

*CLEVELAND ASSOCIATION OF PARALEGALS, INC.*

*CHARGES TO STANDING COMMITTEE COORDINATORS*

Draft Date: August 4, 1997

## General Information Regarding the Responsibilities of Coordinators

*Structure* Coordinator positions are established by the Board and appointments are made by the Board after the Annual Meeting. Each Coordinator may establish his/her own committee to carry out the charges to the Coordinator. Ad Hoc or special committees may be established by the voting members or by the Board.

*Ad Hoc Committees:* Ad Hoc committees are established for a particular purpose and will have a life-span of no longer than one year unless otherwise specified in the resolution creating such committee.

*Reporting:* All Coordinators report to a supervising Board member as designed by the Board. Coordinators are required to submit their reports to the appropriate Board member on at least a quarterly basis. Reports to the supervising Board member may be done formally (in writing) or informally (given verbally). Reports to the general membership shall be in writing and submitted prior to or during the Annual Meeting. The Coordinator's annual report shall address each charge given, which of the charges have been completed, whether any work remains outstanding, and whether the Coordinator recommends changes to the current committee charges.

*Communications:* All Coordinator correspondence should be on CAP letterhead and copies sent to the appropriate supervising Board member and the President. Requests for information and/or assistance should be directed to the appropriate supervising Board Member. The President will be notified of contemplated contact with other organizations or with state legislatures and bar associations to assist in determining the most appropriate method of contact. Coordinators are encouraged to communicate with each other, especially if there is potential for overlapping activities. Contact with Advisory Council members is facilitated by the Board Advisor.

*Budget:* Each Coordinator will submit a proposed budget for the new fiscal year to the Treasurer no later than April 1. The budget should take into consideration postage, photocopy, telephone expenses and approved travel as well as special project expenses anticipated by the Coordinator or his/her committee. Generally, special projects and expenses (i.e., travel, conference calls, etc.) Must be approved by the Treasurer or the Board in advance. If not approved in advance, the Treasurer retains the sole authority to determine whether such expenses will be reimbursed based on budget allowances.

*Reimbursement:* Requests for reimbursement must be submitted to the supervising Board member on a monthly basis using the forms developed by the Treasurer. The supervising Board member will review and approve all requests for reimbursement and forward to the Treasurer for issuance of a check. Generally only postage, photocopy and telephone expenses will be reimbursed if it was submitted in the budget. The Treasurer will notify a Coordinator if it appears expenses are exceeding the approved budget. Requests for additional funding should be made through the supervising Board member. Expenses in excess of the approved budget will not be reimbursed without prior Board approval.

*Publications:* From time to time, Coordinators may prepare pamphlets, brochures or other publications as part of their assignments. Such matters must be standard in appearance according to the parameters adopted by the Board. Any publication prepared in conjunction with a Coordinator's assignment becomes the property of CAP. CAP will retain all rights to publish, distribute, market and sell any publication. CAP will be responsible for the payment of all expenses and well as the collection of profits associated therewith.

*Files:* Each Coordinator maintains a file or files of the committee's activities. These files will be transferred to the individuals assuming the Coordinator responsibility within two weeks after the Annual Meeting, together with all quarterly and annual reports generated by the Coordinator during the year. If the transfer is not completed within this two week time period, reimbursement for final expenses will not be made until such transfer is complete.

*Planning:* A plan of action is due to the supervising Board member by October 15. In planning Coordinator activities, consideration should be given to setting one or two goals for the year and concentrating energies on accomplishing only those goals. Recommendations from the previous Coordinators, the Board, and resolutions adopted at the Meetings determine the Coordinator's activities.

