
Policy Manual



**Northwest Florida
Paralegal Association**

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Northwest Florida Paralegal Association, Inc. Policy Manual - Adoption

The date of Adoption by the Board of this Northwest Florida Paralegal Association, Inc., Policy Manual and of all its provisions, shall be indicated below:

- A. This Policy Manual in its current form, was adopted by the 2016-2017 Board in March 2017.

OBJECTIVES AND PURPOSES

Title: The Northwest Florida Paralegal Association, Inc. (hereinafter “NWFPA”) Mission Statement

Source: In Article II, Section 2.1 of the Bylaws, which were adopted on September 19, 2015

Objectives and Purpose.

- To establish good fellowship among Association members, the National Association of Legal Assistants, Inc., and members of the legal community;
- To encourage a high order of ethical and professional attainment;
- To further education among members of the profession;
- To cooperate with the Bar associations;
- To support and carry out the programs, purposes, aims, and goals of the National Association of Legal Assistants, Inc.; and
- To encourage membership of this Association and increase participation in the legal community.

THE GOVERNANCE PROCESS

Title: Executive Team Policy and Procedures Manual

The Executive Team (hereinafter referred to as the “Board”) of NWFPA (hereinafter sometimes referred to as “the Association”), shall maintain this Manual of Policies and Procedures. The policies are a clear reflection of values and goals held by NWFPA’s Board and are the basis for all actions and decisions of the Board.

A. All policies and procedures adopted by the Board must be in compliance with the NWFPA Bylaws, as most recently adopted by the Members of the Association. They must be ethical, equitable and consistently applied.

B. Amendments to Policies

1. Proposed recommendations for amendments to the Policy Manual may be submitted by an Active Member of NWFPA. Recommendations must be submitted in writing to the President 10 days prior to each Board meeting so that proposals may be placed on the agenda for consideration by the Board;

2. A majority vote of the Board shall be required to create a policy statement or amend or suspend an existing policy;

3. The policies shall automatically reflect any Bylaw amendment insofar as they affect said policy.

C. A copy of the Policy Manual will be furnished to each Officer of the Board and each Team Leader and will be made available to the membership on the NWFPA website.

D. The Secretary, or the Board’s designee, shall be the custodian of the Policy Manual and is responsible for updating the Policy Manual with all adopted changes.

THE GOVERNANCE PROCESS - CONTINUED

Title: Board Responsibilities

The Board will speak with one voice through written policies with an emphasis on outcomes. The role of the Board in governing NWFPA is to initiate action.

A. The Board is responsible for:

1. Defining NWFPA's goals and providing means to accomplish the stated purpose of the Association as defined in the Bylaws and Member directives;
2. Board communications with the membership and membership communications with the Board; and
3. Membership growth; enhancing the value of NWFPA membership.

B. The Board shall maintain a description of its duties and responsibilities.

C. The Board shall not allow circumstances or practice by Board members that violate commonly accepted business and professional ethics or common business prudence. Should such circumstances or practice occur, the Board must be informed immediately and take appropriate action.

THE GOVERNANCE PROCESS - CONTINUED

Title: The Board – Job Description

In serving as a member of the Board, the following guidelines should be followed:

A. Prepare for Meetings.

1. Review pre-meeting correspondence;
2. Submit suggested agenda items in advance of the meeting;
3. Review minutes of former meeting;
4. Understand discussion items and summaries of agenda items that are provided prior to the meeting. If necessary, request additional information from the President.

B. Participate effectively.

1. Understand the process of the meetings and how decisions are made;
2. Maintain an open mind until all the facts and viewpoints on issues are before the Board;
3. Offer your discussion points clearly and concisely, and recognize when an agreement cannot be reached on a subject and move forward;
4. Once a decision is reached, each Board member shall fully support and adopt the Board decision as the policy/decision of NWFPFA, regardless of any personal opinions such member might otherwise hold.

C. Evaluate and Follow Up.

1. Monitor how the actions of the Board are being implemented in short term and long term projects and programs. Allow for a periodic review of these programs and projects. Make sure deadlines and due dates are clear;
2. Speak up if you feel Board decisions and actions are not being implemented;
3. If appropriate, communicate with NWFPFA Members in a timely manner after a Board meeting.
4. Fulfill responsibilities;
 - a. Complete assignments in a timely manner in accordance with the purpose of your responsibilities on behalf of NWFPFA; and

b. Understand your assignments and responsibilities. If you find you cannot complete an assignment, inform the President.

5. Serve as a representative of the Association;

a. Remember you serve as a representative of your fellow NWFPA Members to all other Members, to allied associations, and to the public at large;

b. As a representative, you are expected to understand and explain:

(1) The Association's programs;

(2) The reasons and rationale behind decisions objectively and without breach of confidentiality or colorization by viewpoints or analysis which were not a part of the Board's decision. Always keep in mind that as a member of the Board it is your responsibility to fully support all Board decisions outside the Board room;

(3) The Association's vision for the future as described in its long-range plans and furnished to members;

(4) The Association's mission and goals together with ways to realize the vision and attain those missions and goals.

c. As an advocate for the Association, realize what members expect of you:

(1) You have been selected to serve as part of the governance team selected by members;

(2) You serve as a vigorous and articulate advocate of the Association and its programs so that the best interests of the members can be made fully and clearly known within the Association;

(3) The best interests of the members and the Association are always at the forefront of any conversation. Individual attitudes, opinions and conclusions about the Association by Board members should be formulated by taking the facts into consideration and should only be articulated when it is clear that they are the personal opinions of the Board members and not the opinion or policy of NWFPA; and

d. The members expect to be consulted regularly for comments and input into NWFPA programs and goals.

THE GOVERNANCE PROCESS – CONTINUED

Title: The Board – Individual Job Descriptions

Officers serve the Board and NWFPA by focusing on certain segments of the Association. Specific requirements of the officers and their duties are described in the NWFPA Bylaws. Elected officers and their focus are:

A. PRESIDENT

1. Serves as Chair of the Board;
2. Presides over all Board meeting and membership meetings; timely notifies the First Vice President to preside in the event of an anticipated absence;
3. Responsible for the integrity of the Board process;
4. Prepares the agenda for each monthly membership meeting and each monthly Board meeting (see Appendix C for sample);
5. Distributes the Board meeting Agenda to all Board Members prior to meeting;
6. Distributes monthly menus with Board Agenda and solicits lunch orders for meeting or designates a Board member to distribute menus for meetings;
7. Picks up or arranges for delivery of lunch for Board meetings or designates a Board member to pick up or arrange for delivery of lunch for Board meetings;
8. Serves as ex-officio member of all Teams;
9. Appoints the Chair of the FRP Team who will represent the NWFPA at any meetings of the FRP Standing Team as directed by the Board;
10. Appoints the chair of any ad hoc Team(s);
11. Directs preparation of the ballot for any vote coming for the membership and presents it to the Board for approval prior to dissemination;
12. Directs that the Board update the Policy Manual as necessary prior to the September business meeting, and ensures that copies of the Bylaws and Policy Manual are prepared for incoming Board members and Team chairs;

13. Promote relationships with legal and community organizations, which further and promote the objectives and purposes of the organization;

14. Keeps the mission statement of the Association in mind for the overall direction of the Association: encourages the ethical and professional growth of members by providing continuing education; provides a venue for members to interact with other members of the legal community; and supports and carries out the programs, purposes, aims and goals of the National Association of Legal Assistants, Inc.; and

15. Is an additional signatory on the Association's bank account.

THE GOVERNANCE PROCESS - CONTINUED

Title: The Board – Individual Job Descriptions

B. FIRST VICE PRESIDENT

1. Assumes responsibilities of the President in the President's absence;
2. Responsible for special projects as delegated by the President and/or the Board;
3. Secures speakers for the November, January, February, April, May, June, July, August, and October meetings. Ensures that NWFPA offers members no fewer than ten (10) hours of NALA approved continuing education credit each fiscal year. Substantive continuing education credit should be available from at least 10 speakers during the year. At least one topic must be on Ethics and another topic should be something for which general/technical continuing education credits may be received. It is recommended to follow up with the scheduled speaker a week prior to the meeting and confirm information needed to introduce them at the meeting;
4. Sends out a meeting notice via email no later than seven (7) days prior to the meeting date. A sample meeting notice is attached. Also include in the notice whether the speaker has been approved for NALA continuing education credit (see sample in Appendix C) and sends a reminder email to members the morning the RSVPs are due;
5. Follows up with the speaker to thank them for speaking to the Association;
6. Must be a member of the Seminar Team but does not necessarily serve as the Chair. The seminar must offer at least 3 hours of NALA approved continuing education credit;
7. Responsible for responding to e-mail inquiries made to the Association;
8. Shall be the Association's liaison in dealing with all vendors in the development, maintenance, and support of the Association's website, Facebook, or any other internet presence established by the Association.
 - I. Maintains content on the NWFPA website;
 - a. Site maintenance may include:
 - (1) Updating Board contact information;
 - (2) Posting notices for upcoming events;

(3) Maintaining linked documents; and

(4) Managing the job bank. This includes requests to add or delete jobs from the job bank. See section C(3)(b) for details and appendix C for details.

b. The First Vice President may need to work with the webmaster in order to maintain website content. The Technology Team uses Word Press to manage the NWFPA site under godaddy.com current webmaster is Darrell Dow, whose E-mail address is <mailto:darrellcdow@gmail.com>. E-mail correspondence with the webmaster is the primary method of updating the website. E-mail correspondence must include the following:

(1) “NWFPA Website Update” in the subject line;

(2) The URL of webpage to be updated;

(3) Instructions that clearly indicate which portion of the webpage will be edited; (Example: “On the homepage [<http://nwfpa.com>] under ‘Upcoming Events,’ please make the following changes.”)

(4) Instructions that clearly indicate which text is to be added, deleted or replaced.

(5) Please see Appendix C for an example of a request to change the website.

THE GOVERNANCE PROCESS - CONTINUED

Title: The Board – Individual Job Descriptions

C. SECOND VICE PRESIDENT

1. Presides and assumes all duties assigned to the President in the absence of the President and First Vice President;

2. Automatically is a member of the Student-Liaison Team and be charged with the responsibility of developing programs to promote and further relationships between the Association and the paralegal programs of junior colleges, colleges, universities, or other qualified educational institutions which endorse and promote the paralegal concept and profession;

3. Is the Association's representative to, and attend meetings of, student advisory councils and/or paralegal programs with which the Association has formed a relationship;

4. Develops and prints award certificates for the NWFPA Annual Scholarship Contest award winners.

5. Automatically is a member of the Seminar Team;

6. Works with other organizations which may desire to co-sponsor any workshop or seminar.

THE GOVERNANCE PROCESS - CONTINUED

Title: The Board – Individual Job Descriptions

D. SECRETARY

1. Maintains Board documents;
2. Timely provides to the Board the Minutes of Board and Member Meetings for approval.
 - a. Provides the Board minutes to the Board members for approval by the Board;
 - b. Provides the minutes of all business meetings and any member meeting where a vote is taken for approval by the Board;
 - c. Includes in the Board minutes documentation of the nature and Board votes that are conducted via E-mail.
3. Counts and reports the votes on motions considered by the Members;
4. Sends membership packets to new Members (see sample letters and fact sheet in Appendix C);
 - a. Membership packets must include:
 - (1) An NWFPA fact sheet (reviewed and updated on a quarterly basis with respect to membership numbers);
 - (2) A membership certificate;
 - (3) A current Board of Directors contact list;
 - (4) A current membership directory;
 - (5) A copy of the NALA Code of the Ethics, current edition;
 - (6) A copy of Florida Bar Rule 4-5.1 through 5.6, Rule 10-1 through 10-2.1 and Chapter 20; and
 - (7) The current NWFPA bylaws.

b. The Secretary may deliver Membership Packets to the new Member at the next Membership Meeting after Board approval. The Secretary may Email Membership Packets to all Remote Members after Board approval. For the new Members that do not attend the Membership meeting following their approval, the Secretary may determine whether a new Member prefers that their Membership Packet be sent via E-mail or U.S. Mail. Except for new Remote Members, the Secretary shall make a new name tag for each new Member as part of the New Member Packet and either deliver the name tag to the new Member or give the name tag to the Treasurer.

