

CDPA ELECTIONS

OFFICER AND DIRECTOR DESCRIPTIONS

President. The President shall be the chief executive officer of the Association; preside at all meetings of the members and the Board of Directors; shall be an *ex-officio*, non-voting member of all committees; pass and cause to be passed records and files of the Association to her or his successor in a timely manner following installation; have general and active management of the business of the Association; and see that all orders and resolutions are carried into effect, together with such other duties as may be assigned to the President from time to time by the Board of Directors. The President shall be responsible for presenting the annual report at the annual meeting of the membership of the Association.

A candidate for President must have served on the Board of Directors for a full term in another position prior to seeking the office of President.

Vice President. The Vice President shall perform the duties and exercise the powers of the President in the absence or disability of the President, shall be responsible for the development and maintenance of the Board of Directors Policies and Procedure Manual, and perform such other duties as may be prescribed from time to time by the Board of Directors or delegated by the President.

Continuing Legal Education (CLE) Director shall be responsible for: developing programs, seminars and materials relating to continuing education to compile and maintain a current and comprehensive list of training and continuing legal education programs and maintaining a file of materials and information regarding the various programs.

Treasurer. The Treasurer shall deposit all Association funds and make all Association disbursements, subject to the approval of the Board of Directors and as provided in the budget; keep full and accurate accounts of Association receipts and disbursements; render to the President and Board of Directors at the regular meetings of the Board of Directors, or whenever they require it, an account of all her or his transactions as Treasurer and of the financial condition of the Association; render a full financial report at the annual meeting of the members; submit a proposed budget, prior to the end of the fiscal year, for the next fiscal year; and perform such other duties as may be prescribed.

Secretary. The Secretary shall record all votes and minutes of all proceedings in a book to be kept for that purpose; give or cause to be given notice of all meetings of members; be custodian of the documents and seal of the Association; keep all the documents and records of the Association as required by law or otherwise in a proper and safe manner; and perform such other duties as may be prescribed.

Officers must be elected by the membership whereas Director vacancies may be appointed by the Board.

Empire State Alliance of Paralegal Associations (ESAPA) Primary and Secondary representatives/Professional Development Directors shall be members of the Board of Directors and shall be responsible for: representing the Association as a member of ESAPA and for developing and maintaining information on all issues relating to the paralegal profession,

Events Director shall be responsible for: planning, coordinating, and scheduling events of and for the Association, including, but not limited to, the annual meeting, annual membership appreciation event and other Association functions.

Membership Director shall be responsible for: developing informational materials relating to the Association; conducting membership drives; proposing a form for membership application and general criteria for membership, subject to the approval of the Board of Directors; maintaining and updating membership list/database and generally coordinating all membership matters relevant to the Association in accordance with guidelines established by these bylaws and by the Board of Directors.

Newsletter Director/Editor shall be responsible for organizing and publishing the Association's newsletter *ParaNews*, seek articles relative to the legal community and/or the paralegal profession and ensure rights to republish articles.

Pro Bono/Community Service Director shall be responsible for developing listings of various pro bono paralegal activities and needs in the Capital District area, communicating such listings, activities and needs to the general membership, acting as the Association liaison with such activities and needs, and fostering community service activities.

Website/Social Media/Publicity Director shall be responsible for the maintenance of the Association's website and social media presence and sending out press releases, photos of

including: certification; licensure; registration; the unauthorized practice of law; ethics; monitoring legislation impacting the paralegal profession and/or the Association's policies and positions; and conducting other projects as specified by the Board of Directors.

National Federation of Paralegal Associations (NFPA) Primary and Secondary Delegates shall be members of the Board of Directors and shall be responsible for acting as the Association's liaisons with NFPA; being Primary and Secondary Delegates to NFPA as defined by NFPA; attending such national or regional meetings as the Board of Directors shall direct; reporting to the members on matters of national importance to the profession with due diligence; and having such additional powers and duties as may be assigned from time to time by the Board of Directors.

Sponsorship Director shall be responsible for researching, soliciting and recruiting corporate and educational sponsors; organization and coordination of the program in order to build effective relationships with the sponsors and soliciting advertisers for the newsletter and website.

Student Affairs Director shall be responsible for serving as a liaison between the Association and the paralegal educational community; coordinating and planning events with paralegal educational institutions for the purpose of holding programs such as the Paralegal Expo, Roundtable, Mentor Program, Internships, Job Fairs, etc.

events and other means of publicity to the local media.