



A Charter Member of the National Federation of Paralegal Associations

PROCEDURES MANUAL

Revised 9/8/08

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SECTION 1: INTRODUCTION

The purpose of this Procedures Manual is to provide each Officer, Director, and Committee Chairperson with an overview of the operating policies and procedures of the Association. The Articles of Incorporation and Bylaws govern the activities of the Association and, in the event that any procedures adopted by the Association are in conflict with the Articles of Incorporation or the Bylaws, the Articles of Incorporation and/or Bylaws shall take precedence. All suggested corrections, additions, or deletions to this Manual must be submitted to the Second Vice-President, who will review the proposed changes for approval by the Board of Directors. Officers, Directors, and Committee Chairpersons may submit proposed changes to those sections of the Manual for which they are responsible. Each Committee Chairperson is responsible for keeping the section of the Manual pertaining to their committee current. Each Officer, Director, and Committee Chairperson is responsible for being knowledgeable of the Articles of Incorporation, Bylaws, and Procedures Manual and for following the procedures set forth herein.

SECTION 2: BOARD OF DIRECTORS

2.1 General Duties and Authority. The composition and powers of the Board are controlled by Article V of the Bylaws.

(a) All board members should respond to all PAP related e-mails within 24 to 48 hours. If a board member is out of the office, that board member should utilize the "out of office assistant" and create a message giving details of the dates out of the office. A general voicemail message should also be left on the phone.

2.2 Meetings.

2.2.1 Meetings of the Board should be noticed and conducted in accordance with Article V of the Bylaws.

2.2.2 The Board is required to meet at least once a month.

2.2.3 All meetings of the Board shall be conducted in accordance with Robert's Rules of Order.

2.2.4 Each Director shall be required to attend a minimum of 75% of the regular monthly meetings of the Board, except as otherwise excused by the President.

2.2.5 Each Director shall notify the President or the Secretary prior to the Board meeting if the Director wishes to be excused from the meeting.

2.2.6 The Secretary shall notify the Board immediately if any director has missed more than 75% of the regular monthly meetings pursuant to Section 2.2.4 of this Procedures Manual, and such Director shall be removed from the Board, and shall be replaced pursuant to Section 5.3 of the Bylaws for filling vacancies on the Board, unless otherwise retained by vote of the majority of the remaining Board members.

2.2.7 A Director shall be deemed to have resigned if such Director does not attend three successive Board meetings and has not notified the President or the Secretary of his intention to be excused.

2.2.8 All Directors are expected to attend Board meetings in their entirety.

2.3 Election of Directors.

2.3.1 Election of Directors shall be in accordance with Article V of the Bylaws.

2.3.2 The term "member in good standing" referred to in Article V of the Bylaws, is defined as those members whose dues payments are current, and who are in compliance with the categories of membership as defined in Article I of the Bylaws.

2.3.3 If a Director elected at the November Regular Meeting has not renewed his membership in the Association and paid his dues by the annual meeting held on the third Tuesday of January of the following calendar year, and therefore is not in "good standing" as required by the Bylaws, such Director shall not assume his position on the Board of Directors of the Association following such annual meeting, and the Board shall fill the vacancy pursuant to Section 5.3 of the Bylaws.

2.4 Term of Directors. Each Director shall serve for a period of two (2) years, as set forth in Article V, Section 5.2(c) of the Bylaws.

2.5 Voting Procedures. The Board shall vote in accordance with the Bylaws and the voting procedures set forth in Articles IV and V of the Bylaws.

2.6 Reports to Members. Minutes of the Board meetings and reports of all resolutions adopted by the Board shall be made available upon request to the general membership.

2.7 Board Reports/Correspondence. Each Board member shall copy the President and Secretary on all correspondence.

2.8 Membership/Application Review. The Board of Directors shall, upon the request of the Member Services Committee, review any membership application presented by the Member Services Committee for final determination.