5. Maintains custody of the Policy Manual and updates the Policy Manual with adopted changes.

THE GOVERNANCE PROCESS - CONTINUED

Title: The Board – Individual Job Descriptions

E. TREASURER

1. Advises the Board concerning financial planning and budgeting;
2. Presents financial reports to the Board and to the membership (see sample forms);
3. Prepares financial status report for approval at every Board meeting, (see sample forms);
4. Prepares financial status report to present at the NWFPA Business Meetings;
5. Prepares proposed budget to present to the Board for approval and to present to the membership at the NWFPA March Business Meeting.
6. Reviews and approves expenses that are paid by NWFPA;
7. Receives invoices for monthly Association expenses.
 - (1) Reviews expense on invoice;
 - (2) Cuts check payable on Association account for expense;
 - (3) Retains copy of check and invoice;
 - (4) Mails check.
8. Receives and reviews reimbursements for Association membership with prior approval of Board;
 - (1) Reviews expense for reimbursement;
 - (2) Review expense with Board at monthly Board meeting;
 - (3) Cut check payable on Association account for expense;
 - (4) Retains copy of check and reimbursement request;
 - (5) Mails or hand-delivers reimbursement check.

9. Assists Board with monthly meeting details;
10. Receives all RSVPs from membership;
11. Notifies President of the number of members and guests that have made reservations;
12. Logs RSVPs onto sign-in sheet at monthly membership meetings;
13. Research previous RSVP logs to ensure who are guests and the fees are set accordingly.
14. Contacts the luncheon venue the Friday prior to the meeting to reserve space for the number of attendees;
15. Follow-up the Monday prior to the meeting with any changes to reservation;
16. Arrives at meeting at least fifteen minutes prior to meeting to collect luncheon checks and allow membership to sign in proving attendance; have members' name tags for distribution; and collect name tags at the end of the meeting.
17. Maintains Association finances;
18. Coordinates with incoming Treasurer to finalize banking change-over and new access/signature cards and the Association credit card.
19. Prepares deposits of annual dues and meeting/luncheon fees;
 - (1) Collects all checks;
 - (2) Endorses all checks "For Deposit Only";
 - (3) Copies all checks for record-keeping purposes;
 - (4) Logs all incoming checks on a deposit slip;
 - (5) Deposits checks with Association banking institution;
20. Maintains online access for reviewing account online to balance Association finance books (or electronic records);
21. Manages IRS Reporting, as follows:
 - (1) Annually, the Association receives a reporting form (IRS Form 990N) from the IRS as part of its non-profit status.

(2) Form 990N tracks the annual receipts of entities such as NWFPA. Gross receipts need be reported if they are over \$25,000.00.

(3) Form 990N must be completed showing gross receipts (add up all dues, meeting fees and annual membership fees), total assets (in NWFPA's case, cash in the bank at the time the form is completed) and other general information requested on the form.

(4) Mail Form 990N to the IRS upon completion by the designated deadline.

22. Maintains possession of the Association's post office box mail box key; is responsible for checking the mailbox on a regular basis and directing mail received to the appropriate officer.

23. Files online the Annual Report with the Florida Secretary of State in order to maintain the Active Status for Northwest Florida Paralegal Association, Inc., a Florida Not For Profit Corporation. Consults with the Treasurer to pay the annual filing fee either with the Association's credit card or by reimbursement.

THE GOVERNANCE PROCESS - CONTINUED

Title: The Board – Individual Job Descriptions

F. PARLIAMENTARIAN

1. Attends all meetings and give opinions on parliamentary procedure upon request of the President and answers any question on parliamentary procedure of application of the Bylaws to situations arising in meetings or in connection with the business of the Association;

2. Is familiar with the Association's Bylaws and NALA Bylaws;

3. Receives all proposed bylaw amendments for review and approval by the Executive Team to be presented for vote by the membership;

4. Is familiar with Roberts Rules of Order Newly Revised (current edition), which shall serve as parliamentary authority for items not covered by these Bylaws or any Association Policy Manual; Roberts Rules of Order Newly Revised can be found at www.robertsrules.com;

5. Assists the President at any meeting where a vote is taken to ensure the meeting and vote are conducted according to Roberts Rules of Order Newly Revised (current edition) and the requirements set forth in the Association's Bylaws;

6. Is automatically Chair of the Membership Team and is charged with the responsibility of developing programs to encourage membership in the association; including, but not limited to, any Member Social as directed by the Executive Team ;

7. Is responsible for responding to all inquiries concerning membership eligibility in the Association and inquiries regarding renewals and refunds;

8. Has the primary responsibility for reviewing all New Member Applications and supporting documentation to ensure such meets the eligibility requirements the applicant is applying for membership under. Such may require internet research to verify an applicant's education and/or certification credentials meet the requirements set forth in the Association's Bylaws. Shall communicate with an applicant if the documentation submitted does not support the eligibility requirements the applicant is applying for membership under to obtain proper documentation, this includes suggesting other membership categories the applicant may qualify for membership under;

9. Presents all New Member Applications at the monthly Board meeting and make a recommendation as to the eligibility of each applicant for membership, whereby the Board shall review each application and vote whether to approve each application for membership in the Association;

10. E-mails newly approved members as to their approval by the Board of their membership application and invite them to join LinkedIn;

11. Is responsible for reviewing and approving LinkedIn membership requests pursuant to the NWFPFA membership roster and for removing those members who have not renewed and have been removed from the Membership Roster as set forth in the Bylaws and elsewhere in this Policy Manual;

12. Provides the President, First Vice President, and Secretary with the approved new member's name, firm, address, and email address;

13. In conjunction with the Membership Team updates the Membership Roster on a quarterly basis and provides the updated roster to the First Vice President for dissemination;

14. In conjunction with the Membership Team is responsible for preparing the NWFPFA Annual Renewal Form and notice to be sent to all NWFPFA members, advising of the annual dates that dues and membership renewals are due.

15. In conjunction with the Membership Team is responsible for receiving all Annual Renewal Forms, recording each member's membership renewal for the next fiscal year, updating the Membership Roster accordingly, and forwarding all renewal dues to the Treasurer;

16. Prepares a notice to be sent to all members who have not renewed by January 31st of each year of their removal from the Membership Roster of the Association and revocation of their rights and privileges of membership in the Association. Such notice shall be sent to the First Vice President to be e-mailed to such members from the NWFPFA e-mail account;

17. Notifies the First Vice President, Secretary, and Treasurer of all non-renewed members who have been purged from the Membership Roster so that the NWFPFA e-mail address book and other records are updated accordingly;

18. Makes any changes in the New Membership Application for submission to and approval of NALA, upon direction of President, or by agreement of the Executive Team.

19. Shall maintain a list of Teams and its members.

THE GOVERNANCE PROCESS – CONTINUED

Title: The Board – Individual Job Descriptions

G. NALA LIAISON

1. Is a NALA member as well as a Certified Paralegal;
2. Keeps a copy of the NALA Bylaws and Standing Rules for all purposes;
3. Prepares the NALA mid-year report by November 20 of each year and submits it to the Board for approval prior to the NALA deadline of December 1;
4. Prepares the NALA annual report by May 15 of each year and submits it to the Board for approval prior to the NALA deadline of June 1;
5. May prepare articles for the NALA Affiliates Brief;
6. Maintains the NALA Liaison “Frequently Asked Questions” document.
7. Obtains CLE credits for seminars as required.
 - a. NALA’s Request for Approval form is on the NALA website (www.nala.org) and a copy is attached in Appendix C. It must be submitted at least two weeks prior to the seminar date and include the name of the speaker, the topic, and the length of time of the seminar. The seminar must last at least 50 minutes to receive consideration for approval.
 - b. The Certificate of Attendance form is on the NALA website and a copy is attached in Appendix C. Prior to the luncheon, it is the NALA Liaison’s duty to complete a Certificate of Attendance form and make enough copies to distribute to the member CLAs following the speaker’s presentation.
8. The semi-annual and annual report forms are attached at Appendix C. The semi-annual report is due on December 1; and the annual report is due June 1.
9. If the Bylaws are amended, a copy of same shall be submitted to the NALA Parliamentarian and Affiliation Chair within sixty (60) days of passage of any changes in the Association’s Bylaws. If you have any questions do not be afraid to contact NALA for clarification: 918-587-6828.

THE GOVERNANCE PROCESS - CONTINUED

Title: The Board – Individual Job Descriptions

H. Past President, Ex Officio (“Past President”)

1. Offers guidance, historical perspective, and context of the Association's past activities and policies;

2. Has the same rights as the other members of the Executive Team, except that the Past President may only vote on business brought before the Executive Team in the event that there is a tie vote of the Executive Team;

3. If at any time during the year that the Board and the Past President agree, the term of service on the Board of the Past President may be shorter than the one year term.

THE GOVERNANCE PROCESS - CONTINUED

Title: Board Meeting Process – Agenda Items

A. The Board meets to converge divergent views into one official statement, policy or decision. Consideration of agenda items focus on the following:

1. How does the item relate to the goals and purpose of NWFPA?
2. How does an item relate to the policies of the Board?
3. The end result.

B. The selection of agenda items must be prudent. The Board's time is a finite, non-renewable resource for the Association. Agenda items must be presented to the Board in the context of Board policies.

C. The Board is furnished an agenda in advance of the meeting. The President shall solicit via the Board members e-mail the Friday prior to a Board meeting for Agenda items. Any Board member wishing to place an item on the Board meeting agenda must submit the item to the President for consideration prior to the meeting.

THE GOVERNANCE PROCESS - CONTINUED

Title: Board meetings – Procedures

- A. The Board meets on the second Tuesday of every month unless otherwise determined by the Board;
- B. Voting may be by voice, hand, or electronic means. All electronic voting by Board members must be communicated to all other Board member so that everyone knows how each Board member voted on the issue (i.e., reply to all). All electronic voting shall be recorded in the minutes.
- C. Board members will review Team reports in March and September of every year.
- D. Upon review and approval of the Team reports, the same shall be published in .pdf format and distributed to the membership via e-mail.

THE GOVERNANCE PROCESS - CONTINUED

Title: Annual Budget

A. The Annual Budget Year for the Association shall run from January 1 – December 31.

B. After approval by the Board, the annual budget shall be provided to the Membership no later than 30 days prior to the March business meeting and shall be placed on the Agenda as a business item to discuss at said business meeting.

THE GOVERNANCE PROCESS - CONTINUED

Title: Expense and Reimbursement Policy

A. NWFPA depends on members to volunteer their services on behalf of the Association. NWFPA, when it is fiscally possible, will encourage and support volunteer effort through reimbursement of expenses incurred on behalf of the membership of this Association in the advancement of NWFPA goals and programs.

B. The Board compiles a proposed budget with projected financial guidelines for the forthcoming year based on current income and expenses. This anticipates reimbursement of expenses incurred by volunteers in service to the Association.

1. Expenses must be prudent, economical, fair and equitable. Some expenses incurred by volunteers may not be reimbursable;

2. The definition of reimbursable expenses is dependent upon NWFPA's financial position; and

3. Extraordinary expenses may be submitted to the Board for approval.

C. The Board may make annual reimbursements, which include but is not limited to the following:

1. NALA Convention

The Board may reimburse up to the budgeted amount for expenses incurred by the NALA Liaison in attending the annual NALA Convention. The NALA Liaison shall submit anticipated expenses to the Board prior to the Convention. Upon their return from the Convention, The NALA Liaison shall submit actual receipts to the Treasurer. The Treasurer will review expense claims and receive approval for payment from the Board prior to reimbursement to confirm the expense is addressed by the financial guidelines and the Policy Manual of the Association.