*Guidelines for the Removal of a Coordinator:* Open communication is key between a Coordinator and supervising Board member throughout the year, whether through written correspondence or via telephone conversations. This communication should take place on a regular basis. In the event a supervising Board member determines cause for the removal of a Coordinator, the following steps should be taken:

- (1) Supervising Board member determines cause for removal of Coordinator.
- (2) Supervising Board member notifies Coordinator in writing (with a copy to the Board) of the following:
  - (a) the cause for removal of the Coordinator;
  - (b) request for the resignation of the Coordinator;
  - (c) indication of the supervising Board member's recommendation;
  - (d) notice of the Board meeting where the discussion will take place regarding the removal; and
  - (e) if the matter is scheduled for Board action, asks for the Coordinator to respond in writing whether he/she will attend the meeting referred to in (d) and/or will submit written comments regarding the recommendation.
- (3) At the Board meeting, if a motion is made recommending the removal of the Coordinator:
  - (a) discussion on the motion will take place; the Coordinator may address the Board at this time; then
  - (b) a board vote is taken.
- (4) Written notification of the final decision (by regular U.S. mail) will be given to the Coordinator.
  - (a) If the final decision is for removal of the Coordinator, the letter will direct the Coordinator where to send the appropriate files.
  - (b) If the final decision is to keep the Coordinator in the position, then direction must be given (with time lines) on how the Coordinator's work will proceed to completion.
- (5) Emergency situations may arise, in which case the supervising Board member may immediately remove a Coordinator. This action must thereafter be ratified by a majority of the Board.

## DUTIES OF CONTINUING EDUCATION COORDINATOR

*Reporting:* The Coordinator will report to the Director of Professional Development

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

### *Duties and Responsibilities:*

1. Develop topics for monthly luncheon programs to be held throughout the fiscal year and submit to the Director of Professional Development.
2. Organize and promote monthly luncheon programs on topics of general interest. Duties involved in planning and organizing luncheons include:
  - negotiating a contract with hotel/restaurant
  - acting as liaison with hotel/restaurant
  - obtaining speakers and sending speaker confirmation letters for speaking engagements
  - coordinating special equipment for speakers and making arrangements for speaker's parking, transportation, meals and videotaping presentation, if appropriate.
  - creating luncheon brochure/notice
  - distributing information regarding the luncheon through the newsletter or special mailing
  - setting up registration / taking attendance
  - sending "thank you" notes to speakers after luncheon
  - providing speaker evaluations
  - providing receipts to attendees
5. Develop topics for seminar programs to be held throughout the fiscal year and submit to the Director of Professional Development
6. Organize and promote continuing education seminars (one full-day seminar in June; possibly one-half day seminar sometime throughout the fiscal year). The Continuing Education Coordinator should work with the Specialty Committee Coordinators in developing timely topics of interest. Duties in planning and organizing seminar include:
  - taking attendance
  - negotiating a contract with hotel/restaurant
  - acting as liaison with hotel/restaurant
  - obtaining speakers and sending speaker confirmation letters for speaking engagements
  - coordinating special equipment for speakers and making arrangements for speaker's parking, transportation, meals and videotaping presentation, if appropriate.
  - creating luncheon brochure/notice

- distributing information regarding the luncheon through the newsletter or special mailing
- setting up registration
- sending "thank you" notes to speakers after luncheon
- providing speaker evaluations
- providing receipts to attendees

7. Solicit seminar materials from paralegal schools and other associations

*Reporting Responsibilities:*

5. Prepare a proposed fiscal budget for committee activities by November 1<sup>st</sup>.
6. Prepare an article summarizing monthly luncheons and seminars to be included in the Newsletter before the 15<sup>th</sup> day of every month and send to Newsletter Coordinator.
7. Complete a Committee Report (see attached) for each meeting and communicate, either formally or informally with Director of Professional Development regularly with the development of your Committee activities.
8. Prepare a formal written report for distribution before or at the Annual Meeting to be submitted no later than 60 days before said Annual Meeting, which will contain a summary of the Committee's charges, activities since the onset of the fiscal year and recommendations for the ensuing fiscal year.

**DUTIES OF SPECIALTY COMMITTEE COORDINATORS**  
**(Litigation, Technology, Business Law, Real Estate,**  
**Probate and Estate Planning, Family Law and Other Special Areas)**

*Reporting:* The Coordinator will report to the Director of Professional Development

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

*Duties and Responsibilities:*

1. Organize and promote monthly luncheon programs on topics of general interest in your specialty area(s) and provide substantive discussion and continuing education on law topics of specialized interest. Duties involved in planning and organizing luncheons include:
  - negotiating a contract with hotel/restaurant if needed and acting as liaison with hotel/restaurant
  - obtaining speakers and sending speaker confirmation letters for speaking engagements
  - coordinating special equipment for speakers and making arrangements for speaker's parking, transportation, meals and videotaping presentation, if appropriate.
  - creating luncheon brochure/notice
  - distributing information and/or speaker handouts regarding the luncheon through the newsletter or via special mailing
  - setting up registration / taking attendance
  - sending "thank you" notes to speakers after luncheon
  - providing speaker evaluations
  - providing receipts to attendees
2. Develop topics for Spring Seminar and other programs to be held throughout the fiscal year and submit to the Director of Professional Development.
3. Solicit topics of interest and seminar materials from paralegal schools and other associations and communication of committee activities to paralegal schools.

