



LIST OF OFFICERS AND CHAIR POSITIONS FOR THE ANNUAL ELECTIONS MEETING, MAY 15, 2018

OFFICER POSITIONS

The Officers of the association include the President, Vice President, Secretary, Treasurer and NALA Liaison. Together with the chairpersons, they make up the Board of Directors of the association.

President - The President is an elected position and shall preside over all board of directors and membership meetings. This is a two year term. The President shall appoint a Parliamentarian, special and standing committee chairs as provided in these bylaws and Standing Rules. The President shall pass files to successor immediately upon installation and shall cause all other files of officers and chairs to be passed to respective successors. The president shall be ex-officio (non-Active) member of all committees except the committee on nominations and elections. *(The current Vice President, Dawn Waddoups will move up to this position.)*

Vice President – The Vice President shall act as the Chairperson of the Membership Committee. In addition, the Vice President shall exercise the functions of the President in the absence or disability of the President and, when so acting, shall have all of the powers and authority of the President. The Vice President shall perform such other duties as from time to time may be assigned by the Board of Directors or by the President.

Secretary – The Secretary shall be responsible for minutes for all meetings and keeping permanent minutes. This officer shall assist the President in any way including giving notice of meetings. Association minutes of any meeting shall be available to the NALA President upon request.

Treasurer – The Treasurer shall deposit all funds and make all disbursements, subject to approval of the Board of Directors and as provided in the budget. The Treasurer shall be chair of the finance committee which committee shall prepare a budget for the ensuing fiscal year which shall be adopted by the membership at the annual meeting. (Budget shall be submitted to the Board of Directors prior to presentation at annual meeting.) The Treasurer may be bonded (premium paid by association). All disbursements of association funds must be by association check, signed by the

Treasurer. This officer shall submit a written financial report at each regular meeting to be attached to official minutes as part of permanent record. The Treasurer (or other affiliate officer) is also responsible for keeping a current roster of membership and reporting the membership annually to NALA with the renewal fee for continued affiliation with NALA.

NALA Liaison (one year term) – This officer shall be a NALA active member, shall be familiar with the NALA Bylaws, shall receive minutes of all NALA meetings, and shall represent the association at the NALA annual meeting of affiliated associations. This officer shall report quarterly on association activities to the NALA affiliated associations director on forms provided by NALA headquarters, and shall report all officers' names to NALA headquarters and the NALA affiliated associations director.

This officer may submit items the association wishes discussed to the NALA affiliated associations director and shall participate in discussion sessions at NALA annual meetings. A report to association members on the NALA annual meeting will be required.

LAS VEGAS VALLEY PARALEGAL ASSOCIATION – CHAIR POSITIONS

The President shall appoint special and standing committee chairs as needed and approved by the Board of Directors. The chairs, along with the Officers of the association make up the Board of Directors of the association.

Parliamentarian – Arbitrator position and elections chair. The Parliamentarian shall attend all meetings and give opinions on parliamentary procedures upon request of the President. This officer shall be familiar with association bylaws and NALA bylaws, shall receive all proposed bylaw amendments, and shall prepare standing rules and amendments to standing rules and bylaws upon request of the Executive Committee. Robert's Rules of Order Newly Revised serves as parliamentary authority for items not covered by these bylaws or the association standing rules.

Educational Development Chairperson – This position arranges for speakers for the annual seminar, and the monthly speaker meetings, and educational speaking opportunities on behalf of LVVPA for various paralegal educational institutions. This position is also in charge of making sure the speakers have any necessary technical equipment available.

Public Relations Chairperson - This position is in charge of publicity for LVVPA and its meetings and events including the Annual Paralegal Seminar, and other LVVPA events. This position is responsible for interacting with vendors and sponsors of LVVPA's various events.

Pro Bono/Community Relations – This position obtains information on pro bono and community charity projects for involvement and support by LVVPA and its members. This position is also in charge of the LVVPA annual food drive. Some of our past Pro Bono/Community projects included care packages for the troops, school supplies for students, food drive for Helping Hands of Vegas Valley, Cancer Walks, etc.