2. FRP Public Forums

The Board may only reimburse up to the budgeted amount for the FRP Chair or the Board's designee to attend one FRP Public Forum per year. Attendance at such meetings are to be determined by the Board. The FRP Chair or other person so designated by the Board shall submit anticipated expenses to the Board prior to the Public Forum. Upon their return from the Public Forum, The attendee shall submit actual receipts to the Treasurer. The Treasurer will review expense claims and receive approval for payment from the Board prior to reimbursement to confirm the expense is addressed by the financial guidelines and the Policy Manual of the Association.

D. Membership renewal begins January 1 and ends January 31 with a 30 day grace period for renewals only. Requests for refunds of membership renewals will only be considered if the renewal application is received between January 1 and ends January 31 and the request for refund is made within the same time period.

THE GOVERNANCE PROCESS - CONTINUED

Title: NWFPA Monthly Membership Luncheons

A. The NWFPA shall hold monthly Membership luncheon meetings on the fourth Tuesday of every month unless otherwise designated.

B. The NWFPA shall hold a Membership business meeting every year in March and September, unless otherwise determined by the Board.

C. The annual Christmas luncheon will be scheduled by the Christmas Team and shall generally not be used to conduct business unless it is imperative.

D. The First Vice-President shall secure a speaker for all meetings other than business meetings and the Christmas luncheon, with every effort being made to have a speaker for whom continuing education credit is available. Luncheons should feature topics which include the following:

1. Topics for which substantive legal and/or technical continuing education credit may be received for at least five luncheons during the year;

2. A speaker on Ethics at least one time during the year;

3. Topics for which general/technical continuing education credit may be received;

E. Current Costs (which may be changed by the Board in the future):

1. Member price -- \$15.00 (lunch is included in the fee);

2. Student price -- \$12.00 (lunch is included in the fee).

3. Guest price (after attending 2 at the member price) - \$18.00 (lunch is included in the fee).

F. Attendance

1. If members or guests make reservations for the luncheon, they must pay for the luncheon even if they subsequently cannot attend. This is because the price for reserving the meeting location for a luncheon is based on the number of attendees that reserve seats.

2. Remote webcast access will be offered to the remote membership on a monthly basis. Remote webcasts will be the responsibility of the Board with the

assistance of the Technology Team (see Appendix C for information on the webcast). Remote Members must RSVP their intent to participate to the NALA Liaison prior to the event. Remote Members will then access the NWFPA webcast at www.livestream.com/nwfpa on the day of the membership meeting. Near the conclusion of the meeting, Remote Members must listen for and record the confirmation code that will be read aloud. Finally, the Remote Member must email the confirmation code to the NALA Liaison at nwfpa.nala@gmail.com in order to get his or her CLE credit sheet.

G. Guests

1. Speakers and one guest shall have their lunches paid by the Association.
2. Any other Guests invited by or at the direction of the Board to attend the luncheon may have their lunches paid by the Association, if so approved by the Board;
3. Other than Speakers or invited Guests, all other Guests can attend two membership meetings at the current member price. After two lunches, guests must pay \$18.00 to attend (this applies to the calendar year from January 1 to December 31).

THE GOVERNANCE PROCESS - CONTINUED

Title: Record Retention

A. All Board and Member Meeting Agendas and any other communication, except direct Emails to the Members and Board, of the President, shall be maintained in electronic format indefinitely.

B. All forms of communication, except direct Emails to the Members and Board, of the First Vice President shall be maintained in electronic format indefinitely.

C. All forms of communication, except direct Emails to the Members and Board, of the Second Vice President shall be maintained in electronic format indefinitely.

D. Written Minutes of the Secretary of NWFPA must be retained for three years. The Minutes of NWFPA shall be maintained in electronic format indefinitely.

E. Written Financial Records and Audit Team reports must be retained for three years. The Financial Records and Audit Team reports shall be maintained in electronic format indefinitely.

F. Written new Member Applications, Renewal Applications, and Correspondence of the Parliamentarian must be retained for two years. New Member Applications, Renewal Applications and Correspondence shall be maintained in electronic format indefinitely.

G. All forms of communication, except direct Emails to the Members and Board, of the NALA Liaison shall be maintained in electronic format indefinitely.

RELATIONSHIPS

Title: Teams -- Establishing

- A. The Board may establish Teams to facilitate and accomplish the goals of the Association.
- B. The Board shall ensure Team work remains timely and relevant to the purposes of the Association and policies of the Board and contributes to the efficient operation of the Association.
- C. The Board shall promote membership involvement through Teams to maximize volunteer resources. The Board shall define for each Team:
1. The scope of responsibility of the Team;
 2. Authority of the Team;
 3. Ends (results) of Team activity.
- D. The Board shall ensure that resources are available for the Teams to perform their duties through the annual budget.
- E. Team members shall serve for the annual year beginning January 1 through December 31.
- F. A Team list shall be circulated at multiple Membership meetings to solicit members for the Charity and Christmas Teams.
- G. The new member application and renewal forms shall include a section for individuals to sign up for our Teams, and the Parliamentarian will keep a list of the Teams and its members.
- H. The President shall meet with each Team Chair, either electronically or in person, within 60 days of the beginning of the annual year.

RELATIONSHIPS - CONTINUED

Title: Teams -- General

A. General.

1. Current Board policy drives the Teams. The President shall review and define the Team policies at the beginning of each year, based on the current policies of the Board;

2. The Board shall be advised of any change in Team function or structure as required by Board policy.

B. Team recommendations to the Board are presented after careful study. Recommendations should describe the implications of actions to the purpose of the Association and include options for action that adhere to the purpose, policies and goals of the Association.

1. Teams shall provide bi-annual status reports to the Board for presentation at the NWFPA Membership Business Meetings;

2. Team Chairs shall report Team actions to the Board in March and September of every year. Reports should include updates of actions of Teams toward accomplishing goals and results. Reports may be attached to the minutes of the Business Board meetings or summarized in the body of the minutes at the discretion of the Secretary.

3. Team Chairs shall provide the Board with any requests and documents for consideration by the Board at the next upcoming Board meeting not later than 5 business days prior to the Board meeting.

(See sample Team Reports in Appendix D)

RELATIONSHIPS - CONTINUED

Title: Audit Team

A. Scope of Responsibility

1. Review outgoing Treasurer's records for accuracy and consistency;
2. Provide written report of findings.
3. Assist the Nominations and Elections Team with distributing, collecting and tallying the votes at the Annual Business Meeting.

B. Authority of Team

1. Review financial records and make report of any deficiencies;
2. Make recommendations of any improvements or changes to record keeping requirements.

C. Resources. Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board prior to incurring the expense; otherwise, the Board will not approve any expenses that exceed the Team's budget.

D. Guidelines:

1. Verify all receivables (dues, seminar and meeting fees);
2. Verify all payables (invoices, reimbursements, scholarships and donations).
3. Check that necessary records are present:
 - a. Copies of deposits;
 - b. Copies of invoices and payments (check copies); and
 - c. Bank statements;
4. Verify Treasurer recorded balance against current bank balance.
5. Create written version of Audit Report with incoming/outgoing cash flow, final cash balance and any noted discrepancies.

E. Ends.

It is the goal of the NWFPA to maintain financial records consistent with state and federal non-profit entities and ensure the financial stability of the Association.

RELATIONSHIPS - CONTINUED

Title: Charity Team

A. Scope of Responsibility

The Team has traditionally taken part in the following annual charities:

Manna Food Bank and Cram the Van (which is sponsored by United Way). The start-up date for this Team will be July of each year, to allow for ample time to: organize the Team; prepare the Team's Cram the Van proposal for submission to the Board for approval at the July board meeting, and the Manna Food Bank proposal no later than the January board meeting; and implement the NWFPA Manna Food Drive which starts in February and ends with the March meeting. Team sign-up sheets for the Charity Team will be distributed at the June meeting.

B. Authority of Team

1. Cram the Van

- a. In June, contact United Way to get the details for this drive;
- b. Ask to be put on the agenda for the July luncheon meeting to announce the details to the membership;
- c. Make arrangements to distribute boxes for collections to large firms;
- d. Arrange to pick up all supplies – this may entail having a collection at the last meeting prior to the closing date of the drive.

2. Manna Food Pantries, Inc.:

- a. Contact Manna Food Pantries, Inc. in January for details;
- b. Announce the food drive at the February general meeting;
- c. Make arrangements for drop-off areas and pick-up times; this may entail collecting food at the last meeting prior to the close of the drive;
- d. Deliver collected food to Manna. They will tell you the amount of food we collected;
- e. Announce the results of the food drive at the next general meeting (or send an email to the members).

C. Resources. Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board prior to incurring the expense; otherwise, the Board will not approve any expenses that exceed the Team's budget.

D. Ends.

It is the goal of the Charity Team to maintain the Association's involvement in the community through charitable giving.

RELATIONSHIPS - CONTINUED

Title: Christmas Team

A. Scope of Responsibility

1. The Christmas Team shall be established in July, to allow for ample time to: organize the Team; prepare the Team's proposal for submission to the Board for approval in September; and execute the NWFPFA's participation in the Team's chosen charitable program and the NWFPFA's Christmas Luncheon. Team sign-up sheets for the Christmas Team will be distributed at as many NWFPFA Membership meetings in order to complete the Team.

2. Prior to the October Board meeting, the Team Chair shall notify the President of the Team's plans for the Christmas luncheon program;

3. The President will present the plan for Board approval at the Board's October meeting;

B. Authority of the Team

1. The Team, with Board approval, may choose the program for the Christmas luncheon;

2. Publicity – The Team shall submit for Board approval any emails, correspondence or publicity for the Christmas luncheon prior to dissemination to NWFPFA members or to the community;

C. Resources

The Christmas Team may submit for Board approval a list of projected expenses for the Christmas program; The President, as ex-officio member of the Team, shall be available to provide any assistance the Team needs in developing the program. Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board prior to incurring the expense; otherwise, the Board will not approve any expenses that exceed the Christmas Team's budget.

D. Ends

The goal of the Christmas Team is to provide an enjoyable Christmas social event for the members.

RELATIONSHIPS - CONTINUED

Title: FRP Team

A. Scope of Responsibility

It is the duty of the FRP Team to:

1. Stay up-to-date and informed of any issues or activities relating to FRPs, such as proposed meetings of the FRP Standing Team, proposed changes to Chapter 20, and updates to the FRP website;
2. Keep the Board and members advised of any such activities and notify the Board of activities that may require Board or member input.
3. Ascertain the Board or membership position on any FRP topic that will be reviewed by the FRP Standing Team;
4. Monitor state-wide activities of other Florida paralegal associations with respect to FRPs, including any association's efforts towards other types of regulation, licensure, etc;
5. Regularly review the FRP website to identify new FRPs in the First Judicial Circuit and prepare letters for the President's signature, inviting them to join the NWFPA;
6. Maintain a current list of all FRPs in the First Judicial Circuit (names and e-mail addresses) and provide same at request of the Board.

B. Authority

The FRP Team chair is authorized to:

1. Represent the Board and membership, with Board approval, on issues before the FRP Standing Team;
2. With Board approval, prepare any publicity articles or make appearances regarding FRP activities.

C. Resources

The Board may reimburse the FRP representative in an amount not to exceed the budgeted amount for attendance at one meeting per year, as determined by the Board for expenses incurred in attending an FRP Forum. Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board

prior to incurring the expense; otherwise, the Board will not approve any expenses that exceed the FRP Team's budget.

D. Ends

It is the goal of the FRP Team to further the FRP program when it is aligned with the NWFPA mission.

RELATIONSHIPS - CONTINUED

Title: Law Week Team

A. Scope of Responsibility

1. Law Week is generally the first week in May. The Team should begin planning for Law Week in November of each year.

2. Contact and meet with the other legal organizations, such as the PLSSA, and the Escambia/Santa Rosa Bar Association, to plan and present a joint event for Law Week.