*Reporting Responsibilities:*

1. Prepare a proposed fiscal budget for committee activities by November 1<sup>st</sup>.
2. Prepare an article summarizing monthly luncheons and seminars to be included in the Newsletter before the 15<sup>th</sup> day of every month and send to Newsletter Coordinator.
3. Complete a Committee Report (see attached) for each meeting and communicate, either formally or informally with Director of Professional Development regularly with the development of your Committee activities.
4. Prepare a formal written report for distribution before or at the Annual Meeting to be submitted no later than 60 days before said Annual Meeting, which will contain a summary of the Committee's charges, activities since the onset of the fiscal year and recommendations for the ensuing fiscal year.

### **Duties of the Education Coordinator**

*Reporting:* The Coordinator will report to the Vice President and Director of Policy.

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

*Duties and Responsibilities:*

1. Act as liaison between paralegal program directors and the Association.
1. Provide an informational resource on paralegal education for members of the Association and local legal/law-related entities.
1. Research and maintain information related to paralegal education.
1. Analyze the educational criteria necessary to support the current and expanded role for paralegals; review and report on the content and direction of paralegal education programs.
1. Assist the Vice President and Director of Policy in responding to questions involving paralegal education.
1. Determine whether any amendments and/or modifications to the Association's education policy are necessary, and, if so, prepare specific recommendations for consideration by the membership.

*Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Vice President and Director of Policy on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

### **Duties of the Ethics Coordinator**

*Reporting:* The Coordinator will report to the Vice President and Director of Policy.

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

*Duties and Responsibilities:*

1. Provide an informational resource on paralegal ethics for members of the Association and local legal/law-related entities.
1. Research and maintain information related to paralegal ethics, professional responsibility and disciplinary procedures.
1. Assist the Vice President and Director of Policy in responding to questions involving ethical propriety.
1. Determine whether any amendments and/or modifications to the Association's ethics/disciplinary policy are necessary, and, if so, prepare specific recommendations for consideration by the membership.

*Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Vice President and Director of Policy on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.



### **Duties of the National Affairs Coordinator (NFPA Representative)**

*Reporting* The Coordinator (NFPA Primary Representative) will report to the Vice President and Director of Policy.

*Term of Office:* The Coordinator and the NFPA Secondary Representative will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

*Requirements for Appointment:* To be eligible for the position of Coordinator (NFPA Primary Representative) the individual will have served the Association for at least one year as Secondary Representative and one year as Statewide Coordinator. To be eligible for the position of Secondary Representative, the individual will have served the Association for at least one year as Statewide Coordinator. Waiver of these requirements can be made at the discretion of the Board of Directors.

#### *Duties and Responsibilities (PRIMARY REPRESENTATIVE):*

1. Act as liaison between NFPA and the Association. Advise the Association of its rights and obligations.
1. Act as the spokesperson for the Association in NFPA matters, after consultation with the Vice President and Director of Policy and the Board.
1. Stay informed on all NFPA activities, matters under consideration and decisions made by NFPA. Prepare regular reports to the Board and articles for the Association's newsletter.
1. Represent the Association at NFPA meetings and present administrative resolutions, agenda topics, and other ideas for discussion.
1. Vote as the Association's representative to NFPA, after consultation with the Board.
1. Read and be familiar with all NFPA materials including the Procedures manual, Policy Manual, Membership Growth Information, Association Management Series, Guide for Primary and Secondary Representatives and other NFPA publications.
1. Notify the NFPA Managing Director of Association appointments or elections.
1. Oversee the payment of dues in a timely manner and oversee the update of the Association's membership list for NFPA's centralized mailing list.
1. Prepare and present credentials for NFPA meetings.
1. Assist the NFPA Region Director with outreach to non-member associations in the region, monitor bar and legislative activities relating to the paralegal profession and provide input for region meetings.
1. Be informed on issues affecting the development of the paralegal profession.
1. Promptly comply with requests from the NFPA Board, NFPA Managing Director, NFPA Coordinators and other NFPA member associations.
1. Familiarize and train the Secondary Representative in connection with all NFPA policies, procedures and activities.