SECTION 3: OFFICERS

3.1 General Duties and Authority. The general duties, authority and terms of office of the Officers of the Association are set forth in Article VI of the Bylaws. The Association strongly recommends that candidates for office meet the requirements set forth by the Nominating Committee, unless waived by a majority vote of the Board. The purpose of these recommendations is to insure that Association officers have the time necessary to carry out their responsibilities and have the experience necessary to understand and fulfill the requirements of their office.

3.2 President. The President shall serve in accordance with Section 6.4 of the Bylaws. The President's duties include the following:

3.2.1 Supervise the day-to-day business of the Association.

3.2.2 Preside over all board of Directors meetings and meetings of the Executive Committee.

3.2.3 Act as principal liaison to bar associations, and other state and local organizations in order to:

(a) Report to the Association members the activities of these associations; and

(b) Promote cooperation between the Association and these organizations.

3.2.4 Serve as the Association's advisor to local paralegal programs who have required our participation on their advisory councilor and appoint such advisors as deemed necessary.

3.2.5 Act as spokesperson or delegate the role of spokesperson for the Association as the need arises.

3.2.6 Act as an advisor and ex-officio member of all committees.

3.2.7 Submit an agenda for the next Board of Directors meeting no later than one week prior to said meeting.

3.2.8 Review all contracts and submit to Association counsel for approval; execute all contracts on behalf of the Association.

3.2.9 Act as a signatory on Association bank accounts.

3.3 First Vice President. The First Vice President shall serve in accordance with Section 6.5 of the Bylaws. The duties of the First Vice President shall include:

3.3.1 Assume the duties of the President in the President's absence.

3.3.2 Assist the President in the administration of the day-to-day business affairs of the Association, as deemed necessary by the President.

3.3.3 Supervise the day-to-day tasks and responsibilities of employees of the Association.

3.3.4 Act as a signatory on Association bank accounts.

3.3.5 Attend all meetings of the Executive Committee.

3.4 Second Vice President. The Second Vice President shall serve in accordance with Section 6.5 of the Bylaws. The duties of the Second Vice President shall include:

3.4.1 Assume the duties of the President in the absence of the President and the First Vice President.

3.4.2 Supervise ad hoc committees concerned with policy and bylaw revisions.

3.4.3 Update Procedures Manual.

3.4.4 Respond to requests for information concerning Association policies and prepare written statements at the request of the President.

3.4.5 Act as a signatory on Association bank accounts.

3.4.6 Attend all meetings of the Executive Committee.

3.5 Secretary. In addition to the duties set forth in Section 6.6 of the Bylaws, the Secretary's duties shall include the following:

3.5.1 Prepare, distribute, collect, and tabulate all written consents of members and the Board on matters voted upon, and promptly announce results.

3.5.2 Update the Bylaws, when amended, including filing with the appropriate governmental agency, if necessary, and distribute amended documents to the Board.

3.5.3 Act as a signatory on Association bank accounts.

3.5.4 Attend all meetings of the Executive Committee.

3.6 Assistant Secretary. The duties of the Assistant Secretary shall include:

3.6.1 Assume the duties of the Secretary in the Secretary's absence.

3.6.2 Assist in the day-to-day duties of the Secretary, as deemed necessary by the Secretary.

3.6.3 Monitor activities of the Secretary on an on-going basis in order to be prepared to assume the duties of the Secretary when necessary.

3.6.4 Attend Executive Committee meetings at the request of the President.

3.6.5 Prepare scholarship/awards chart (PAP, NFPA, LAT, ATLA, etc.) and circulate to Board Members and Committee Chairs.

3.7 Treasurer. In addition to the duties set forth in Section 6.7 of the Bylaws, the Treasurer's duties shall include the following:

3.7.1 Supervise the maintenance of all financial records.

3.7.2 Supervise the filing of U.S. annual informational returns and other annual reports as required.

3.7.3 Supervise preparation of a complete financial report as soon as practicable after fiscal year books are closed.

3.7.4 Maintain on-going balances of each budget.

3.7.5 Attend all meetings of the Executive Committee.

3.8 Assistant Treasurer. The duties of the Assistant Treasurer shall include:

3.8.1 Assume the duties of the Treasurer in the Treasurer's absence.

3.8.2 Assist in the day-to-day duties of the Treasurer, as deemed necessary by the Treasurer.

3.8.3 Monitor activities of the Treasurer on an on-going basis in order to be prepared to assume the duties of the Treasurer when necessary.

