@nllf.com.

Presentations

Panel Member: Client Handling Through Effective Channels

International Bar Association, Annual Meeting
Rome, Italy
2000

Panel Moderator: Law Firm Leverage in the 21st Century: Associates, Paralegals & Technology

American Bar Association, Annual Meeting
Chicago, Illinois
August, 2001

Panel Member: The Nuts & Bolts of Successful Law Practice Management

Title of presentation: Building a Law Practice: Getting and Keeping Good Clients.
Detroit Metropolitan Bar Association/State Bar of Michigan - LPMS
Detroit, Michigan
April, 2002

Panel Moderator: How Important are Ancillary Businesses to Your Firm's Success?

Association of Legal Administrators, Annual Meeting
San Antonio, Texas
May, 2002

Featured Speaker: Principals of Law Firm Marketing

Association of Legal Administrators, Detroit Chapter
Detroit, Michigan
May 2002

Featured Speaker: Legal Technology and Management Solutions: Tools of the 21st Century Lawyer

Georgia State Bar
Amelia Island, Georgia
June 14, 2002

Keynote Speaker: Law Firm Trends

Association of Legal Administrators Region 3 Conference
Kansas City, MO
October, 2003

Network of Leading Law Firms

Associate Development
Chicago, Illinois

June, 2004

Franklin Pierce Law School

Guest Faculty
How to be a Successful New Lawyer
Concord, New Hampshire
April, 2007

Network of Leading Law Firms

Benefits of Membership in a Network
Paris, France
March 2007

Publications

Article: Client Surveys: Using them Most Effectively

AndersonBoyer Group News
Spring, 1997

Article: Are Law Firm Meetings Successful? Avoid Group Think.

AndersonBoyer Group News
Summer, 1998

Article: The New Millennium Checklist

AndersonBoyer Group News
Spring 2000

Monograph: Effective Law Firm Management Technologies Through the Eyes of a Non-lawyer

Concordia College
Ann Arbor, MI
December, 2000

Article: Succession Planning: How Law Firms Prepare for the Future Today

Law Practice Quarterly, Law Practice Management Section Newsletter
American Bar Association
Volume 1, No. 3, June 2000
Author

Article: Succession Planning: How Law Firms Prepare for the Future Today

International Practice Manager, Newsletter of Committee 10
International Bar Association
Volume 11, No 1, April, 2001
Author

Article: Goal: Associate Retention

AndersonBoyer Group News
Summer 2001

Article: Client Selection - How to Get and Keep Good Clients

AndersonBoyer Group News
Fall, 2001

Article: Succession Planning: The Legal Administrator's Role in Ensuring the Future of the Firm

Association of Legal Administrators ALA Management Encyclopedia
Volume II, 2002
Co-Author

Article: Administrator's Guide to Firm Dissolution

Association of Legal Administrators (ALA) Management Encyclopedia
Volume II, 2002
Author

Book: Associate Retention - Keeping Our Best and Brightest

American Bar Association - CLE
April, 2002

Article: Important Tips to Consider Regarding Law Firm Marketing

International Bar Association, Committee 10 News
Volume 13
August, 2003

Book: The Effective Associate Training and Development Program

American Bar Association - CLE
January, 2005

Article: Disaster Planning Essentials

Tort Source
Tort Trial and Insurance Section
January, 2006

Article: Associate Retention

Winter Edition
January, 2007

Activities & Committees

Administrator of the College of Law Practice Management 1994-1998

American Bar Association - Law Practice Management Section - Nominating Committee (2001-2003)

American Bar Association - Law Practice Management Section - Extended Council (2002-2003)

American Bar Association - Law Practice Management Section - Extended Executive Committee (2000-2001)

Fellow - College of Law Practice Management - inducted in September, 2003

American Bar Association Member

International Bar Association Member

Chair of the Membership and Marketing Board for the Law Practice Management Section American Bar Association (4 years)

Member of the Membership and Marketing Board for the Law Practice Management Section American Bar Association (7 years)

Member of the Membership Committee of the Tort Trial and Insurance Section of the American Bar Association (2003-present)

Vice Chair of Membership for the Legal Economics Committee of the Tort Trial and Insurance Section of the American Bar Association (2003-2005)

Chair of the Law Practice Management Committee of the Tort Trial and Insurance Section of the American Bar Association (2005-2007)

Newsletter Editor for the State Bar of Michigan - Law Practice Management Section (3 years)

Executive Vice President of the Network of Leading Law Firms (1994-2007)

President of the Network of Leading Law Firms (2007-present)

Member of the Olivet College Alumni Council (2002 - present)

Member of the Warner Creek Homeowner s Association (2003- 2006)

Member of the Joint Section Membership Chairs - American Bar Association (2002-2003)

Co-Chair - Leadership Development Task Force, American Bar Association, Law Practice Management Section (2003- 2005)

Member – Leadership Development Task Force, American Bar Association, Law Practice Management Section (2005-2006)

Vice-Chair - Women Rainmakers Program Committee; American Bar Association, Law Practice Management Section (2003 - 2005)

Co-Chair of the Law Practice Management Section Core Groups (2006-2007)
Council member of the Law Practice Management Section of the American Bar Association

Special Advisor to the Management Core Group of the Law Practice Management Section of the American Bar Association (2006-2007)

Member of the Emerging Issues Committee of the Tort Trial and Insurance Practice Section of the American Bar Association (2006-2007)

Additional Information

1991-1992 Administrator for the University of Michigan, Institute of Continuing Legal Education's law practice management continuing legal education seminars throughout North America.

- participated in the development of course and seminar content for the Annual Institute on Law Firm Management, The International Legal Marketing Seminar, the Managing Partner Seminars, the Strategic Planning Institute, and other law practice management continuing legal education seminars developed and implemented by ICLE.
- administered all law practice management continuing legal education courses and seminars at the University of Michigan, Institute of Continuing Legal Education.
- assistant consultant for small to mid-size law firms throughout North America
- identified practice and business management issues through written and oral communication with law firms - then provided strategies to address the issues. Once the issues were identified I suggested ICLE and ABA/LPMS articles and publications to these firms address their issues. This research and recommendation process continues today.

1992-1994 Executive Vice President of the Institute on Law Firm Management

- participated in the development of course and seminar content for all law practice management continuing legal education courses presented by the Institute on Law Firm Management
- administered all law practice management continuing legal education courses and seminars presented by the Institute on Law Firm Management
- wrote numerous articles regarding technology, human resources, communications, strategic planning, etc. for Institute on Law Firm Management newsletters

- active member of the Law Practice Management Section of the American Bar Association
- presentation to the Washtenaw County Legal Support Group Why Lawyers Out to Continue their Management Education. 1992
- participated as a regular speaker at the Washtenaw County Bar Association Solo and Small Firm Group meetings, 1992-1994

1994-1998 Administrator of the College of Law Practice Management

- assisted Richard Reed and Austin Anderson to develop the College of Law Practice Management
- developed and administered the financial and business processes of the College of Law Practice Management

1994- Executive Vice President of the Network of Leading Law Firms

- developed and administered educational content and program for the Annual Meeting of the Network of Leading Law Firms
- articles published in Alliances which is the Network of Leading Law Firms quarterly newsletter
- assisted members to identify and address law practice management issues within their firms
- active member of the International Bar Association

1994-2007 Managing Shareholder and consultant of the AndersonBoyer Group

- manage all financial, human resources, client and business functions of the AndersonBoyer Group
- numerous articles published in the AndersonBoyer Group Newsletter
- assist law firms in all major firm management and practice management areas

2007- Principal of Boyer Greene, LLC – a law firm consulting organization service North America and Europe