1. Make NFPA publications available and communicate information from the "Inside NFPA" publication to the Board and members of the Association.
1. Act as Chair for all meetings of the National Affairs Committee and coordinate the performance and completion of tasks delegated to the committee.
1. Updated the Association's information contained in NFPA publications.
1. Oversee the supply of CAP membership applications to NFPA headquarters.

*Duties and Responsibilities (SECONDARY REPRESENTATIVE):*

1. Assist the Coordinator (Primary Representative) with his/her duties and responsibilities.
1. Become familiar with NFPA procedures, policies, positions and activities.
1. Serve as the Primary Representative in the Coordinator's absence.
1. Assist the Coordinator in the preparation of articles for the Association's newsletter.

*Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Vice President and Director of Policy on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

### Duties of the Roles & Responsibilities Coordinator

Reporting: The Coordinator will report to the Vice President and Director of Policy.

Term of Office: The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

#### Duties and Responsibilities:

1. Conduct ongoing research to identify tasks that are currently performed by paralegals in the local community.
1. Conduct ongoing research to identify tasks which reflect elevated levels of responsibilities and/or expanded roles for paralegals.
1. Assist the Vice President and Director of Policy in responding to questions and issues regarding current or expanded roles for paralegals.
1. Assist the Vice President and Director of Policy in responding to legislation and/or other activities which may expand the role or inhibit the practice of paralegals in Ohio.
1. Determine whether any amendments and/or modifications to the Association's policies are necessary, and, if so, prepare specific recommendations for consideration by the membership.

#### Reporting Responsibilities:

1. The Coordinator will communicate, either formally or informally, with the Vice President and Director of Policy on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

### **Duties of the Statewide Coordinator**

*Reporting:* The Coordinator will report to the Vice President and Director of Policy.

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

#### *Duties and Responsibilities:*

1. Attend all meetings, conferences and seminars sponsored by the paralegal associations located in Ohio (a/k/a the "Ohio Alliance of Paralegal Associations").
1. Act as a spokesperson for the Association in statewide matters, after consultation with the Vice President and Director of Policy and the Board.
1. Advise the Association of its rights and obligations from any agreements made with other Ohio associations.
1. Keep abreast of statewide activities and statewide issues affecting the paralegal profession.
1. Prepare articles for the newsletter to keep members informed about statewide issues.
1. Participate in the planning and preparation of statewide seminars, conferences and/or meetings.
1. Participate in all meetings of the National Affairs Committee to provide information concerning statewide activities.

#### *Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Vice President and Director of Policy on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

### Duties of the Contracts Coordinator

*Reporting:* The Coordinator will report to the Director of Operations/Communications.

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

*Duties and Responsibilities:*

1. Assist in the negotiation and finalization of contracts, as necessary and appropriate.
1. Monitor and maintain Association contracts, including but not limited to, contracts with vendors, service providers and advertisers.
1. Determine the necessity for insurance contracts for the Association, and make recommendations to the Director of Operations/Communications concerning same.

*Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Director of Operations/Communications on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

### **Duties of the Internet/Technology Coordinator**

*Reporting:* The Coordinator will report to the Director of Operations/Communications.

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

*Duties and Responsibilities:*

1. Work with NFPA to develop a home page for CAP on the Internet.
1. Maintain and update the content of the Association's Internet home page.
1. Develop guidelines for the use and content of CAP's home page on the Internet.
1. Work with the Director of Operations/Communications to solicit advertisers for CAP's home page.
1. Respond to and/or distribute for response all e-mails received by the Association.
1. Work with other Coordinators to identify areas of interest and develop articles and/or seminars relating to the Internet and technology issues.

*Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Director of Operations/Communications on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

### **Duties of the Marketing Coordinator**

*Reporting:* The Coordinator will report to the Director of Operations/Communications.