B. Authority of Team

The Team shall plan the event and present it to the Board for approval.

C. Resources

Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board prior to incurring the expense. Otherwise, the Board will not approve any expenses that exceed the Team's budget.

D. Ends

Law Day was first celebrated in 1958 with President Dwight D. Eisenhower's Proclamation Establishing Law Day.

It is the goal of the Law Week Team to keep the original goal of Law Day in mind when planning the event: it is "a day of national dedication to the principle of government under law." The Law Week Team should be aware of the ABA theme for each year's Law Week; unless otherwise approved by the Board, the Law Week Team should plan its events in alignment with the ABA theme.

RELATIONSHIPS - CONTINUED

Title: Membership Team

A. Scope of Responsibility

1. Create, prepare, update, and on a quarterly basis provide the Membership Roster to the Parliamentarian for submission to the Executive Team;
2. Collect the annual dues for delivery to the Treasurer for deposit in the Association bank account. Retain a copy of all deposits given to the Treasurer in the Membership Team file;
3. Make any changes in the membership application for submission to and approval of the Executive Team;
4. Provide the First Vice President, Treasurer, and Secretary with each new member name and email address for meeting notification purposes, etc.;
5. Provide the President with a bi-annual report regarding the status of membership and the remaining Membership Team duties.

B. Authority of Team

1. Works in conjunction with the Parliamentarian.

C. Resources

Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board prior to incurring the expense. Otherwise, the Board will not approve any expenses that exceed the Team's budget.

D. Ends

It is the goal of the Membership Team to develop programs to encourage membership in the association.

RELATIONSHIPS - CONTINUED

Title: NALA Convention Team

A. Scope of Responsibility

1. Responsible for planning and preparing the NWFPA affiliates booth for annual convention.

2. Duties include, but are not limited to, submitting the Affiliate Association Exhibitor form to NALA Headquarters, selecting a theme or idea, developing a budget for the booth components for approval by the Board, selecting and ordering promotional items, preparing the tri-fold board and table draping, arranging to ship the components of the booth to the annual convention location, and assisting with manning the booth at annual convention whenever possible (in cooperation with the NALA Liaison).

B. Authority of Team

The Team shall plan the event and present it to the Board for approval.

C. Resources

Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board prior to incurring the expense. Otherwise, the Board will not approve any expenses that exceed the Team's budget.

D. Ends

It is the goal of the NALA Convention Team to promote our involvement as a NALA affiliated association at the annual national convention.

RELATIONSHIPS - CONTINUED

Title: Naturalization Team

A. Scope of Responsibility

Provide refreshments for candidates, guests and ceremony representatives at the naturalization ceremony held at the federal courthouse (see Appendix B). Maintains communications and coordinates for ceremony dates with courthouse representative and Escambia Santa Rosa Bar Association representatives.

B. Authority of Team

Set up and host the refreshment tables in the lobby of the U.S. Courthouse on Palafox Street, and congratulate the new U.S. citizens.

C. Resources

Team members shall provide the snacks and the Escambia/Santa Rosa Bar Association shall provide beverages and paper products. The Team Chairperson maintains the equipment (punch bowl, ladle, table cloth, trays).

Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board prior to incurring the expense. Otherwise, the Board will not approve any expenses that exceed the Team's budget.

D. Ends

It is the goal of NWFPA to offer its services in this joint endeavor with the Escambia/Santa Rosa Bar Association to help celebrate and recognize the commitment of individuals who have taken the oath to become United States citizens.

RELATIONSHIPS - CONTINUED

Title: Newsletter Team

A. Scope of Responsibility

On a quarterly basis, prepare a newsletter for dissemination to the NWFPA membership following approval by the Board.

B. Authority

The Newsletter Team is authorized to conduct interviews, gather news items, summarize items of interest from legal journals, report on NWFPA activities, etc., which may be of interest to NWFPA membership, in preparation of the NWFPA newsletter.

C. Resources

Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board prior to incurring the expense. Otherwise, the Board will not approve any expenses that exceed the Team's budget.

D. Ends

It is the goal of the Newsletter Team to document NWFPA activities, as well as provide an interesting and informative newsletter to NWFPA members.

RELATIONSHIPS - CONTINUED

Title: Nominations and Elections Team

A. Scope of Responsibility

In order to plan and prepare for the annual election of officers, the Team shall:

1. Send to all members, in the beginning of July, an email in the substantially same format as the email in Appendix B;
2. Confirm with each nominee his or her willingness to accept the nomination;
3. Present at the July meeting the nominations to date and, if necessary, encourage more nominations;
4. Submit a proposed candidate questionnaire to the Board for its approval prior to the August Board meeting;
5. At the August meeting, present the slate of candidates to be voted on at the September business meeting of the Association; there must be at least one name for each office to present to the membership at the September business meeting;
6. The candidate questionnaire should be sent to all nominees no later than September 1, with a request that it be returned to the Nominations and Elections Team prior to the September Board meeting; the completion of the questionnaire is voluntary but highly encouraged; the completed candidate questionnaire shall be submitted to the First Vice President for dissemination, to be distributed together with the September business meeting notice.
7. At the September business meeting, with the assistance of the members of the Audit Team distribute ballots to the members for voting, collect the ballots and tally them.
8. Thereafter, a member of the Team shall announce the officers for the next fiscal year;
9. In the event of a tie and pursuant to Robert's Rules of Order, Elections for offices for which no candidate has a majority, the chair announces, "no-election." The chair directs that new ballots be distributed for those offices for which no candidate attained a majority or there is a tie (if there are multiple offices that have this problem there should be a re-vote for one at a time instead of altogether.). The ballot should be

repeated until a majority is attained. Nominations can be taken from the floor as well if there is a tie/non-majority; and.

9. Move for the destruction of the ballots.

B. Authority of Team

The Team has the authority to email all members regarding the nomination of officers. If the Team does not have the member email database, the Chair shall work with the First Vice President to have any necessary emails sent.

C. Resources

Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board prior to incurring the expense.

D. Ends

It is the goal of the Nominations and Elections Team to present a worthy slate of nominees for the members to vote for at the September business meeting.

RELATIONSHIPS - CONTINUED

Title: Seminar Team

The First and Second Vice Presidents are automatic members of the Seminar Team, but not necessarily its Chair.

A. Scope of Responsibility

1. The Seminar Team shall ensure that NWFPA members are offered a seminar with at least three hours of NALA-approved continuing education credit during the fiscal year;

2. Seminars may be co-sponsored with other legal organizations, such as the Escambia/Santa Rosa Bar Association and the Pensacola Legal Support Staff Specialists;

3. The Seminar Team shall report in its first Quarterly Report to the Board its seminar plan for that fiscal year.

B. Authority of the Team

The Team may choose the seminar topic, keeping in mind the current topics of interest in the paralegal profession and NWFPA member interests as expressed, for example, in the Salary Survey or by polling the members.

C. Resources

Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board prior to incurring the expense. Otherwise, the Board will not approve any expenses that exceed the Team's budget.

D. Ends

It is the goal of NWFPA to offer its members quality continuing education programs each fiscal year.

RELATIONSHIPS - CONTINUED

Title: Student Liaison Team

A. Scope of Responsibility

Plans and administers the annual Northwest Florida Paralegal Association (NWFPA) Annual Student Membership Contest. This contest is open to all UWF and PSC students who are currently enrolled in and attending classes in the Legal Studies/Paralegal Studies programs at those respective institutions. Applicants do not have to be a member of NWFPA.

Applicants who have questions or need assistance with the application process should contact the Student Liaison Team Chair, _____, via email at 2ndvp@nwfp.com. Please be sure to include in your email's subject line: "NWFPA Membership Contest-Question"

B. Authority of Team

Upon Board approval, to prepare and distribute a flyer announcing the Annual Student Membership Contest via email to the head of the legal studies programs at UWF and PSC. They have further authority to choose from the applicants four winners total, awards will be granted to two applicants from each school.

To award TWO AWARDS FOR LEGAL STUDIES STUDENTS AT UNIVERSITY OF WEST FLORIDA \$50.00 gift card and a free one-year Student Membership in the NWFPA (\$25.00 value).

To award TWO AWARDS FOR PARALEGAL STUDIES STUDENTS AT PENSACOLA STATE COLLEGE \$50.00 gift card and a free one-year Student Membership in the NWFPA (\$25.00 value).

(See sample flyer, and application Appendix D)

C. Resources

Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board prior to incurring the expense. Otherwise, the Board will not approve any expenses that exceed the Team's budget.

D. Ends

It is the goal of the Student Liaison Team to develop programs to encourage Student membership and development in the association.

RELATIONSHIPS

Title: Summation Team

A. Scope of Responsibility

1. On a bi-monthly basis, prepare at least one article for dissemination to the members of the Escambia-Santa Rosa Bar Association (ESRBA) membership following approval by the NWFPA Board.

2. Chair shall attend monthly meetings at the ESRBA as a representative of the NWFPA. Prepare quarterly report regarding activity of the Team.

B. Authority

The Summation Team is authorized to conduct interviews, gather news items, summarize items of interest from legal journals, report on NWFPA activities, etc., which may be of interest to the ESRBA and NWFPA membership, in preparation of articles for the Summation.

C. Resources

Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board prior to incurring the expense. Otherwise, the Board will not approve any expenses that exceed the Team's budget.

D. Ends

It is the goal of the build a relationship between the NWFPA and the ESRBA to help recognize the commitment of both organizations to our community. The Board has the power to approve, if asked by a student member, to allow a student member access to remote broadcasts.

RELATIONSHIPS - CONTINUED

Title: Technology Team

A. Scope of Responsibility

1. On a bi-monthly basis (or more often as needed), maintain and update Association website.

2. Be the moderators for the Association's LinkedIn account. We are presently only allowing NWFPA membership into the group. At present, requirements of this group include approving new members, monitoring content posted, and posting NWFPA news and events.

3. Be the moderators for the Association's Facebook page which requires a moderator to eliminate spam and post NWFPA news and event photos.

4. Correspond with Remote Members at least twice a month to a) send a "Save the Date" notice and b) send the actual "RSVP now" notice. Once Part B goes out, the RSVP's are logged as the first part of the two-step process to get CLE credits.

Technology Team members would be given access to the NALA Liaison Gmail account, to assist with this process. They would also periodically check the Bar website for new FRP's to add to our list.

5. Responsible for webcasts: Each month, a little extra time is taken to arrive early, set-up webcam, laptop, speaker system (and sometimes assist a speaker with a screen/projector set-up). Then log-in to www.livestream.com/nwfpa to moderate the show.

Once logged in, ask those connected via video and chat for a sound-check; continue to correspond with them throughout and ask if anyone has questions to ask. If there are, you can indicate a question and read it to the speaker.

6. At the end of the presentation, give the users a confirmation code.

7. Post processing- webcasts are downloaded, deleted from the Livestream system, and uploaded to our cloud storage website. Here, it can be purchased for additional credit.

8. Technology Team members would be trained on the set-up and given passwords for all of the systems to assist with the post-production and processing.

B. Authority

The Technology Team is authorized to:

1. Moderate, maintain, and determine eligible participants in LinkedIn and Facebook.
2. Set up and moderate monthly webcasts.
3. Maintain/upkeep website.

C. Resources

Should additional expenses arise that exceed the Team's budget, the Team shall present the expense for approval by the Board prior to incurring the expense. Otherwise, the Board will not approve any expenses that exceed the Team's budget.

D. Ends

It is the goal of the Technology Team to develop programs and maintain the network resource to encourage participation by the membership in the association.

APPENDICES TO POLICY MANUAL

APPENDIX A

Title: NWFPFA Annual Budget

Purpose: To be a guide to the Teams so as to enable their ability to plan the fiscal year events without need for prior monetary approval from the Board.

Sample Budget: The Budget shall be presented to the Membership at the March Business Meeting each year.

