

---

## **2019 BOARD OF DIRECTORS OPEN POSITIONS**

### **STANDING COMMITTEES**

#### **ADMINISTRATIVE & DEVELOPMENT:**

The Administrative & Development Director is responsible for maintaining e-mail account, timely filing of received e-mails, and assistance to Membership Committee.

#### **CLE COMMITTEE:**

This committee is responsible for keeping members of the Association abreast of current developments in their fields of specialty by offering informative seminars and mini seminars and by collecting and making information available to the membership. Duties of this committee will encompass the following:

- Maintain an Annual CLE Schedule
- Organize seminar locations, speakers and meals as well as audio/visual needs.
- Coordinate member mailings and registration response with the Membership committee.
- Foster and maintain contact with the New York institutions which offer paralegal programs and serves as an information clearinghouse for students.
- Inform students about NYCPA's mentor program and connect student members with possible internship opportunities secured by the association with local firms for their benefit.
- Encourage and educate the NYCPA membership about PACE.
- Keep current with ongoing national PACE activities
- Supervises PACE scholarship nominations and award presentations.

This committee chairperson will be assisted by Paralegal School Liaison Coordinator, Professional Development Coordinator and Certification Coordinator to ensure the efficient execution of all of its duties/functions.

#### **COMMUNICATIONS COMMITTEE:**

This committee is in charge of putting together the quarterly association newsletter - The NYC Paralegal Times and NYCPA Bi-Weekly Newsletter. Duties of this committee encompass the following:

- Locate articles of interest to paralegals, including local and national news, programs and announcements of the Association.
- Seek advertisers for the newsletter and work closely with the printing company to ensure that the newsletter is printed and delivered on time for distribution to the membership.
- Publish the electronic bi-weekly newsletter that is distributed to members via email.
- Work with the Website coordinator to update the newsletter portions of the website
- Work with the website committee to design and keep the official NYCPA website updated.
- Coordinate membership and potential membership materials/mailings with the executive board.
- Responsible for assisting other committee chairpersons with the design and creation of official NYCPA materials and documents.
- Reviews and edits the annual membership directory for accuracy.

This committee chairperson will be assisted by the Communications Coordinator and E-Newsletter Coordinator to ensure the efficient execution of all of its duties/functions.

## **EVENTS COMMITTEE**

The Events Chairperson is responsible to plan, coordinate, and schedule events for the association and to plan, coordinate, schedule and implement fundraising and sponsorships for the association. Duties of this committee will encompass the following:

- Maintain a yearly event calendar for the NYCPA
- Develop relationships with and maintain database of venues, hotels, restaurants, caterers and other such contacts for NYCPA events
- Develop and maintain relationships with law firms, legal departments, legal staffing agencies, news media, professional associations and schools
- Contact appropriate news media to publicize NYCPA events
- Identify and coordinate all speakers for membership meetings
- Coordinate Board of Directors outreach programs as needed
- Consult with all NYCPA committees that are planning an event such as a social, meeting, conference or convention

---

This committee chairperson works closely with CLE Committee Chairperson and will be assisted by PR Coordinator, Paralegal Schools Liaison and Marketing Coordinator to ensure the efficient execution of all of its duties/functions as well as Research Volunteer, Events Volunteer and Press Outreach Volunteer.

### **ESAPA COMMITTEE:**

This committee is responsible for representing the association as a member of the Empire State Alliance of Paralegal Associations (“ESAPA”). The Empire State Alliance of Paralegal Associations is comprised of several paralegal associations from across New York State. The ESAPA meets three times per year – winter, spring and fall – in locations across New York State. This committee will also be responsible for reaching out to other paralegal associations within the state of New York and determining how we can work together to meet the needs of paralegals throughout the state. The duties of this committee will encompass:

- Attend meetings held by ESAPA throughout the year
- Provide updates to the Board of Directors of the NYCPA as well as its membership re efforts being undertaken by ESAPA on their behalf
- Act as liaison between the NYCPA and other paralegal associations throughout the state.

This committee chairperson will be assisted by the State Outreach Coordinator to ensure the efficient execution of all of its duties/functions.

### **MENTOR PROGRAM COMMITTEE:**

The Mentor Program matches experienced paralegals with students, new paralegals, and those changing practice areas. We provide guidance regarding:

- Current information on the paralegal profession
- Career objectives
- Educational goals
- Resume review and interviewing tips
- Practice area related paralegal duties
- Tips for obtaining a paralegal position
- Member benefits

---

## **NFPA NATIONAL AFFAIRS:**

This committee is co-chaired by the NFPA Primary Representative and the NFPA Secondary Representative. The committee reviews, discusses and comments on materials received from the National Federation of Paralegal Associations, Inc. (NFPA) and other member associations. The committee is responsible for disseminating information from NFPA and other sources to the Board of Directors and the membership. The Committee members assist the NFPA Primary and Secondary Representatives in preparing the NFPA's Policy Meeting by providing input and recommendations on agenda and discussion topics for those meetings.