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

*Duties and Responsibilities:*

1. Create and maintain a Speaker's Bureau on behalf of the Association.
1. Develop and implement a plan for marketing the Association to current members, potential members, law-related associations, educators, law firms, corporations, and other entities/individuals in the local community.
1. Assist the Newsletter Editor in creating promotional materials for the sale of advertising space in CAP's newsletter.
1. Develop promotional materials for the sale of vendor booths at CAP's Annual Meeting and seminars.
1. Develop publications on behalf of the Association which provide information about the Association as well as the paralegal profession.
1. Coordinate the attendance of the Board, Coordinators or individuals involved in the Speaker's Bureau at all "career day" sessions held by area secondary and post-secondary schools.

*Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Director of Operations/Communications on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

## Duties of the Newsletter Editor

*Reporting:* The Coordinator will report to the Director of Operations/Communications.

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

*General Guidelines:* The Board will be ultimately responsible for the content of the newsletter; however, no individual member of the Board may dictate the content of the publication. The President is responsible for reviewing the edited editorial copy for each issue of the newsletter prior to publication to assure that the content is in compliance with CAP policy. The Newsletter Editor is responsible for working with the author(s) to see that any necessary changes are made. The President is responsible to determine if any article is in conflict with CAP policy. The President is not responsible for article content or proof reading. The Director of Operations/Communications is responsible for the supervision of the Newsletter Editor. Any change to the procedures must be approved by a majority of the Board.

### *Duties and Responsibilities:*

1. Obtain all feature articles and other materials for publication.
1. Obtain articles for the regular departments (e.g., committee reports), with the assistance of Coordinators.
1. Recruit members to serve as contributing writers. The Newsletter Editor may solicit a paid professional writer if the expenses has been previously submitted to and approved by the Board.
1. Develop, maintain and update editorial guidelines for the content of articles. The guidelines should be sent to all members who show an interest in serving as a contributing writer.
1. Develop advertising guidelines and submit same to the Board for approval. Once approved, monitor and make recommendations for changes as necessary and appropriate.
1. Obtain copyright permission to reproduce articles, if necessary.
1. Produce the newsletter on a timely basis.
1. Coordinate the distribution of the newsletter to all individuals on the mailing list, including: members, NFPA-member associations, the NFPA Board of Directors, Advisory Council members and advertisers.
1. Communicate with the Director of Operations, Treasurer and Contracts Coordinator regarding relationships with and invoicing of advertisers.

### *Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Director of Operations/Communications on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.



### **Duties of the Pro Bono Coordinator**

*Reporting.* The Coordinator will report to the Director of Professional Development.

*Term of Office* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

#### *Duties and Responsibilities:*

1. Conduct ongoing review and research concerning pro bono programs in the northeast Ohio area to determine:
  - the type of program available;
  - the roles and responsibilities of paralegals involved in the programs;
  - jurisdictional laws and rules governing the roles and responsibilities of paralegals involved in said programs; and
  - new ways for paralegals to become involved in the delivery of pro bono services.
1. Increase individual and Association awareness of the importance of pro bono services by submitting articles to the Newsletter Editor regarding paralegal involvement as well as overall trends in the local community's pro bono sector.
1. Create a formal pro bono program in which CAP members may get involved.
1. Serve as a liaison for CAP with pro bono committees of local and state bar associations in order to develop communications, promote paralegal involvement with pro bono programs and share information.
1. Assist the Director of Professional Development as necessary and appropriate to respond to inquiries and provide information concerning pro bono programs.

#### *Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Director of Professional Development on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

### Duties of the Job Bank Coordinator

*Reporting:* The Coordinator will report to the Director of Membership.

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

#### *Duties and Responsibilities:*

1. Disseminate information to members regarding the existence of and services offered through the job bank.
1. Maintain files of updated (less than one year old) member resumes.
1. Confirm that all resumes submitted to the job bank are those of fully-paid members.
1. Prepare promotional notices and work with prospective employers to provide resumes responsive to job position.
1. Prepare regular articles for the newsletter which contain current job listings.
1. Follow-up with employers regarding satisfaction with and comments concerning the job bank.

#### *Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Director of Membership on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

### Duties of the Member Benefits Coordinator

*Reporting* The Coordinator will report to the Director of Membership.