**NWPFA ANNUAL BUDGET
January 1 through December 31 20__**

CATEGORY	2012-2013 PROPOSED INCOME	2012-2013 PROPOSED EXPENSES
INCOME		
ASSETS:	14,500.00	
PROFESSIONAL DEVELOPMENT (Seminar Team)	3,500.00	(3,000.00)
MEMBERSHIP: --Dues	4,500.00	
REGULAR MEETINGS	6,800.00	(6,500.00)
INCOME TOTAL	29,300.00	(9,500.00)
EXPENSES		
BOARD MEETINGS		(400.00)
PRESIDENT		(150.00)
1st VICE PRESIDENT		(25.00)
2nd VICE PRESIDENT		(25.00)
SECRETARY		(400.00)
TREASURER		(25.00)
NALA LIAISON		(1,000.00)
PARLIAMENTARIAN		(25.00)
EX-OFFICIO		0.00
AUDIT		0.00
CHARITY TEAM		(400.00)
CHRISTMAS TEAM		(400.00)
FRP TEAM		(1,200.00)
LAW WEEK TEAM		(500.00)
MEMBERSHIP ---membership ---CP exam & prep. Proposal	TEAM recognition	(500.00) (500.00)

MISCELLANEOUS:		
-- ESRBA Related events		(50.00)
-- P.O. Box Rental		(50.00)
-- PBWorks for all Teams and Board		(800.00)
-- President's Gift		(100.00)
NALA AFFILIATION -- Affiliation Dues		(225.00)
NALA CONVENTION TEAM		(500.00)
NATURALIZATION TEAM		(25.00)
NEWSLETTER TEAM		(160.00)
NOMINATIONS/ELECTIONS		0.00
STUDENT LIAISON TEAM		(1,000.00)
SUMMATION TEAM		(240.00)
TECHNOLOGY TEAM		(250.00)
EXPENSE TOTAL		(7,950.00)
GRAND TOTAL	29,300.00	(17,450.00)

APPENDIX B

Title: NWFPA Board of Directors Code of Conduct

A. Purpose

The NWFPA fundamental commitment to ethical behavior is shared by its Board and members. This Code of Conduct shall work together with NWFPA's existing governing documents, including but not limited to its Bylaws and the policies found in the Policy Manual, as well as Roberts Rules of Order, Newly Revised Edition. The Code provides the Board with a basis for a culture of honesty, respect, trust and accountability.

As representatives of the NWFPA membership, and as persons at the highest levels of responsibility and trust, the Board and its individual members are expected to adhere to the NALA Code of Ethics for the benefit of the membership, the legal community and the public at large.

No code or policy can anticipate every situation that may arise. While the Code cannot address every ethical issue, it is intended to provide the Board with basic guidance as to the professional, ethical, legal and socially responsible behavior NWFPA expects from its members of the Board. Applying common sense, good judgment and integrity to every business issue will help to ensure that all decisions are consistent with NWFPA's values and the Code.

Accordingly, the Code serves as a source of guiding principles for the Board. When in doubt, the Board should act according to the spirit of this Code and NALA's Code of Ethics and Professional Responsibility.

B. Code of Conduct Goals

The Code sets forth several goals and guiding standards:

1. **Accountability** – the Board will act in good faith and in the best interests of the NWFPA membership.
2. **Professional Excellence** – The Board will maintain a professional level of courtesy, respect and objectivity in all NALA activities.
3. **Legal Compliance** – The Board is committed to adhere to NWFPA's integrity standards and should avoid any activity, which might lead to the involvement of NWFPA or its Board in any unlawful act or practice.

APPENDIX B**NWFPA Board of Directors Code of Conduct (continued)**

4. Personal Gain – The Board will exercise the powers invested in it for the good of all members of NWFPA rather than for individual personal benefit.

5. Equal Opportunity – The Board will ensure the right of all NWFPA members to appropriate and effective services without discrimination in accordance with all applicable legal and regulatory requirements.

6. Confidential Information – The Board will respect the confidentiality of sensitive information acquired through service on the Board, and will continue to do so after their term in office has expired.

7. Collaboration and Cooperation – The Board will work together for NWFPA's mutual benefit as expressed or acted upon by the Board, Teams and membership, and dissent as appropriate.

8. One Voice – The Board shall speak with one voice as to all policies and procedures of NWFPA and all decisions made by the majority of the Board or membership.

APPENDIX C

Title: TEAM INFORMATION

Naturalization Team

- Teresa Cole (*confirm*) is the contact at the Federal Courthouse. Her telephone number is: 470-8129 and her e-Mail: Teresa.cole@flnd.uscourts.gov
- Michael (Mike) Doubek is our contact at the Escambia/Santa Rosa Bar Association. His phone number is 434-8135 and e-Mail: mike@esrba.com
- Theresa Cole will call ahead to let us know approximately how many “heads” will be in attendance.
- Figure about 3 cookies per person. Make 2 ice rings for the punch bowl (maybe 3 depending on the number, but typically we have gotten by with 2). The ESRBA provides the punch for the punch bowls.
- Contact Team members about 1-2 weeks prior to the event to let them know, and if they can attend.
- Arrive approximately 30 minutes prior to close of ceremony, about 10:30.
- If someone on the Team has not viewed a ceremony check with them to see if they would like to observe. If so, allow them to take a seat at the back of the court room.
- The ESRBA provides the following: Cups, Doilies for trays, Napkins, Sprite, Hawaiian Punch.
- NWFPA provides the cookies, ice, and hosts.
- Cover table with table cloth and cover cookie trays with doilies. Lay out cookies on tray for presentation, fill cups with punch and lay out on the table. The punch is typically 2 to 3 Sprites to 1 Hawaiian Punch.
- Clean up after, return sodas and cooler chest to ESRBA and rinse out the punch bowl. The standard practice has been to give cookies from the open cookie packages that are not eaten to the Court Security Officers.

APPENDIX C

Title: TEAM INFORMATION: Nominations and Elections Team

The following email should be sent to all the members in the beginning of July. If the Nominations and Elections Team Chair does not have the database of member addresses, this can be sent to the Vice President to forward to the members.

Email to send to the members regarding Nominations:

In preparation for the September elections, the members of the Nominations and Elections Team are forwarding the attached form for Executive Board nominations.

Please take this opportunity to nominate anyone you would like to see fill these positions. The Nominations and Elections Team will confirm their willingness to accept. The only technical qualification for the positions is that the NALA Liaison must be a CLA/CP.

In order for us to present a verbal slate of nominees at the July membership meeting, please forward your nominations to the Chair of the Nominations and Elections Team, _____, by _____.

(E-Mail:_____).

*Thank you very much.
The Nominations and Elections Team*

SAMPLE NOMINATION FORM

**NORTHWEST FLORIDA PARALEGAL ASSOCIATION
200_-200_**

EXECUTIVE BOARD NOMINATIONS

1. PRESIDENT:

2. FIRST VICE PRESIDENT

3. SECOND VICE PRESIDENT:

4. SECRETARY:

5. PARLIAMENTARIAN:

6. TREASURER

7. NALA LIAISON

SAMPLE BALLOT

**NORTHWEST FLORIDA PARALEGAL ASSOCIATION
20__-20__
BOARD BALLOT**

President:

- _____
- _____

Treasurer:

- _____
- _____

Parliamentarian:

- _____
- _____

First Vice President:

- _____
- _____

Second Vice President:

- _____
- _____

Secretary:

- _____
- _____

NALA Liaison:

- _____
- _____

APPENDIX C

Title: TEAM INFORMATION: Technology Team

The technology Team shall assist the Board with the set-up, management and moderation of the monthly webcast. Required to run the monthly webcast:

- One wireless-ready laptop (with electrical cord backup)
- Webcam
- Webcam stand
- Small table/chair placed near speaker podium

Moderator of webcast will need to arrive early and set-up laptop. Webcam should be mounted on stand at eye-level to the presenter and plugged into the laptop. Moderator needs to check the laptop's wireless access and log onto the Pensacola Little Theater's (PLT) wireless connection. When you click on "PLT" to connect, it will ask you for an access code. The code is: 1234567890

Once connected to the wireless internet, moderator of webcast will open a web browser. He/she would then type in the following web address:

www.livestream.com

In the upper right corner of the Livestream page, there is a "Logon" button. The logon and password are:

Logon: nwfpa
Password: godiva01

Moderator will then click on the "My Account" also in the upper right corner. This will open a page that will have the NWFPA channel in the middle. Double click the blue "NWFPA" link in the middle of the page.

Again in the upper right corner, there is a red button that says "Broadcast Now." Click this button. A pop-up will load that will ask you to select the channel to produce. Again click "NWFPA." This opens the broadcast portal. A second pop-up will occur that asks you to give the portal permission to access your webcam. Click "allow."

Your webcast portal is now open and ready to be operational. On the left side you will see what your webcam sees. On the right side, you will see the chat portal. Your participants can acknowledge their access and/or ask you (or the speaker) questions via the chat portal.

When the broadcast is ready to begin, click “Go Live.” Monitor the chat portal and watch the webcam footage throughout the meeting to ensure good quality.

Near the conclusion of the meeting, remind the President to announce the Remote Code for the remote viewers. For those that have been chatting, you can type the code into chat for their convenience as well.

At the conclusion of the meeting, click “Stop.” The broadcast portal will ask you if you want to save your broadcast. Click “Yes” and allow it to save as the default name (it will be a date/time stamp).

Breakdown the webcam and laptop.

APPENDIX C

Title: TEAM INFORMATION: Sample Quarterly Team Reports

A. Naturalization Team Report - SAMPLE

The Naturalization Ceremony Team had its first function on Friday, _____. There were approximately 100 candidates who were taking their oath as an American citizen for the first time. All the members of the Team participated in providing refreshments to the new citizens, and those in attendance for the ceremony. We were told by _____ at the Federal Courthouse to expect about 350 people.

Mike Doubek and Stephanie from the Escambia/Santa Rosa Bar Association provided drinks, cups and napkins; the Team members provided the cookies.

This was the first ceremony for the other members so they took the opportunity to review a part of the ceremony and, of course, were sincerely touched by the proceedings.

Everything went well.

Dated: _____

_____, Team Chairperson

B. Membership Team Report - SAMPLE

The annual Membership dues for 200__-200__ have all been collected. We presently have ___ members: ___ Active Members, ___ Sustaining Member and ___ Student Members.

In the next month we will be planning the NWFPA Second Annual Spring Social.
Respectfully submitted by,

Team Chair

C. Charity Team Report - SAMPLE

1. Manna Food Bank Drive

This is an annual drive that NWFPA participates in. To initiate the drive, I contacted the Food Bank (432-2053) in October to confirm the details, and I announced at the October general meeting the procedures for donations. Additionally, I sent reminder emails notifying the members that they could drop the food off at the November meeting in front of the Civic Center, or send it to me at my office.

At the conclusion of the drive, I took the food and monetary donations to the Manna Food Bank, located at 116 E. Gonzales St., Pensacola. They let me know that we had donated almost 500 pounds of food and \$910.00!

I emailed the members with the results of the drive.

2. Cram the Van

In July 2008, NWFPA will participate again in the United Way's Cram the Van, which is a drive for school supplies. We have participated in this drive for the past 3 years.

Respectfully submitted,

_____, Chair

D. Law Week Team Report - SAMPLE

_____ and I met with _____ and Mike Doubek on (Date) re: Law Week.

Regarding our participation, we discussed the following:

1. Legal Support Staff Breakfast on 4/29- Rather than have a breakfast, we would like to approach PLSSA about co-sponsoring a Legal Support Staff Lunch. We would like to invite some local JAs to form a panel to speak to us and answer questions. We should be able to get CLE credit as well. We could do this in addition to or in lieu of our regularly scheduled meeting. And we understand that you know *all* the JAs!!