## **POLICY AND PROCEDURES MANUAL COMMITTEE:**

This committee is established to prepare and deliver the Policy and Procedures Manual ("PPM") for the Board of Directors review and acceptance. After the PPM approved, this committee will periodically review and interpret the Association's Policies and Procedures Manual and make recommendations for changes to the Board of Directors to be voted.

## **PRO BONO COMMITTEE:**

This committee works on contacting various not-for-profit agencies to determine a need for our membership to participate in pro bono activities. The duties of this committee encompass the following:

- In charge of notifying and recruiting members of the association to volunteer in various pro bono activities
- Work closely with the various organizations to make the necessary arrangements to involve membership
- Coordinate at least two (2) community service projects to be sponsored by the NYCPA with maximum member participation

This committee chairperson will be assisted by the Community Service Coordinator to ensure the efficient execution of all of its duties/functions.

## **SCHOLARSHIP COMMITTEE**

This Committee is responsible for awarding one or more scholarships to a paralegal or paralegal program student who fulfills the requirements set forth by the Board of Directors. The committee sends out scholarship applications to all members and the colleges/universities in New York that offer paralegal programs and then chooses an outstanding individual from the submitted applications.

---

## **WEBSITE/IT COMMITTEE:**

This committee is responsible for development and maintenance of NYCPA website. The duties of this committee encompass the following:

- Work with the programmer to keep NYCPA website current
- Responsible for timely payments to the website's host.
- Explore ways to enhance the efficiency and aesthetics of the website
- Work closely with other committees to maintain events calendar, update Board member's profiles

## **COORDINATORS**

### Advisory Panel Liaison

The Advisory Liaison is the primary contact for the Advisory Panel and responsible for timely communication with the Advisory Panel members.

Benefits Coordinator - work closely with Membership Committee Chairperson on monitoring and expansion on current NYCPA member benefits, seeking out and adding additional NYCPA member benefits, publicizing existing benefits to current members and marketing NYCPA benefits to potential members.

Certification Ambassador – works closely with CLE Committee Chairperson to organize and supervise study groups. PACE and PCC Exams present an opportunity to all paralegals to advance the profession. These exams provide hard facts about the competency of experienced paralegals. While PACE and PCC do not address all the issues of regulation, including certification and licensing, it do provide the legal service industry with an option to evaluate the competency level of experienced paralegals.

Community Service Coordinator – works closely with Pro Bono Committee Chairperson.

Coordinator-At-Large – works closely with all committees to assist on as needed basis.

Events Volunteer – works closely with Events Committee and CLE Committee Chairpersons. This volunteer would assist during NYCPA events. Tasks can include room set up, goodie bag preparation, fee collection, checking in of guests and creating nametags etc.

---

International Liaison – works closely with Membership Committee Chairperson to reach to international paralegal associations to create working relationships and exchange ideas.

Job Bank Coordinator – works closely with Finance Committee Chairperson on coordination with Job Bank contracts, identifying paralegal job openings and disseminates this information to our membership via the official job bank areas in the members' only areas of the website and within the newsletter.

Marketing Coordinator – works closely with Finance Committee Chairperson on coordination, scheduling and implementing fundraising and sponsorships for the association.

The below listed six positions work closely with Membership Committee Chairperson on encouragement, promotion and maintaining membership on each level.

Active Members Coordinator

Associate Members Coordinator

Student Members Coordinator

Sustaining Members Coordinator

Sponsor Members Coordinator

Retention Coordinator

NFPA Secondary Representative – Works with the NFPA Primary Representative of the NYCPA as a Delegate to the Annual Policy Meeting, Regional Meetings twice per year, and all issues and topics relating to National Affairs, including the current state of National, regional, state, and local movements for minimum educational standards and in some instances state certification/licensure on both voluntary and mandatory schemes.

Paralegal School Liaison Coordinator – works closely with CLE Committee Chairperson to foster connections and maintain contact with New York institutions that offer paralegal programs and serve as an information clearinghouse for students. This Coordinator also informs students about NYCPA's mentor program.

Professional Development Coordinator – works closely with CLE Committee Chairperson to maintain an Annual CLE Schedule and organize seminar locations, speakers and meals as well as audio/visual needs.

---

Public Relations Coordinator – works closely with Events Committee Chairperson to maintain a yearly event calendar for the NYCPA (see duties under Events Committee’s description)

Research Volunteer – works closely with Events Committee and CLE Committee Chairpersons. This volunteer would research new contacts for our companies and law firm lists, look for new education trends, locate new websites of paralegal interest. This can be a remote position for members who cannot travel or participate in person.

State Outreach Coordinator (ESAPA Secondary Representative) – works closely with ESAPA Committee Chairperson to reach to other New York State paralegal associations to create working relationships and exchange ideas.