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

#### *Duties and Responsibilities:*

1. Monitor and expand upon current member benefits available through both CAP and NFPA.
1. Maintain updated file on benefits available to members through NFPA and other sources; create articles and assist in creating publications (e.g., brochures, etc.) regarding member benefits.
1. Research (and, if appropriate, obtain) benefits which can be made available to members (e.g., Sam's Club, travel plans, discount tickets and discounts at area stores/restaurants) with CAP membership card.
1. Keep updated copies of salary surveys, etc. prepared on behalf of associations.
1. Maintain and publicize information about the mentor program; work to encourage participation by experienced paralegals; assist in directing mentees to appropriate mentors.
1. Prepare and distribute a member directory.

#### *Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Director of Membership on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

### **Duties of the Membership Administration Coordinator**

*Reporting:* The Coordinator will report to the Director of Membership.

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

#### *Duties and Responsibilities:*

1. Review and, if necessary, revise membership application on an annual basis for review and approval by the Board prior to the distribution of applications for renewal.
1. Distribute renewal applications to current members on or before September 30 of each fiscal year.
1. Develop form letter (for the President's signature and Board approval) to accompany renewal applications.
1. Prepare form letters as necessary and appropriate, including: correspondence to be sent with new application requests; and "welcome to CAP".
1. Maintain database of members, including name, current address (home and/or work), current telephone number (home and/or work) and membership category (e.g., voting, associate, etc.). Receive and document change of address/employment for each member.
1. Prepare quarterly pub data reports to maintain updated mailing list for use by NFPA.
1. Prepare quarterly reports regarding number of members and categories of membership for review by the Board and use by the Treasurer to confirm balance between number of members and dues paid.
1. Receive and process application requests by new members.
1. Order and distribute new membership cards.
1. Prepare periodic articles for the newsletter regarding new member information and other news of interest.

#### *Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Director of Membership on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

### Duties of the Membership Growth Coordinator

*Reporting:* The Coordinator will report to the Director of Membership.

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

*Duties and Responsibilities:*

1. Develop presentations regarding membership in CAP for paralegal schools, law firms, corporations, courts, or any other entity that trains or employs paralegals.
1. Develop a plan of action for the recruitment of new members. The plan should include target markets, geographic locations and recruitment goals for the fiscal year.
1. Work with the Marketing Coordinator to develop publications on the benefits of membership in the Association.
1. Distribute promotional materials about the Association when possible.

*Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Director of Membership on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

### **Duties of the Records Coordinator**

*Reporting:* The Coordinator will report to the Secretary/Parliamentarian.

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

*Duties and Responsibilities:*

1. Manage and maintain the records of the Association, including the articles of incorporation, bylaws, and any manuals developed by the Board or Coordinators.
1. Receive and incorporate any new information into the current materials.
1. Ensure that all manuals distributed to the Board and Coordinators are updated , ensuring their uniformity.
1. Collect all manuals at a date and time designated by the President or the Secretary/Parliamentarian so they may be updated before being distributed to incoming Board members and/or Coordinators.

*Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Secretary/Parliamentarian on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

## Duties of the Nominations Coordinator

*Reporting:* The Coordinator will report to the Board Advisor.

*Term of Office:* The Coordinator will be appointed by the Board on an annual basis during the first Board meeting immediately following the Annual Meeting.

*General Information:* The Nominations Coordinator should not be running for a position (either elected or appointed) during the term for which the committee is soliciting candidates. Any individual assisting the Coordinator should be a voting member of the Association who is not running for a position (either elected or appointed) during the term for which the committee is soliciting candidates.