3.8.4 Attend Executive Committee meetings at the request of the President.

3.8.5 Prepare budget report.

3.9 Bank Accounts.

3.9.1 The Association shall obtain a savings account, checking account, and other accounts as may be determined necessary by the Board of Directors.

3.9.2 Signatories.

(a) There shall be two signatories on all bank accounts, certificates of deposit, etc.

(b) The signatories on the bank accounts shall be the President, First Vice President, Second Vice President, and Secretary, and other Officers as the Board of Directors may determine from time to time.

(c) No signatory may sign a blank check at any time for any reason.

(d) Any signatory violating §3.9.2(c) shall be removed as a signatory on all accounts.

SECTION 4: BOARD ADVISOR

4.1 Generally. The Board Advisor is the immediate past President of the Association and as an ex officio nonvoting member of the Board, unless elected as a Board member.

4.2 Duties and Responsibilities. The Board Advisor provides continuity for ongoing activities and has the following duties:

4.2.1 Provide historical and background information to assist the Board in decision making.

4.2.2 Assist in special projects and assume such other responsibilities as directed by the Board.

SECTION 5: COMMITTEES

5.1 Generally.

(a) All Committee Chairs should respond to all PAP related e-mails within 24 to 48 hours. If committee chair is out of the office, committee chair should utilize the "out of office assistant" and create a message giving details of the dates out of the office. A general voicemail message should also be left on the phone.

5.1.2 Structure. Committees are governed by Article V of the Bylaws. Ad Hoc, Standing Committees and Special Committees/Task Forces may be established by the Board of Directors.

5.1.3 Standing Committees. Standing committees are perpetual and continual unless otherwise dissolved. Standing committees may be chaired by one or two individuals who are members of the Association in good standing at the time of their election/appointment. Committee Chairpersons and members must be good standing during their service on committees. Standing committees may be divided into subcommittees when necessary.

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

5.1.5 Special Committees/Task Forces. Special Committees are established for short-term projects and are created by Board resolution.

5.1.6 Chairpersons. Each committee shall be chaired by a member of the Association who is in good standing at the time of his election/appointment. Committee Chairpersons must be in good standing during their service on committees. Committee Chairpersons are appointed by the Board for a one-year renewable term.

5.1.7 Members. Each committee shall include one or more of the Directors of the Association or such other person as the Board of Directors may determine. Members of committees must be members of the Association in good standing during their service on committees.

5.1.8 Meetings. Each committee shall meet at least once every other month at a time and place designated by the Chairperson.

5.1.9 Reports.

(a) Committee Chairpersons are required to submit a written report and attend meetings of the Board of Directors when requested by the President.

(b) Committee Chairpersons shall make recommendations for subsequent committee activities.

(c) Committee Chairpersons are required to submit the minutes of committee meetings to the Secretary no later than two weeks following the committee meeting.

5.1.10 Communications. All committee correspondence should be on Association letterhead or memo paper. The President and Secretary should receive copies of all correspondence.

5.1.11 Budget.

(a) Each Committee Chairperson shall submit a proposed budget to the Finance Committee no later than December 1 for the following year. The budget should take into consideration postage, photocopy, and telephone expenses as well as special project expenses anticipated by the committee. The Finance Committee will advise each committee as to the amount allocated to the committee. Funds will be budgeted for committees and allocated according to each committee's need and in the best interest of the Association.

