

# 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](mailto:sjb@boyergreene.com) or [sandra.boyer@nllf.com](mailto: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 21<sup>st</sup> 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 21<sup>st</sup> 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