### *Duties and Responsibilities:*

1. Develop format for a Nomination Form for inclusion in the newsletter as well as deadlines for the submission of nominations.
1. Develop format for Candidate's Statement as well as deadlines for the submission of information.
1. In the event there are no nominations for an elected or appointed position within the deadlines identified, solicit qualified candidates to be nominated for Board and/or Coordinator positions. There is no limit to the number of candidates that can run for each position.
1. Distribute information regarding the duties of Board and Coordinator positions to interested individuals throughout the fiscal year.
1. Distribute information regarding the duties of Board and Coordinator position to those that are interested in election/appointment.
1. Determine parameters through which candidates for Board positions can either write a short article for the newsletter or have their resume and/or Candidate Statement distributed prior to or at the Annual Meeting. Ensure that all documentation to be distributed to the membership is turned over to the Secretary/Parliamentarian in accordance with the deadlines identified for dissemination Annual Meeting materials.
1. Work with the Secretary/Parliamentarian to prepare, distribute and count ballots at the Annual Meeting.
1. Maintain all documentation concerning the nominations process, including ballots unless otherwise directed by the membership through formal vote at the Annual Meeting.
1. Develop any written procedures necessary to ensure that the nomination and election process is clearly understood by any incoming Nominations Coordinator.

### *Reporting Responsibilities:*

1. The Coordinator will communicate, either formally or informally, with the Board Advisor on at least a quarterly basis concerning the activities of the Committee.
1. The Coordinator will prepare a formal written report for distribution before or at the Annual Meeting. The report will contain information regarding the Committee's charges, activities, and recommended charges for the next fiscal year.

*CLEVELAND ASSOCIATION OF PARALEGALS, INC.*

*ADVISORY COUNCIL*

Draft Date: August 4, 1997



## ADVISORY COUNCIL

### *Goals and Purposes:*

1. To advise, support and counsel CAP in the continued growth and development of the paralegal profession.
1. To serve as liaisons with members of the legal community and the general public in promoting and developing the paralegal role in the delivery of legal services.
1. Advise CAP on regulatory and ethical developments and other matters affecting the profession.
1. Assist CAP with projects on current or future issues which are or may impact the profession.
1. To advise, support and counsel CAP in the continued growth and development of the Association.

*Composition:* The Advisory Board is composed of at least seven but no more than nineteen members representing the following groups:

- Consumers of Legal Services
- Consumer Advocate Programs
- Paralegals
- Paralegal Educators
- Paralegal Managers
- Attorneys
- Immediate Past CAP President
- Politicians and Lobbyists
- Technical Experts
- Ethics Experts

*Selection and Term:* Advisory Council members are appointed by the Board periodically. The nomination and selection procedure is as follows:

1. The Board Advisor solicits recommendations and nominations for the Advisory Council from members. Nominations should be received and distributed to the Board within seven days before a regular Board meeting.
1. If a nomination is received later than the time prescribed above, the Board may consider the nomination at its next regular meeting.
1. Each nomination must be accompanied by a candidate information statement which contains pertinent information including: name, address, telephone number, titles, educational and professional background, past and current activities in support of the paralegal profession, areas of interest and expertise and other information describing how the individual can and has contributed to the paralegal profession.
1. Each appointment is for a term of at least one but not more than three consecutive years. Staggered terms should be considered by the Board in order to provide continuity.
1. In the event of a vacancy due to death, resignation or otherwise, the Board may fill the vacancy for the current term without soliciting nominations from members.

1. Within ten days after appointment, the Board Advisor will advise a candidate of their appointment.

*Responsibilities:* As an honorary designation without compensation, the position of Advisory Council member does not involve specific responsibilities. Instead, individual members are called upon throughout the year to contribute much valued and diverse opinions and resource information. Advisory Council members are responsible for expenses incurred in their capacity as members; however, the Board may waive any fees to attend luncheons or meetings as necessary and appropriate. Advisory council members are encouraged to:

1. Attend CAP's annual meeting and monthly membership luncheons;
1. Be a speaker in their area of expertise for seminars and monthly luncheons; and
1. Respond to inquiries of the Board, Coordinators and members with regard to issues where outside opinions and suggestions would be beneficial.

*General Information:* In order to ensure the Advisory Council functions properly and contributes to CAP, the Board must determine what areas the Advisory Council should address and should be cognizant of the need to keep members of the Advisory Council informed and to encourage comments and participation. Accordingly, the following publications and documents should be regularly distributed to incoming and current members of the Advisory Council:

- Minutes from all meetings of the Board and the general membership;
- CAP's newsletter; and
- Special notices and mailings.

It is recognized and acknowledged that Advisory Council members have diverse interests and areas of expertise as well as differing amounts of time to commit to CAP. Board members are encouraged to call upon members of the Advisory Council periodically in order to benefit from their knowledge and expertise.

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