(b) Any funds received by any committee for any reason from any source shall be reported and surrendered to the Treasurer for deposit in the Association's bank account. Such funds will be distributed to the committee by the Treasurer on an as need basis.

5.1.12 Reimbursements.

(a) Requests for reimbursement must be submitted to the Treasurer in memo or other form prescribed by the Board of Directors, accompanied by any supporting documentation. Expenses in excess of the approved budget must be approved by the Board.

(b) Invoices received from vendors for services rendered shall be approved by the Committee Chairperson and forwarded to the Treasurer for payment.

(c) All invoices should state the name of the Committee in care of the Association, and should be mailed/delivered to the P.O. Box address of the Association.

(d) There will be no cash advances for PAP related travel. Submission of receipts for expenses to the Treasurer will be reviewed and a check issued within 72 hours. Note certain expenses will not be covered by PAP reimbursement including but not limited to the following:

Movies	Alcohol
Room Service	Dry Cleaning
Spa Services	

(e) If a car rental is necessary for PAP travel, a request should be made to the Board two (2) weeks before date of travel. If car rental is necessary within the two (2) weeks, member should contact a board member immediately to discuss situation and obtain approval. It is important when traveling to have board members' home and/or cell information. If member's vehicle is being utilized for PAP business, member will be reimbursed based upon the current IRS standard mileage reimbursement rate allowance. PAP will not reimburse a member for expenses directly related to filling up the gas tank for a member's personal vehicle.

(f) If a member is traveling on behalf of PAP, member shall advance all monies for travel and submit receipts for reimbursement.

5.1.13 Files. Each committee shall maintain a file of its activities. All pertinent files should be transferred to the person who is assuming responsibility for the committee on or before the final committee meeting of the year.

5.1.14 Planning. In planning committee activities, consideration should be given to setting certain goals for the year and concentrating energies on accomplishing those goals. Recommendations from the previous Committee Chairperson and resolutions adopted at the final committee meeting of the year should be considered in determining committee activities.

5.1.15 Publicity.

(a) All publicity for committee events shall be coordinated with the Public Relations and Marketing Committee.

(b) Each committee shall provide an article for publication in The Legal Intelligencer and The Philadelphia Forum, outlining the function of the committee and recruiting committee members.

(c) Each committee shall provide brief updates detailing the activities of the committee for publication in every edition of The Philadelphia Forum.

5.1.16 Subcommittees. Each Committee Chairperson may establish subcommittees as deemed necessary by the Chairperson, and appoint subcommittee chairpersons. The Board should be notified of the establishment or subcommittees and the appointment of subcommittee chairpersons. Such establishment of subcommittees and Chairpersons are subject to Board approval.

5.2 Education Committee.

5.2.1 Duties.

- (a) Establish specialty section networks and appoint specialty section Chairpersons, subject to Board approval.
- (b) Oversee "brown bag" luncheon seminars conducted by specialty sections.
- (c) Plan and coordinate the annual one day continuing education seminar.
- (d) Collect and review seminar materials from other paralegal associations.

5.2.2 Annual Education Conference.

- (a) Choose hotel site and date.
- (b) Oversee mass mailing to advertisers and exhibitors.
- (c) Select prospective seminar topics.
- (d) Recruit seminar speakers.
- (e) Select luncheon keynote speaker.
- (f) Print and mail brochure.
- (g) Prepare press releases.
- (h) Purchase seminar supplies and honorariums.
- (i) Organize registration.
- (j) Prepare evaluation questionnaires.
- (k) Prepare and send thank you letters to advertisers, exhibitors, and speakers.

5.3 Finance Committee.

5.3.1 Duties.

- (a) Receive proposed budgets for the following year from each Officer and Committee Chairperson no later than December 1 each year.
- (b) Review proposed budgets and hold a budget hearing if necessary no later than January 1 each year.
- (c) Make recommendations on final allocations prior to the last Board meeting of the year.
- (d) In the absence of the Finance Committee, its duties shall be assumed by the Treasurer.