2. Free Legal Clinic on 5/3 - Mike suggested that instead of our association doing fingerprinting at the mall, as we have done in past years, we should consider volunteering to help out at the Free Legal Clinic. We do not have all the details yet but basically there will be attorneys there, including Legal Aid, trying to help the community with a variety of legal issues. Our volunteers could assist with intakes, or as Prof Harrell put it "triage."

We will submit our recommendations and proposals to the Board for consideration. Thanks!!

Here is the proposed schedule:

4/27: Church Service at 9:00am at St. Francis in Gulf Breeze

4/29: Legal Support Staff Breakfast (Lunch!)

4/30: Judicial Reception at Seville from 5-7pm

5/01: Law Day Luncheon at New World Landing from 11:30am to 1:00pm

5/03: Free Legal Clinic

_____, Team Chair

E. Seminar Team Report - SAMPLE

1. Planning Report:

On Date: ___/___/___ _____ met with Mike Doubek and _____ to discuss the possibility of co-sponsoring seminars with the ESRBA. They are definitely open to the venture. Mike said they had been pondering several topics including Trial Advocacy or E-Discovery for a September seminar. We also discussed doing a Part II of the CSI seminar possibly in May and approaching the FDLE again. Mike suggested the Bar Association would use their blast fax system to advertise the seminar as well as handle the reservations and money for attendees. The Bar Association would also profit from the attorneys who attend while the NWFPA would profit from the non-attorneys who attend.

On February 5, 2008, _____ met to discuss planning a seminar. _____ will Chair the Seminar Team.

The plan is to put the CSI II seminar on hold for now and approach that at a later time due to a low turnout at the CSI Part I. It was discussed that a bigger interest in some area of Litigation would be beneficial and probably well attended. We will be planning to go forward with a Pre-Litigation seminar for a Friday morning in May at the Judicial Center in their Jury Assembly room. We would like to present areas of Discovery such as assembling trial notebooks, document management such as labeling and organization, E-discovery and other technical advances in this area. The details are still in the works and we are going to see what we can come up with and go from there.

_____ will be approaching Mr. Fleming (atty) and an attorney from Kerrigan, Estess, and Rankin and Jenny will be approaching Pete Kaufman (Levin atty) as well as Dana Vigodsky, the trial paralegal at Levin.

2. Event Report

i. List Team Members.

ii. Date/Time/Location: We held a full day seminar on Friday, September 9, 2016, from 8:30 a.m. to 4:00 p.m. at the M.C. Blanchard Building Juror Assembly Room.

iii. Co-Sponsor: This seminar was co-sponsored by ESRBA to help increase attorney interest in the seminar. Mike Doubek made application to the Florida Bar for approval of the attorney CLEs. Eight of the attendees were attorneys. We did not have to split any fees with ESRBA.

iv. Cost:
FULL DAY OPTION (lunch included)

\$75.00 ESRBA/NWFPA/PLSSA Members
\$80.00 Non-ESRBA/NWFPA/PLSSA Members
\$30.00 Students
HALF DAY OPTION (lunch included)
\$50.00 – ESRBA/NWFPA/PLSSA Members
\$55.00 – Non-ESRBA/NWFPA/PLSSA Members
\$25.00 – Students

A.M. Session: 9:00 a.m. – 1:00 p.m.
P.M. Session: 12:00 p.m. – 4:00 p.m

- v. Theme: Hot Legal Topics: Speakers were:
 - a. Carrie Cromey, Esq., Legal Services of North Florida, Inc
Topic: Updates on LGBTQ Legal Issues
 - b. Charlie Penrod, Esq., Assistant Professor with University of West Florida
Topic: Changes and Updates to The FLSA's Provisions- How They Change the Employment Landscape
 - c. Charlie Penrod, Esq., Assistant Professor with University of West Florida
Topic: Employers Beware: Hiring Practices Under The FLSA and Title VII
 - d. Mikeal Donald, Owner, Megan Strickland, MSN, Any Lab Test Now
Topic: Drugs, DNA, and Other Dirty Secrets
 - e. Olivia P. Klein, Bar Counsel, The Florida Bar
Topic: Ethical Pitfalls of Practice
 - f. John A. Molchan, Esq. Assistant State Attorney, Office of the State Attorney
Topic: The Implications of Hurst v. Florida on Capital Punishment
- vi. See Flyer for Topic descriptions and speakers' biographies. 6 hours of CLE credits were available for those who attended full day and 3 hours for half day attendees. (NALA and Florida Bar certificates are also enclosed)
- vii. Breakfast: Team members made arrangements with the courthouse cafeteria for coffee, mini doughnuts and muffins, soft drinks and water, to avoid having to deal with bringing liquids in through security.

- viii. Lunch: Newks provided an abundant selection of boxed lunches which included sandwiches, chips, salads and sweet stuff. Newks also provided tea, lemonade, as well as necessary paper goods and utensils. Lunch was available for all attendees, even if they only attended half-day.
- ix. Give-Aways: The Seminar Team joined with the NALA Convention Team's purchase of beer bottle cozies. We also provided giveaways left over from last year. Additionally, Thornton Process service provided mugs with cookie packages for each attendee to take home and Envisage This provided smart phone easels/stands.
- x. Door Prizes: Team members obtained large donation of some great office products from Gulf Coast Office Products. Wierzbicki provided 2 - \$25 gift certificates for Global Grill. Any Lab Test Now provided gift certificates for B12 shots and hormone tests. Each attendee received a raffle ticket and we called numbers during the breaks. We also gave each speaker a thank you note with a \$25 Starbucks gift card to show our appreciation.
- xi. Recording: Due to issues with the wifi signal at the Courthouse, the Team decided not to live stream this seminar. Kris Castillo was on hand to record the entire seminar and we will make the seminar/CLEs available via NWFPA's cloud storage at a future date.
- xii. Financial Statement:
We had 32 attendees, the majority attended full day. We had a great mix of students, paralegals and attorneys from many different firms, organizations and schools. (see RSVP list for details). There were varying amounts charged, depending on member affiliation, student status, etc.

*** ProLegal sponsored breakfast with a \$200.00 cash contribution

32 attendees – total charged	\$ 2255.00
+ Donation from ProLegal	200.00
Expenses:	
Newks (lunch)	425.76
Sisters breakfast and beverages	166.66
Kris Castillo	100.00
Supplies/Gift Cards	179.98
+ Deb's gift bags & goodies	11.04
Seminar Team portion - giveaways	93.35
Total Expenses	976.79
<u>Net Profit (2455.00 – 976.79)</u>	<u>\$ 1,478.21</u>

The seminar was quite a success – we feel a good time was had by all.
Thank you.
The Seminar Team

F. NWFPA Christmas Team Report

1. No-Auction Sample Report

OBJECTIVE

The role of the Christmas Team is to organize the NWFPA Christmas luncheon. There was no interest and no member volunteers to conduct a charity auction, so we decided to do an "Ugly Christmas Sweater" Contest along with a Mystery Raffle (with cash proceeds going to Favor House). The Team decided to continue the charitable efforts of the prior Christmas Teams by organizing a collection drive to benefit the residents of Favor House of Northwest Florida, Inc., a domestic violence center serving Escambia and Santa Rosa Counties and their children.

We decorated the room with Christmas decorations. Each attendee received gifts at each place setting purchased by the team and donated by Thornton Process Service and Pro-Legal.

There were many energetic ugly Christmas Sweater contestants, with a gift card and "Gold" medal going to the winner and gift cards and prizes to the runner ups.

We received donations of gift cards and raffle gifts from Pro-Legal, Emmanuel Sheppard & Condon, Deb Johnson and Vicki Campbell. ProLegal provided the brochure printing services to us free of charge.

Raffle tickets were \$1 each – 6 for \$5. Members' raffle ticket purchases and cash donations resulted in a donation of over \$300 for Favor House and plus a car full packed with goodies, toiletries, gifts, toys and necessities for the Favor House residents and their children, thanks to the generous donations of NWFPA members.

The NWFPA Christmas Team would like to thank all who contributed to these worthy charity events for their time and generosity.

Respectfully,
NWFPA Christmas Team

2. No-Auction Sample Report

Planning:

Our Team began planning and preparing for the luncheon as soon as possible. We held several lunch meetings to discuss and plan every aspect we could think of. We discussed what our expectations were and whether or not to have an auction. Unanimously, we decided that we really wanted to hold another auction. Then we had to decide which charity we wanted to assist, who to invite to the luncheon [members,

people from local legal community and businesses, etc.], how to conduct the many aspects of an auction [money handling, acquiring auction items, and even door prizes.

In planning a charity auction there is so much to consider and seek approval from the Board that we found it in our best interest to draft a Proposal (attached) for review by the Board. In this proposal, we included everything we were considering for the auction. We even included drafts of all of the letters we wished to use including letters to local businesses asking for donations, thank you letters, auction brochures, auction fliers, and Salvation Army Christmas Stocking fliers. Receiving Board feedback from our proposal was instrumental in helping our Team establish its boundaries and goals for the luncheon. We have attached the Board's response to our Proposal and the letters we sent.

We spoke with Board members, last year's Team members, and Association members, to find out what people like or disliked from last year's auction, and how to improve upon it. Many Members spoke very highly of the auctioneering capabilities of Mitch Sims, who was the auctioneer for the 2007 Christmas Auction. And since he is a professional auctioneer, we decided that his assistance and advice would be a huge help. Mr. Sims was instrumental in assisting in the preparation of the bid sheets and explaining the intricacies of running an auction.

After deciding to benefit the Children's Services Center for a second year, the hard work began. We divided up the town into sections and each Team Member solicited businesses in those areas for items to auction such as event tickets, restaurant gift certificates, spa packages, jewelry, and anything else we could get. Attached is an Auction List showing which businesses donated and what items they donated. This list was very helpful in keeping track of the items, and assisting our Auctioneer in knowing what the estimated value of the item was and how fast of a pace the auction needed to progress (as we were still on the hour time limit).

Most of the items we received were already packaged, so we did not have to do much preparation to the items. We put all the gift certificates in envelopes notated with the contents and the donating business's information for easy identification. We prepared item descriptions for use by Mitch Sims during the auction. We prepared bidder's numbers by stapling a medical tongue depressor to a folded index card with numbers written on them with permanent marker. And the NWFPA provided the tickets for raffling.

Nancy Wolfe, Director of Public Education and Resource Development, was our contact at the Children's Services Center and our guest of honor at the auction. Nancy Wolfe will also be present to accept the proceeds at the January 2009 meeting.

For the auction, each Team member was assigned specific duties, and we even recruited help. _____ and _____ were Receptionists – they assigned bidders' numbers and gave out raffle tickets. Mitch Sims was the auctioneer. _____ and _____ were clerks – they documents who won what items. _____ and _____

_____ played "Vanna White" and displayed the items on the auction block. _____ presented the door prizes. _____ and _____ were Cashiers.

The Auction:

Each member of the Christmas Team arrived at least an hour ahead of time to assist in preparation. Some members brought in last minute items, so those had to be prepared. The auction items were placed on the tables per instructions by Mitch Sims. Stickers were placed on the bottoms of a few chairs in the audience for door prizes. And a bidder's sheet was placed at the entrance, along with the bidder's numbers, for assignment. Raffle tickets were sold at the door, 1 for \$1 or 6 for \$5. Members who provided items for auction were also given a raffle ticket per item.

Members got their meals and seats while _____ announced the beginning of the auction. Mitch Sims began the auction and _____ and _____ documented who won what items. _____ and _____ displayed the items currently on the block by walking them around the room and presenting them to the winner of the item. During the auction, _____ would announce door prize winners intermittently. _____ was seated in the back of the room and cashiered during the auction and after the completion of the auction (with assistance from _____). We accepted checks made to the NWFPA and cash. We received \$_____ from auctioned items, \$_____ in monetary donations to the _____, and \$_____ from raffle tickets. Our grand total was \$_____.

All proceeds were presented to the _____ at the January 20____ meeting.

