

## ARIZONA PARALEGAL ASSOCIATION - COMMITTEES

**Newsletter Committee.** Publish a newsletter or bulletin every month, or as otherwise determined by the committee and the Board of Directors, and distributing copies to all members of this Association and to other interested parties. The newsletter or bulletin will contain reports of APA's meetings, law related articles, and other items of interest to membership. The Newsletter Committee shall also perform all other duties as assigned by the Board of Directors.

**Membership Committee.** Solicit new members; to receive, approve and process all applications for membership; to process renewal applications; to maintain and update the membership list with address changes and to act as liaison with the Newsletter Committee and all other committees requiring a mailing list of all members. The Membership Committee shall make all arrangements necessary for the monthly membership meetings of this Association. The Membership Committee shall also perform other duties as assigned by the Board of Directors. The Treasurer shall serve as an ex-officio member of the Membership Committee.

**Public Relations Committee.** Publish and distribute a brochure to promote this Association which shall be used in the solicitation of new members, making presentations at educational institutions, and any other duties which will promote the paralegal profession in the state. The Public Relations Committee shall also perform all other duties assigned by the Board of Directors.

**Education and Seminar Committee.** Act as liaison with the continuing legal education sections of the local and/or state bar associations; to offer seminars of interest to members of this Association; to provide members of this Association with information on other continuing education available in nearby cities and states; to organize and promote any seminar(s) offered within this Association for the purpose of providing continuing education for its members. The Education and Seminar Committee shall also perform all other duties assigned by the Board of Directors.

**Professional Development Committee.** Develop, examine, monitor and promote the professional development of paralegals including, but not necessarily be limited to: (1) promoting and improving the image of paralegals on a local, state or national level; (2) developing a state certification examination or other continuing educational guidelines; (3) determining methods to obtain membership in and working in conjunction with State and County Bar Associations; (4) reviewing ethical opinions, ethical concerns of paralegals and methods of maintaining high ethical standards for paralegals; (5) offering suggestions for improvement in the utilization of paralegals in law firms, government entities and the private sectors of business; (6) encouraging involvement of paralegals in community services; (7) examining the issue of exempt and non-exempt status of paralegals; and (8) other activities which would enhance the professional image of paralegals and encourage the highest possible ethical standards for paralegals. The Professional Development Committee shall perform all other duties assigned by the Board of Directors. The Chairperson of the Professional Development Committee, or another committee member designated by the Chairperson, will serve as the Association's liaison to the State and County Bar Associations.

**The Professional Development Committee:** Supervise the participation of this Association in activities pertaining to the Certified Paralegal (CP) and Advanced Certified Paralegal (ACP) examinations administered by NALA. Those activities would include, but not necessarily be limited to: (1) developing CP and ACP review courses and materials, either as a separate project, or in cooperation with another paralegal association or an educational institution offering paralegal training courses; (2) coordinating the formation of CP and ACP study groups and lists of suggested study resources; and (3) such other activities which would encourage the voluntary participation by the Association's members in CP and ACP programs at the state or national level. The CP Committee shall also perform all other duties assigned by the Board of Directors.