5.4 Firm Representatives Committee.

5.4.1 Duties of Chairperson.

- (a) Recruit individuals from law firms, corporations and schools to act as firm representatives.
- (b) Distribute pertinent materials and disseminate information to firm representatives.
- (c) Inform firm representatives of upcoming events and issues concerning the profession.
- (d) Establish a network for exchange of information among paralegals in law firms, corporations and schools.

5.4.2 Duties of Firm Representatives.

- (a) Attend monthly meetings of the Firm Representatives Committee.
- (b) Appoint alternate firm representatives.
- (c) Coordinate luncheon reservations for bi-monthly Association luncheons.
- (d) Distribute materials and disseminate information to firm/school paralegals.
- (e) Handle firm proxies for annual election of Directors.

- (f) Coordinate committee activities at firm/school.
- (g) Coordinate payment of annual dues for firm/school members.

5.5 Job Bank Committee.

5.5.1 Duties.

- (a) Appoint Employment Seeker Contact person.
- (b) Appoint Prospective Employer Contact person.
- (c) Prepare job listing format.
- (d) Distribute job listing to the Public Relations and Marketing Committee for placement on the Members Only Page of the website on the 15th and 30th of each month.
- (e) Speak with interested applicants.
- (f) Forward membership applications to non-members seeking to use the services of the job bank.
- (g) Forward sustaining membership applications to employment agencies wishing to advertise their positions.

5.6 Long Range Planning Committee.

5.6.1 Duties.

- (a) Prepare Mission Statements for the Association and each separate committee and review annually and update as necessary.
- (b) Make suggestions regarding new committees/procedures.
- (c) Review the function of each committee and make suggestions regarding undertakings/procedures.
- (d) In the absence of the Long Range Planning Committee, its duties shall be assumed by the Board.

5.7 Member Services Committee.

5.7.1 Duties.

- (a) Screen all membership applications for compliance with the membership requirements as set forth in Section 5.7.2 below.
- (b) Present membership applications to the Board for final determination, if necessary.
- (c) Coordinate annual membership drive.
 - (1) Organize mailing of renewal forms to members during October of the preceding year.
 - (2) Coordinate mailing of "failure to renew" notices.
- (d) Oversee responses to requests for membership information.
- (e) Oversee computerization of membership data and forward such data to NFPA.
- (f) Provide membership lists to each committee Chairperson of those members who have indicated an interest in a committee on the membership application.
- (g) Provide the most current membership labels to the Newsletter Committee Chairperson on the editorial deadline date for each issue.
- (h) Keep monthly listing of membership totals sorted by membership category.
- (i) Prepare renewal forms during September of the preceding year.

5.7.2 Association Membership Requirements.

- (a) Compliance with criteria set forth in Article III of the By-laws.
- (b) Compliance with the Pennsylvania Bar Association's Rules of Professional Conduct enacted by the Pennsylvania Supreme Court and adopted by the Philadelphia Bar Association and the National Federation of Paralegal Association's (NFPA) Model Code of Ethics in their current forms or as may be adopted, amended or revised in the future.

5.8 National Affairs Committee.

5.8.1 Duties of Primary Representative.

- (a) Act as the Association's representative to the NFPA.
- (b) Attend the annual meeting of the NFPA.
- (c) Attend the Region IV conference for the NFPA.
- (d) Act as the Association's liaison to the Keystone Alliance of Paralegals, if necessary when Officer(s) is/are not duly elected by the Board.
- (e) Review the monthly NFPA President's report and disseminate articles and news to Board of Directors.
- (f) Inform the general membership about national issues and positions through written newsletter articles.
- (g) Respond to requests for information from NFPA or any of its member associations.

5.8.2 Duties of Secondary Representative.

- (a) Assume the duties of the Primary Representative in the Primary Representative's absence.
- (b) Remain apprised of the activities of the Primary Representative in order to assume the duties of the Primary Representative when necessary.
- (c) Accompany the Primary Representative to meetings as deemed appropriate by the Primary Representative.

