

# 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.

.....

## CANDIDATE FOR **SECRETARY**: PEONCA S. GRIER, CP, FRP



**Paralegal, since:** 2003

**NALA Member, since:** 2010

**Educational Background:** I have obtained an Associate Degree in Paralegal Studies, a Bachelor of Science degree in Legal Studies, and a Master of Science in Human Resources and Management. I obtained my CP in 2010 and my SHRM-CP in 2021. I am also currently working to obtain my PMP certification.

**Professional Certification/Awards:** I obtained my CP in 2010. I completed NALA's LEAP Program in 2015. I received the Affiliate Award in 2012. I also hold a certification in Human Resources (SHRM-CP). I received the President's Award through my local NALA affiliate (Central Florida Paralegal Associations). I was also named Paralegal of the Year by my local affiliated association in 2021.

**Volunteer Activities:** I am currently serving as the Treasurer for the National Association of Legal Assistants (NALA-The Paralegal Association) (2021-2022). I have also served as the Affiliated Associations Secretary (2017-2019) and Affiliated Associations Director (2019-2021), Nominations and Credentials Chair (2017), co-Chair of the Law Week Committee (2020-2022) for the Orange County Bar Association. I am a past President of the Central Florida Paralegal Association, Vice President/President Elect, NALA Liaison, and the community service chair. I also coordinate volunteer opportunities for my firm.

**Membership in other associations:** I am a current and active member of my local affiliated association, Central Florida Paralegal Association, Inc. I am an active member of the Orange County Bar Association where I currently co-chair the Law Week Committee from 2020-2022. I also am a member of the Society for Human Resource Management.