Respectfully Submitted,

Charity Team Chair

APPENDIX D

A. SAMPLE DOCUMENTS FOR OFFICERS – President

Sample General Meeting Agenda



P.O. Box 1333 ♦ Pensacola, FL 32591-1333 ♦ www.nwfpa.com

AGENDA
Speaker Meeting – May 24, 2011

Welcome to all Members and Guests:

Welcome to all those viewing this presentation via remote transmission.

Welcome guests:

New Members:

New Business:

a.

Guest Speaker –

Announcements:

Next Board meeting: _____, 20____

Next Membership meeting: _____, 20____

[Continued]

Speaker Evaluation Form:

Was the speaker prepared and organized? _____

Did you find the speaker's presentation informative and educational? _____
If not, why not?

Did the speaker adequately answer questions from the audience? _____

Do you feel you benefitted from attending this presentation? _____
If not, why not?

What substantive law, technology, or professional development topics would you like to see presented to the membership (please be specific)?

If so, do you have suggestions for speakers?

Sample Board Meeting Agenda



P.O. Box 1333 ♦ Pensacola, FL 32591-1333 ♦ www.nwfpa.com

BOARD MEETING AGENDA

_____, 20____
Noon @ _____

- I. Review and Adoption of minutes.
- II. Treasurer’s Report
- III. New Member Application Review
- IV. Old Business:
- V. New Business

Next Board meeting: _____, 20____
Next Membership Meeting: _____, 20____

B. SAMPLE DOCUMENTS FOR OFFICERS – First Vice President

1. Sample Meeting Notice



P.O. Box 1333 ♦ Pensacola, FL 32591-1333 ♦ www.nwfpa.com

**NORTHWEST FLORIDA PARALEGAL ASSOCIATION
MEETING NOTICE**

DATE: Tuesday, _____, 20_____

TIME: 12:00 o'clock noon

PLACE: _____

SPEAKER: _____

COST: The cost to attend the meeting is \$_____ for members and \$_____ for students. Lunch is included in this fee.

MENU:

RESERVATIONS: Contact NWFPA.Treasurer@gmail.com no later than NOON on _____, 20_____. *No reservations will be taken after this date.* If you are a student, please advise of your student status when making reservations.

REMINDER: When you RSVP, please remember to state if you want to choose a salad option.

SEATING IS LIMITED & RESERVATIONS ARE REQUIRED. PERSONS WITH RESERVATIONS WILL BE SEATED BEFORE PERSONS WITHOUT RESERVATIONS.

PAYMENT: Once you have RSVP'd, your payment can be mailed to mailed/delivered to Treasurer, NWFPA, P.O. Box 1333, Pensacola, FL 32591-1333; payment can be brought to the meeting; or payment can be made via PayPal to NWFPA.Treasurer@gmail.com.

CANCELLATIONS NOT MADE BY NOON ON _____, 20__ ARE STILL SUBJECT TO THE \$10.50 MEETING RESERVATION CHARGE

GUEST ATTENDANCE: Guests may attend two meetings at the current member price of \$_____. After two meetings, the guest rate of \$_____ will apply.

Please be sure to “like” us on Facebook to stay up-to-date!!!

2. Sample E-Mail Requesting Updates to the Website

From: _____

To: _____

Subject: Northwest Florida Paralegal Association Membership

Please make the following changes to our website.

On the homepage (<http://nwfpa.com>), delete everything under “Upcoming Events,” and replace it with the following:

General Meeting

When: [Date]

Where: [Location]

Time: 12:00 p.m. to 1:00 p.m.

On the jobs page (<http://nwfpa.com/jobs.htm>), please delete the job for

_____.

Thanks.

C. SAMPLE DOCUMENTS FOR OFFICERS – Second Vice President

1. NWFPA Student Membership Contest Brochure



P.O. Box 1333 ♦ Pensacola, FL 32591-1333 ♦ www.nwfpa.com

NWFPA STUDENT MEMBERSHIP CONTEST

The Northwest Florida Paralegal Association (NWFPA) is pleased to announce its 2016-2017 Student Membership Contest. This contest is open to all UWF and PSC students who are currently enrolled in and attending classes in the Legal Studies/Paralegal Studies programs at those respective institutions. Applicants do not have to be a member of NWFPA.

We will be drawing four winners total, awards will be granted to two applicants from each school.

Applicants who have questions or need assistance with the application process should contact the Student Liaison Team Chair, _____, via email at 2ndvp@nwfp.com. Please be sure to include in your email's subject line: "NWFPA Membership Contest-Question"

PRIZES TO BE AWARDED AS FOLLOWS

1. TWO AWARDS FOR LEGAL STUDIES STUDENTS AT UNIVERSITY OF WEST FLORIDA \$50.00 gift card and a free one-year Student Membership in the NWFPA (\$25.00 value).
2. TWO AWARDS FOR PARALEGAL STUDIES STUDENTS AT PENSACOLA STATE COLLEGE \$50.00 gift card and a free one-year Student Membership in the NWFPA (\$25.00 value).

RULES:

1. Entrants must be currently enrolled in and attending courses in the Legal Studies/Paralegal Studies program at UWF or PSC.

2. All entries must be accompanied by the attached Student Membership Contest Application and all necessary supporting documentation. Entries submitted without the completed Application and documentation will be ineligible for consideration.
3. Entries may be mailed to NWFPA, ATTN: Student Liaison Team, P.O. Box 1333, Pensacola, FL 32502, or e-mailed to _____, 2ndvp@nwfpa.com, Subject Line: 'NWFPA Student Membership Contest – Your Name'.
4. All entries must be received by NWFPA no later than Monday, September 12, 2016. Winners will be notified via e-mail by September 26, 2016 and will be invited to attend the NWFPA luncheon meeting on October 25, 2016 to be presented their awards.

EXAMPLES OF DOCUMENTATION TO SUBMIT IN SUPPORT OF APPLICATION

- Class Schedule for Fall 2016 semester
- Letter from professor attesting to current enrollment in and attending courses in the Legal Studies/ Paralegal Studies program at UWF or PSC.

ADDITIONAL INFORMATION REGARDING PRIZES TO BE AWARDED

- free one-year student membership is for the NWFPA 2016-2017 fiscal year
- If any winning student's status changes, NWFPA will apply the amount of the "free one-year student membership" to that of an active or sustaining membership for the 2016-2017 year. Student would be required to fill out a new application when a change in membership status is desired as there are different requirements for student, active, sustaining, etc.

NOTE: NWFPA RESERVES THE RIGHT TO AWARD PRIZES BASED UPON PARTICIPATION RECEIVED; NWFPA HAS SOLE DISCRETION IN JUDGING THE APPLICATIONS RECEIVED AND MAY NOT AWARD ALL PRIZES LISTED HEREIN

2. NWFPA Student Membership Contest Application



P.O. Box 1333 ♦ Pensacola, FL 32591-1333 ♦ www.nwfpa.com

STUDENT MEMBERSHIP CONTEST APPLICATION

Applicant Information

Applicant Name:

Expected Date of Graduation:

Home Address:

Phone:

Email:

Type of degree/diploma/certificate:

Paralegal Program Information

Paralegal Program & College/University:

Program's Address:

Program Director:

Program Director Email:

Program Director Phone:

Entries may be mailed to NWFPA, ATTN: Student Liaison Team, P.O. Box 1333, Pensacola, FL 32502, or e-mailed to _____, 2ndvp@nwfp.com, Subject Line: 'NWFPA Student Membership Contest – Your Name'.

All entries must be received by NWFPA no later than Monday, September 12, 2016

D. SAMPLE DOCUMENTS FOR OFFICERS – Secretary

1. Sample Welcome Letter to New Active and Remote Members



Date

John Doe
1 Way
Pensacola, FL 32503

Subject: Northwest Florida Paralegal Association Membership

Dear Mr. Doe:

On behalf of the Northwest Florida Paralegal Association (NWFPa), I would like to welcome you as an important part of our organization! Our association was formed in 1981, and it continues to encourage professionalism, ethics and integrity in the paralegal profession today.

Enclosed with this letter you will find the following:

1. Your NWFPa Membership Certificate,
2. NWFPa Fact Sheet
3. 2009 -2010 Board of Directors List,
4. 2000-2010 NWFPa Membership List,
5. NWFPa Bylaws, as amended November 2007,
6. NALA Code of Ethics and Professional Responsibility, and
7. Florida Bar Rule 4-5.1 through 5.6, Rule 10-1 through 10-2.1 and Rule 20.

We welcome your participation in NWFPa activities and encourage you to contact any board member with your questions, concerns, ideas or comments. You are also encouraged to view the NWFPa website online at www.nwfpa.com and to join our LinkedIn Group. We look forward to seeing you at the monthly luncheons and hope that your NWFPa membership will provide a satisfying experience.

Sincerely,

NWFPa Secretary
Enclosure

2. Sample Welcome Letter to New Sustaining Members



Date

Jane Doe
1 Way
Pensacola, FL 32503

Subject: Northwest Florida Paralegal Association Membership

Dear Ms. Doe:

On behalf of the Northwest Florida Paralegal Association (NWFPA), I would like to welcome you as an important part of our organization! Our association was formed in 1981, and it continues to encourage professionalism, ethics and integrity in the paralegal profession today.

Enclosed with this letter you will find the following:

1. Your NWFPA Membership Certificate,
2. NWFPA Fact Sheet
3. 2009 -2010 Board of Directors List,
4. 2000-2010 NWFPA Membership List,
5. NWFPA Bylaws, as amended November 2007,
6. NALA Code of Ethics and Professional Responsibility, and
7. Florida Bar Rule 4-5.1 through 5.6, Rule 10-1 through 10-2.1 and Rule 20.

You have been accepted as a Sustaining Member and per the NWFPA Bylaws are not eligible to vote. However, we do welcome your participation in NWFPA activities and encourage you to contact any board member with your questions, concerns, ideas or comments. You are also encouraged to view the NWFPA website online at www.nwfpa.com and to join our LinkedIn Group. We look forward to seeing you at the monthly luncheons and hope that your NWFPA membership will provide a satisfying experience.

Sincerely,

NWFPA Secretary
Enclosure

3. Sample Fact Sheet



www.nwfpa.com

FACT SHEET

The Northwest Florida Paralegal Association (NWFPA), formerly known as Pensacola Legal Assistants, was formed on August 12, 1981, to encourage a high order of ethical and professional attainment, further education among members of the profession, establish good fellowship among association members and members of the legal community, and facilitate cooperation with the bar association. The Association is non-sectarian, non-partisan, non-profit, and non-union. NWFPA is an affiliate of the National Association of Legal Assistants, Inc. (NALA).

Deb Becker, CLA, coordinated the formation of the chapter and served as its first President_____, is the current President. The Association has grown to one hundred members and currently boasts ___ Certified Legal Assistants (CLA/CP), ___ of whom have earned the title of Civil Litigation Specialists (CLAS), now known as Advanced Certified Paralegals (ACP). In 2008, The Florida Bar amended the Florida Bar Rules to include Rule 20 – The Florida Registered Paralegal Program, a voluntary paralegal registration program. The Association membership currently includes ___ Florida Registered Paralegals (FRP).

Activities of the Northwest Florida Paralegal Association include monthly meetings on the fourth Tuesday of each month, during which guest speakers address the association on a variety of substantive, practical, and legal-industry related topics. Seminars are held throughout the year on various law-related topics of interest to the membership. CLE credit is usually approved by NALA for those attending these luncheon meetings and seminars. Business meetings are held quarterly, including the annual election of the Board of Directors at the September meeting. There are also ___ Team s in which members are encouraged to participate. Board of Director meetings are held on the second Tuesday of the month, and members are encouraged to contact any Board member about any issues or ideas they would like the Board to consider during that time.

Membership dues are \$_____ per year for active members, \$_____ per year for remote members, \$_____ per year for student members, \$_____ per year for associate members, and \$_____ per year for sustaining members. Dues are payable by January 1st for the calendar year and are not pro-rated.