5.9 Newsletter Committee.

5.9.1 Duties.

- (a) Appoint advertising director.
 - (1) Solicit advertising for each issue.
 - (2) Mail monthly invoices and collect advertising revenue for each issue, if necessary.
- (b) Establish deadlines for each issue.
- (c) Solicit articles for each issue.

- printer.
- (d) Prepare newsletter for printing and submission to
 - (e) Distribute newsletter to general membership through mail and firm representatives.
 - (f) Submit copy of Newsletter to NFPA for publication on its website.

5.10 Programs Committee.

5.10.1 Duties.

- (a) Coordinate speakers and menu for bi-monthly luncheons.
- (b) Review luncheon reservations and process fees for deposit.
- (c) Approve payment to hotels/restaurants for all functions.
- (d) Purchase honorariums for speakers.
- (e) Coordinate announcements at the bi-monthly luncheons.
- (f) Organize special events as directed by the Board of Directors.
- (g) Negotiate contracts with area hotel or restaurant for bi-monthly luncheons and special events.
- (h) Coordinate publicity for bi-monthly luncheons and special events.

5.11 Pro Bono and Community Service Committee.

5.11.1 Duties.

- (a) Establish projects for participation by the committee and Association members.
- (b) Coordinate volunteers for citywide pro-bono activities.

(c) Participate in Law Day activities in conjunction with the Philadelphia Bar Association.

5.12 Public Relations Committee.

5.12.1 Duties.

- (a) Coordinate publicity for all Association events.
- (b) Organize Speakers' Bureau.
 - (1) Solicit volunteers from Board of Directors and committee members.
 - (2) Send form letter to schools soliciting speaking engagements.
 - (3) Update and distribute Association promotional materials.
- (c) Coordinate programs with the Philadelphia Bar Association.
- (d) Provide articles to The Legal Intelligencer for publication on the paralegal feature page as requested by Legal Communications, Inc.
- (e) Provide The Legal Intelligencer of the calendar of events for publication on the paralegal feature page as requested by Legal Communications, Inc.
- (f) Organize annual awards program.
- (g) Organize scholarship program.
- (h) Chairperson or designee shall meet regularly with representatives of Legal Communications, Inc. to discuss weekly features and mutual marketing opportunities.

5.13 Professional Development Committee.

5.13.1 Duties.

- (a) Update Schools Directory on a regular basis by requesting information from paralegal schools/programs.
- (b) Distribute Directories upon request.

5.14 Executive Committee.

5.14.1 Duties.

- (a) Hold monthly meetings at a time and place designated by the President, if necessary.
- (b) Review activities of Association committees and handle special requests.
- (c) Hold special meetings as deemed necessary by any member of the Executive Committee.
- (d) In the absence of the Executive Committee, its duties shall be assumed by the Board.

5.15 Nomination Committee.

5.15.1 In addition to the duties set forth in the Bylaws, the duties of the Nominating Committee shall include:

- (a) Provide notice to voting members of upcoming Board of Directors election, in accordance with the Bylaws.
- (b) Distribute proxy forms to voting members.
- (c) Collect and tabulate all proxy votes and verify membership of absentee voters.
- (d) Distribute ballots to voting members in attendance on the day of the Board elections.
- (e) Tabulate all votes for Board of Directors and announce results to membership.

