**NEW ORLEANS PARALEGAL ASSOCIATION**

# **STATEMENT OF INTENT FOR COMMITTEE/SUBCOMMITTEE CHAIR POSITION**

**DECLARATION:**

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

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Please “X” your choice from the following list of Committees:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Seminar Planning  |  |  |  | Media & Communication – Social Media |
|  |  | Membership |  |  |  | Networking/Social Events |
|  |  | Marketing |  |  |  | Community Service/Pro Bono |
|  |  | Marketing - Student Liaison/Mentor |  |  |  | Bylaws |
|  |  | Budget and Finance |  |  |  | Military Paralegal Outreach |
|  |  | Job Bank |  |  |  | Bar Liaison |
|  |  | Media & Communication – Website |  |  |  | Strategic Planning |
|  |  | Media & Communication – Newsletter |  |  |  | Survey/Standard |

 **I HEREBY CERTIFY** that I or the person whom I nominate meet the qualifications to serve as a **COMMITTEE/SUBCOMMITTEE CHAIR** of the NEW ORLEANS PARALEGAL ASSOCIATION.

**Signature DATE**

**Print Name**

**FOR YOUR INFORMATION:**

In order to serve as a 2022 Committee/Subcommittee Chair, 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.

If you are considering a committee chair position with the New Orleans Paralegal Association, please review the responsibilities of the positions below. If you have any questions, please contact the Board member named below.

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

**THERE WILL BE NO EXCEPTIONS**

**Statements of Intent will be reviewed and Chairpersons will be appointed during the**

**May Board of Directors Meeting**

**PLEASE RETURN COMPLETED FORM**

**via email to noparalegals@gmail.com**

**NEW ORLEANS PARALEGAL ASSOCIATION**

**Descriptions and Duties of Committees**

**Seminar Planning Committee**

Board Liaisons - President, Vice President of Administration

**Description:** To keep members of the Association in touch with current developments in their fields of specialty by offering informative seminars and mini-seminars and collecting and making available information to the membership. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Membership Committee**

Board Liaisons – President, Vice President of Membership

**Description:** To encourage, promote and maintain membership, as well as processing and maintaining membership records. The committee shall also devise and recommend proposed changes in membership regulations to the Board of Directors and promote membership participation. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Marketing/Student Liaison/Mentor Committee**

Board Liaisons – President, Vice President of Administration

**Description:** To develop and maintain relationships with legal and professional associations, educational programs and news media. The Committee shall answer inquiries concerning the profession, present to the membership available curriculum from in-state programs and provide news releases regarding the association to appropriate media. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Student Liaison/Mentor Subcommittee**

Student Liaison (Tulane), Student Liaison (Loyola), Student Liaison (Herzing), Student Liaison (Nunez), Student Liaison (McNeese)

Board Liaisons – President, Vice President of Membership

**Description:** The purpose of this committee is to encourage the professional development of student members. This Committee works on identifying and researching various projects, with a view to making recommendations to strengthen the body of student members within NOPA with the services and support they require. This committee shall maintain a strong presence with each student body by meeting with representatives of the institutions and colleges annually and promoting NOPA membership standards with the educators as well as working directly with the student liaisons. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Budget and Finance Committee** (Chaired by Treasurer)

Board Liaisons – President, Treasurer

**Description:** The purpose of the “Budget and Finance Committee” is to create an operating budget every year, track spending and provide monthly reports to the Board on NOPA’s financial status. Treasurer shall be chair of the committee and shall conduct quarterly meetings as necessary. Makes written quarterly reports to the Board of Directors.

**Job Bank Committee**

Board Liaisons – President, Secretary

**Description:** The Chair’s title will be Job Bank Facilitator. To work with law firms and legal departments in filling paralegal job openings; to contact employer(s) or recruiter(s) regarding the details of the job opening(s); to forward the information about the job bank opening to the Secretary or person sending out the notice via NOPA Express or newsletter; and to coordinate Paralegal Career Day by coordinating meetings with paralegals and recruiters including resume critiques and other job-seeking activities. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Media & Communication Committee**

Board Liaisons – President, Secretary

Information from committee chairs shall be provided to the Media and Communication Committee at least once a month and on a timely basis so that the information shall be posted by the appropriate subcommittees well in advance of each event. For the Media and Communication Committee to be the service that NOPA envisions, all NOPA members are urged to provide input, news and points of interest for the Committee to make it the voice of its member paralegals.

**Website Subcommittee:** Webmaster

**Description**: Responsible for updating the website with current materials, calendar dates, and general content, as well as developing new areas and web pages as those needs arise. NOPA's intent is to provide an online presence and resource to assist NOPA members and the public with general and specific information from NOPA, its projects and programs, newsletter, legal services, and more. The website shall post updates as needed on the following information: Current year Membership Application and the process for becoming a Member; List of Officers and Committee Chairs; Job descriptions for Officers and Committee Chairs; Upcoming meeting information; Current and archived issues of the NOPA Newsletter; Links to national, regional and state organizations and other information as deemed appropriate by the Board. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Newsletter Subcommittee:** Editor

**Description:** Shall publish a newsletter at intervals determinedby theNewsletter committee,containing items and articles of interest to paralegals, including local and national news, programs and announcements of the Association. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Social Media Subcommittee**:

**Description:** This committee shall promote NOPA as a leader in the paralegal profession in New Orleans and the surrounding area. The committee will establish a LinkedIn, Facebook and Twitter presence and provide timely information about NOPA, NOPA events and other professional highlights through liaisons with NOPA committees as well as other relevant local and national affiliations. The committee is encouraged to expand NOPA’s presence using other social media outlets. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Networking/Social Events Committee**

Board Liaisons – President, Vice President of Administration

**Description:** This committee shall promote greater interaction among the members and sponsors. This committee organizes NOPA's annual dinner meeting, holiday party, and handles any other special networking and social events such as after work socials. The committee chairperson is responsible for planning and reserving all locations, making all arrangements with sponsors and providing the Media and Communication. Committee with details so that each event may be sufficiently promoted. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Pro Bono and Community Service Committee:**

Board Liaison – President, NFPA Primary Representative

**Description**: This committee oversees the availability of *pro bono* projects, which offer free legal assistance to citizens of the community, and service projects to the community, performed as a group. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Bylaws Committee**

Board Liaisons - President

**Description:** Oversees review and revision of the NOPA Bylaws and recommends proposed changes to the Board of Directors, for presentation and vote to and by the membership, within notice as set forth in Section 11.1 Amendments in the NOPA Bylaws. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Military Paralegal Outreach Committee**

Board Liaison – President, NFPA Secondary Representative

**Description:** This committee exists through NOPA’s relationship with NFPA Military Paralegal Outreach Program. NOPA committee collects donations of cash and goods from members and others, and shops and packages goods, and ships them to the troops (usually legal-related) located at various military addresses assigned to NOPA annually by NFPA through coordination with their cooperating military connections Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Bar Liaison Committee**

Board Liaison - President

**Description:** The purpose of this committee is to establish and coordinate and grow a working relationship between NOPA and local and state bar associations. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Strategic Planning Committee**

Board Liaison - President

**Description:** The purpose of this committee is to formulate a strategic plan for NOPA, present it to the membership for vote, and to maintain it by annual review by the committee. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.

**Survey/Standards Committee**

Board Liaison - President

**Description:** Monitors the economical status and working conditions of paralegals in the New Orleans area by conducting a semi-yearly salary and periodic standards survey; monitors standards of competency for paralegals with all levels of training and experience. Duties include attending Board meetings when possible and review Board Minutes for pertinent information. Makes written quarterly reports to the Board of Directors.