**NEW ORLEANS PARALEGAL ASSOCIATION**

# **STATEMENT OF INTENT FOR BOARD OF DIRECTOR POSITION**

**DECLARATION:**

I, , state my intention for the Position as selected below. My daytime telephone number is and my email address is:

.

Please “X” your choice from the following list:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | PRESIDENT |  |  |  | NFPA PRIMARY REPRESENTATIVE |
|  |  | PRESIDENT-ELECT |  |  |  | NFPA SECONDARY REPRESENTATIVE |
|  |  | VICE PRESIDENT OF ADMINISTRATION |  |  |  | DIRECTOR, METAIRIE CHAPTER |
|  |  | VICE PRESIDENT OF MEMBERSHIP |  |  |  | DIRECTOR, WESTBANK CHAPTER |
|  |  | SECRETARY |  |  |  | DIRECTOR, NORTHSHORE CHAPTER |
|  |  | TREASURER |  |  |  | DIRECTOR, TUPA CHAPTER |

**I HEREBY CERTIFY** that I or the person whom I nominate meet the qualifications to serve as a **MEMBER OF THE BOARD OF DIRECTORS** of the NEW ORLEANS PARALEGAL ASSOCIATION.

**Signature DATE**

**Print Name**

**FOR YOUR INFORMATION:**

In order to serve as a Member of the 2022 Board of Directors, you must meet the following qualifications: have been a voting member of NOPA for 6 months. You must have a willingness to work to promote the paralegal profession and should have the consent of your place of employment to allow your participation in the activities of NOPA. These duties often include personal phone calls, receiving and sending emails, photocopying, and **attendance at both the board meetings and the general membership meetings each month**. The New Orleans Paralegal Association needs individuals who can participate in the promotion and advancement of our profession by assisting in functions directed at increasing not only our membership but membership benefits and activities accomplishing the goals of NOPA.

# **STATEMENTS OF INTENT ARE DUE BY NOON APRIL 21, 2022**

**THERE WILL BE NO EXCEPTIONS**

**PLEASE RETURN COMPLETED FORM VIA EMAIL TO:**

**noparalegals@gmail.com**

**NEW ORLEANS PARALEGAL ASSOCIATION**

**DUTIES OF OFFICERS**

**PRESIDENT** The President presides at all meetings of the membership and of the Board of Directors, has general and active management of the business of the Association, sees that all orders and resolutions of the Board are carried into effect, is an advisor to all elected officers, directors and to all Committees, performs any other duties as may be requested from time to time by the Board of Directors.

**PRESIDENT-ELECT** The President-Elect collaborates with the President to learn the role of the President, to become familiar with the programs of the Association and its governance and to develop and facilitate officer transition. The President-Elect assists and supports the President as needed and plans for the Presidential year. The President-Elect shall automatically become President at the end of the term as President-Elect. The President-Elect term is 1 (one) year before their Presidential term. The President-Elect attends all Board Meetings.

**VICE PRESIDENT OF ADMINISTRATION** The Vice President of Administration acts as advisor and liaison to the Speakers, Membership, Public Relations and Continuing Education/Seminars Committees and performs such other duties as the Board of Directors may prescribe or the President may determine. The Vice President takes charge of most social functions of NOPA, ensuring venue, speaker (if necessary) and pursues sponsors for such functions. The Vice President of Administration attends all Board Meetings.

**VICE PRESIDENT OF MEMBERSHIP** The Vice President of Membership shall be responsible for membership and act as liaison to Membership Committee Chair, Treasurer and NFPA Primary Representative to ensure that membership reports to NFPA are correct in member count and financial disbursement. The Vice President of Membership shall also respond to correspondence addressed to the Board of Directors and shall perform such other duties and have other such powers as the Board of Directors shall establish. The Vice President of Membership attends all Board Meetings.

**SECRETARY** The Secretary responds to or forwards all incoming correspondence to the appropriate officer or committee chair; gives notice of all meetings of the members and of the Board of Directors; attends all sessions of the Board and all meetings of the members; keeps a record of the minutes of the Board meetings and all votes of the Association; and shall perform such other duties as may be prescribed by the Board of Directors or the President.

**TREASURER** The Treasurer has custody of all funds of the Association; keeps a full and accurate account of receipts and disbursements in books belonging to the Association; deposits all funds into the Association account; provides regular financial reports to the President and the Board of Directors and upon request; and shall perform such other duties as may be requested from time to time by the Board of Directors or the President. The Treasurer attends all Board Meetings.

**NFPA PRIMARY REPRESENTATIVE** The NFPA Primary Representative represents the Association at all meetings of NFPA Region and at all Annual Meetings of the National Federation of Paralegal Associations; reports to the members and to the Board of Directors all NFPA matters; maintains correspondence with the NFPA Region and the NFPA Board of Directors; and shall perform such other duties and have other such powers as the Board of Directors shall establish. The NFPA Primary Representative attends all Board Meetings.

**NFPA SECONDARY REPRESENTATIVE** The NFPA Secondary Representative, at the request of the NFPA Primary Representative or in the absence or disability of the NFPA Primary Representative, performs the duties and exercise the powers of the NFPA Primary Representative and performs such other duties and have other powers as the Board of Directors shall establish. The NFPA Primary Representative attends all Board Meetings.

**CHAPTER DIRECTORS** Chapter Directors shall represent particular chapters of the Association at the Board of Directors meetings; shall be responsible for reporting to the Board the status of Chapter meetings and membership growth; and will schedule general membership meetings in the chapter area.