SECTION 6: EXECUTIVE DIRECTOR

6.1 Promotional/Coordination Responsibilities.

- (a) Promote the image of paralegals and the Association;
- (b) In conjunction with the Member Services Committee, conduct membership drives to increase membership in the Association;

(c) Consult with the Board of Directors, Officers and Committee Chairpersons to encourage volunteer participation in connection with the Association's projects;

(d) Obtain volunteer help from members of the Association for large scale projects;

(e) Work with the Board of Directors to fill vacancies for Officers or Committee Chairpersons who are incapacitated or who must resign their position abruptly and aid in the search for replacements, as necessary;

(f) Act as the initial source of all information pertaining to the operation of the Association;

(g) Provide information to members and to persons outside the Association about the Association and its policies;

(h) Provide detailed, monthly, written summaries of work performed and ongoing goals and projects to the Board of Directors, such summaries to be distributed at the Board of Directors meetings, and to each Director absent from the meetings;

(i) Compile statistical information on the administrative functions of Association headquarters and contacts with the public;

(j) Provide advice and guidance to new Directors and Committee Chairpersons;

(k) Coordinate interaction between committees;

(l) Identify and recruit members for leadership positions;

(m) Work closely with Board of Directors on the annual Education Conference and other special events scheduled from time to time;

(n) Establish contacts with executive directors in similar professional organizations.

6.2 Administrative Assistant Duties. This outline of duties is not intended to be all-inclusive. There may be additional tasks requested of the administrative assistant from time to time, as circumstances warrant.

(a) Answer office telephone and monitor messages on voicemail.

- (1) Forward messages to appropriate Board or committee chair.
 - (2) Messages requesting confirmation of information, or applications for membership should be handled and followed upon on by assistant.
 - (3) Messages may be checked from office or home, as needed.
- (b) Pick up mail from Post Office Box.
- (1) Mail should be forwarded to appropriate Board or committee chair by U.S. mail, or hand delivery, unless otherwise requested or arranged in advance.
 - (2) Bills should be forwarded to Treasurer as soon as possible.
- (c) Create and maintain filing systems.
- (d) Respond to informational and membership requests.
- (e) Schedule meetings and arrange for refreshments, as requested.
- (1) Order lunch for Board meetings and arrange delivery.
- (f) Maintain current membership database and mailing lists, as given by Member Services Committee. Current membership data is maintained in excel format.
- (1) Hard copies of all current year membership applications should be kept on file in the PAP office.
 - (2) Hard copies of all membership memos prepared by the Members Services' Committee for the current year should be kept on file in the PAP office.
- (g) Provide mailing lists and labels and assist with mailings as requested.

- (1) Board members and committee chairs requesting mailings will provide 2-3 days prior notice (minimum).
 - (2) Draft flyers as needed for events. Information for flyers to be provided by appropriate Board member or committee chair.
 - (3) Flyers for events should be saved on office system for future usage.
- (h) Order office supplies as needed.
- (1) Request for supplies should be sent to First Vice-President for approval.
 - (2) Check request should be submitted for payment of office supplies or American Express number may be obtained for this use.
- (i) Assist with preparing The Philadelphia Forum
- (1) Provide mailing labels and inserts to current publisher.
 - (2) Maintain non-member mailing list.
 - (3) All such other activities that may be requested.
- (j) Attend Board of Directors meetings as needed.
- (k) Assist in assembly of orientation materials & membership renewals at start of the year, working with Board of Directors and Membership Services Committee chairperson.
- (l) Maintain Association's monthly calendar of meetings and provide same to Board and Committee chairs as requested. Also provide calendar to the Newsletter Committee for inclusion in The Philadelphia Forum and Public Relations and Marketing Committee for inclusion in The Legal Intelligencer.
- (m) Assist with obtaining signatures for checks, as requested by the Treasurer.
- (n) Assignments and requests for assistance should be sent via email or telephone calls directly to administrative assistant. First Vice

President is to be copied on all email requests for assistance and/or informed of all work requests.

(o) Complete and submit timesheets on a weekly basis. Timesheets are to be provided to the Treasurer and First Vice-President. Hard copies should be kept in office files.

- (1) Hours per week should be 20 hours. Additional hours will be approved, if needed to complete special assignments. Approval should be requested from the First Vice-President.
- (2) Requests for time off or schedule changes should be directed to the First Vice-President.
- (3) Changes in assistant's schedule due to holidays should be discussed with First Vice-President in advance