

# 2022-2023 BOARD OF DIRECTOR CANDIDATES

## THE ROLE OF: **SECRETARY**

The Secretary is responsible for the integrity of Board documents, provides accurate minutes of board meetings, oversees mail votes conducted for the Board, and sits on the Executive Committee. The secretary is elected by the membership, and serves a term of one year from election.

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## CANDIDATE FOR **SECRETARY**: MICHELE T. PFEIFFER, ACP



**Paralegal, since: 1991**

**NALA Member, since: 1996**

**Educational Background:** AA & Legal Secretary Vocational Degree (Santa Ana College, Santa Ana, CA) CLA in 1996; ACP in 2016; LEAP graduate (2013) Western State College of Law (1st year only, school closed)

**Professional Certification/Awards:** NALA Affiliate Award Winner for OCPA for 2009; CAPA's named award recipient of the Michele T. Pfeiffer, CLA – Lifetime Achievement Award 2015 (for 16 years of service)

**Volunteer Activities:** NALA Executive Board, Area 3 Director (2016 – 2020); NALA Making a Difference Award Committee & NALA ByLaws Committee (2016); NALA Policies and procedures Committee (2017); attended several affiliate conferences as NALA Area 3 representative; Committee for Hospitality for NALA conferences in San Diego (2009); Strategic Planning for Advocacy (2019); Student of the Year Awards Committee (2020); Rising Star and Volunteer of the Year Awards Chair (2021); Budget and Audit Committees (2021)

**Membership in other associations:** ICAP, CAPA, SPA, OCPA; several local Bar Associations, including Newport Harbor Bar Association (BOD '19 yrs); Lex Romana Bar Assoc. (&Sec. for 2 yrs); West Bar Assoc (& Sec. '18); Celtic Bar Assoc., Italian American Lawyers of OC, OC Criminal Defense Bar educating attorneys on CA B&P Code Section 6450, et seq, secure available speakers/vendors for paralegals; joint meetings w/bar assoc's legal community outreach, fundraisers, pro bono, Conservatorship clinics at Long Beach Superior Court with Bet Tzedek, CJA Panel of Paralegals; mentoring and networking within CA, secure speakers for NALA conferences, Webinars, look for authors to write articles, etc.

**Other Qualifications or Comments:** Previously served on OCPA Paralegal Association for 20 yrs. Serving many of the positions on the executive board and committee chairs during the tenure; I previously served on the CA Alliance of Paralegal Associations for 16 yrs., as both the Primary/Secondary Local representative; Annual State Conference Chair ('15), Secretary, VP & President ('11-'12); completed NALA LEAP Program ('13), served on various OC Bar Association's Boards as Bar Liaison, secretary and fundraisers; assisted with Annual Fundraisers within the OC Legal Communities; Dispute Resolution Program Act Certificate for Mediations; JAMS Certification Program, Guest Lecturer at the University of CA, Irvine's Paralegal Program, OCPA's Career Day Fullerton Community College, Miramar Community College; Riverside Community College; Coastline Community College; Southcoast College; San Diego's Paralegal Association's Bridging the Gap events; various CAPA Conferences and /or its Bi-Annual Leadership Conferences; CA Affiliate Association's Conferences; Speaker for CA Lorman Education Services in Litigation Skills for Legal Staff; CAPA MCLE Chair (6 years) wrote articles for various paralegal newsletters, AFS Foreign Exchange Student ('78-'79); CASA Advocate ('18); Kids' School PTSO boards for over 20 years; Booster Clubs and Fundraisers; Catholic Church Fundraisers & Activities; Children's Sacraments, Lecturer and Extra-Ordinary Eucharistic Minister at St. Nobert's since '00