4. Sample Template for Membership Certificate

Northwest Florida
Paralegal Association



Let it be known that

John Doe

has complied with the qualifications and requirements for membership in the Northwest Florida Paralegal Association and is hereby declared a duly qualified member of the Northwest Florida Paralegal Association.

2007-2008
Fiscal Year

President

Directions:

- A. Purchase certificate paper from any office supply store.
- B. Copy and paste desired text to blank document in your preferred word processor. (This template was developed on Microsoft Word)
- C. Amend text as desired.
- D. Include signature line for the President. First Vice President may sign in the President's absence.
- E. Include the current fiscal year.
- F. Print document in "Landscape" Orientation.

E. SAMPLE DOCUMENTS FOR OFFICERS – Treasurer

1. Sample Treasurer Report



P.O. Box 1333 ♦ Pensacola, FL 32591-1333 ♦ www.nwfpa.com
Treasurer's Interim Report from ** 2016 through **** 2016**
Income

DATE	DESCRIPTION	BUDGET CATEGORY	AMOUNT
SUBTOTAL			
TOTAL			

Expenses

CHECK NO.	DATE	DESCRIPTION	BUDGET CATEGORY	AMOUNT
	SUBTOTAL			

CB&T Balance **** 2016	
-----------------------------------	--

Petty Cash on Hand	****
---------------------------	-------------

2. Sample NWFPA Budget Report

NWFPA BUDGET REPORT

_____ 20 ____ - _____ 20 ____

Category	Actual	Projected		
INCOME				
Membership Meetings	Total	\$ 12,500.00		
Professional Development Team (Seminars)	\$ -	\$ 2,000.00		
Membership Dues	\$ -	\$ 5,920.00		
TOTAL	\$ -	\$ 20,420.00		
Category	Actual	Budgeted	Remaining \$	Remaining %
EXPENSES				
Membership Meetings	\$ -	\$ 12,500.00	\$ 12,500.00	100.00%
Board Meetings	\$ -	\$ 650.00	\$ 650.00	100.00%
President	\$ -	\$ 200.00	\$ 200.00	100.00%
1st Vice President	\$ -	\$ 10.00	\$ 10.00	100.00%
2nd Vice President	\$ -	\$ 10.00	\$ 10.00	100.00%

Secretary	\$ -	\$ 25.00	\$ 25.00	100.00%
Treasurer	\$ -	\$ 10.00	\$ 10.00	100.00%
NALA Liason	\$ -	\$ 1,000.00	\$ 1,000.00	100.00%
Parliamentarian	\$ -	\$ 10.00	\$ 10.00	100.00%
Ex-Officio	\$ -	\$ -	\$ -	0.00%
Audit	\$ -	\$ -	\$ -	0.00%
Charity Team	\$ -	\$ 100.00	\$ 100.00	100.00%
Christmas Team	\$ -	\$ 400.00	\$ 400.00	100.00%
FRP Team	\$ -	\$ 750.00	\$ 750.00	100.00%
Law Week Team	\$ -	\$ 400.00	\$ 400.00	100.00%
Membership Team	\$ -	\$ -	\$ -	0.00%
Miscellaneous				
--P.O. Box Rental	\$ -	\$ 65.00	\$ 65.00	100.00%
--Printing & Misc Expenses	\$ -	\$ 200.00	\$ 200.00	100.00%
--Florida Department of State - Annual Report	\$ -	\$ 61.25	\$ 61.25	100.00%
--President's Gift	\$ -	\$ 50.00	\$ 50.00	100.00%

NALA Affiliation	\$ -	\$ 225.00	\$ 225.00	100.00%
NALA Convention Team	\$ -	\$ 500.00	\$ 500.00	100.00%
Naturalization Team	\$ -	\$ 300.00	\$ 300.00	100.00%
Newsletter Team	\$ -	\$ 100.00	\$ 100.00	100.00%
Nominations/Elections	\$ -	\$ -	\$ -	0.00%
Seminar Team Expense	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Student Liaison Team	\$ -	\$ 750.00	\$ 750.00	100.00%
Summation Team	\$ -	\$ 10.00	\$ 10.00	100.00%
Technology Team	\$ -	\$ 750.00	\$ 750.00	100.00%
TOTAL	\$ -	\$ 21,076.25	\$ 21,076.25	100.00%

3. Sample NWFPA Year End Financial Report

NWFPA YEAR END FINANCIAL REPORT

October 2015 - September 2016

	Oct-15	Nov-15	Dec-15	Jan-16
Membership Meetings	\$ -	\$ -	\$ -	\$ -
Professional Development Team (Seminars)	\$ -	\$ -	\$ -	\$ -
Membership Dues	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -
Membership Meetings	\$ -	\$ -	\$ -	\$ -
Board Meetings	\$ -	\$ -	\$ -	\$ -
President	\$ -	\$ -	\$ -	\$ -
1st Vice President	\$ -	\$ -	\$ -	\$ -
2nd Vice President	\$ -	\$ -	\$ -	\$ -
Secretary	\$ -	\$ -	\$ -	\$ -
Treasurer	\$ -	\$ -	\$ -	\$ -
NALA Liason	\$ -	\$ -	\$ -	\$ -
Parliamentarian	\$ -	\$ -	\$ -	\$ -
Ex-Officio	\$ -	\$ -	\$ -	\$ -

Audit	\$	-	\$	-	\$	-	\$	-
Charity Team	\$	-	\$	-	\$	-	\$	-
Christmas Team	\$	-	\$	-	\$	-	\$	-
FRP Team	\$	-	\$	-	\$	-	\$	-
Law Week Team	\$	-	\$	-	\$	-	\$	-
Seminar Team Expense	\$	-	\$	-	\$	-	\$	-
Membership Team	\$	-	\$	-	\$	-	\$	-
Miscellaneous								
--P.O. Box Rental	\$	-	\$	-	\$	-	\$	-
--Printing & Misc Expenses	\$	-	\$	-	\$	-	\$	-
--Florida Department of State - Annual Report	\$	-	\$	-	\$	-	\$	-
--President's Gift	\$	-	\$	-	\$	-	\$	-
NALA Affiliation	\$	-	\$	-	\$	-	\$	-
NALA Convention Team	\$	-	\$	-	\$	-	\$	-
Naturalization Team	\$	-	\$	-	\$	-	\$	-
Newsletter Team	\$	-	\$	-	\$	-	\$	-
Nominations/Elections	\$	-	\$	-	\$	-	\$	-
Student Liaison Team	\$	-	\$	-	\$	-	\$	-
Summation Team	\$	-	\$	-	\$	-	\$	-
Technology Team	\$	-	\$	-	\$	-	\$	-
TOTALS	\$	-	\$	-	\$	-	\$	-

[CONTINUED ON NEXT PAGE]

F. **SAMPLE DOCUMENTS FOR OFFICERS – PARLIAMENTARIAN**

1. Sample Welcome E-mail

From: _____
Sent: Tuesday, April 08, 2008 8:52 AM
To: _____

Subject: Northwest Florida Paralegal Association Membership

Good Morning All:

Congratulations on your new memberships to the Northwest Florida Paralegal Association. I attached your membership packet to this e-mail. You will need the latest version of Adobe Acrobat Reader in order to view this attachment. You can download this software at <http://www.adobe.com> for free.

You all should receive your membership certificates by mail. Please contact me if you have any questions.

_____, NWFPA Secretary
Northwest Florida Paralegal Association
Daytime Phone Number: (850)XXX-XXXX
E-mail: _____@youreemail.com

G. SAMPLE DOCUMENTS FOR NALA LIAISON

1. Sample Request for Approval of Credit of CLE to NALA

 National Association of Legal Assistants, Inc. 1516 S. Boston, #200 Tulsa, OK 74119 www.nala.org 918-587-6828		Continuing Education Request for Approval of Credit of Continuing Legal Assistant Educational Programs for Certified Legal Assistants	
Sponsor:			
Contact:			
Address:			
City		State	Zip
Phone		Fax	Email
Web address/link for this specific program:			
Description of Program			
Category (Specialty practice area – list two maximum):			
Title			
Date			
Location			
Is the location accessible to the physically challenged? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Other dates and locations at which the seminar will be held:			
Please Read and Review the Instructions on the Reverse Side			
To be completed by Seminar Sponsor Having read and understood the requirements to be met in order for this seminar to qualify for CLAE credit for Certified Legal Assistants, I submit this application for approval: Signed: _____ Date: _____ Method of payment: <input type="checkbox"/> Check (enclosed) <input type="checkbox"/> Credit Card: Card Number _____ Name on Card _____ Expiration Date: _____		To be completed by NALA Headquarters <input type="checkbox"/> Approval is awarded for the above described program. Language advising this program has met the requirements of the Certifying Board for Legal Assistants may appear on promotional literature describing this program. Maximum number of hours/credits: ___ Hours ___ Credits <input type="checkbox"/> Approval is not awarded. Please refer to the enclosed letter. Signed: _____ Date: _____	
Fees: (Waived for NALA Affiliated Associations) <input type="checkbox"/> \$50 Standard Application Fee <input type="checkbox"/> \$100 with on-line calendar listing			
See the instructions accompanying this form for further details.			

2. Sample CLE Certificate of Attendance



National Association of Legal Assistants, Inc.

7666 E. 61st St, #315 Tulsa, OK 74133

Phone: 918-587-6828

FAX: 918-582-6772

<http://www.nala.org>

CERTIFICATE OF ATTENDANCE

Certified Paralegals are required to submit evidence of 50 hours of continuing legal education hours to renew the CP credential every 5 years. Of the 50 hours, 5 hours must be in legal ethics, and no more than 10 hours may be recorded in non-substantive areas. If attending a non-NALA sponsored educational event, this certificate should be completed and submitted with relevant documentation for the event. Please be sure to obtain the required signatures for verification of attendance. The requirements to maintain the CP credential are available from NALA's web site at <http://www.nala.org/CPinfo.aspx>.

PLEASE COMPLETE THE SPACES BELOW AND ATTACH A PROGRAM

Session Hours	Session Topics (Description and Speakers)	Validation of Attendance
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of CP (Please Print)

NALA Account Number (On Mailing Label)

Signature of CP

Name of Seminar/Program Sponsor

Address

Authorized Signature of Sponsor Representative

Preferred e-mail address

Date of Educational Event:

Location:

For Office Use Only	
Substantive hours	_____
Non-substantive hours	_____
Ethics	_____

3. Sample NALA Bi-Annual Report Form

**NALA AFFILIATED ASSOCIATIONS
BI-ANNUAL REPORT FORM**

Name of Association:
Date of Report: _____

Number of Members:
Association web address: _____

EDUCATION (you may use the back of the form for additional space or attach additional sheets)

Type of educational functions(s) held during the last quarter (including name and address of speakers):

Topic(s) and synopsis of seminars & workshops (attach program/and or brochure):

Number in attendance for each function: _____
Member: _____ Non-Member: _____

Date and topics of for next seminar:

ACTIVITIES (service, pro bono, or other activities):

Date and description of pro bono/charitable activity (include name of organization)

ASSOCIATION INFORMATION

Attach a complete roster of membership (required annually for following membership renewals).

Please list name, address, telephone number and e-mail address for the following:

Current Association President: _____
Current Association NALA Liaison: _____
Address : _____
Address : _____

Phone : _____
Phone : _____
E-mail : _____
E-mail : _____
Fiscal Year Begins : _____
Ends: _____
Date Officers Elected: _____
Annual Meeting Date: _____

GENERAL INFORMATION

Topics or subjects you need further information about or you would like to see covered in "Affiliates Corner"

Name of person submitting this
form: _____
Position
held: _____

E-mail form to: nalanet@nala.org
Mail to: NALA Headquarters, 1516 S. Boston, Suite 200, Tulsa, OK 74119-4013