



## **2023/2024 NALA Affiliated Associations Director**

### **Qualifications**

To be considered for the role of Affiliated Associations Director, the nominee must meet certain requirements. They must be an Active type member of NALA and a member in good standing of an Affiliated Association during their term as Affiliated Associations Director. Additionally, they must have successfully completed the NALA Certified Paralegal (CP) Examination and maintain current CP status. They must be employed either full-time or part-time under the supervision of an attorney. If they are self-employed, they must be employed in a way that would qualify them for Active type membership with NALA. If the individual is currently serving as an officer of an Affiliated Association, they will need to voluntarily vacate that office for the duration of their term as Affiliated Associations Director.

### **Role and Responsibilities**

The director in charge of Affiliated Associations is responsible for giving these associations a formal say in managing NALA and improving communication between NALA and Affiliated Associations as well as among the affiliates themselves. The director is also required to contribute an article on affiliates for each official publication of NALA and be a part of the NALA Board of Directors.

The Director is required to perform various duties and responsibilities, including planning the Affiliated Associations Annual Meeting alongside the NALA President, creating an agenda for the meeting, and distributing it to all attendees.

The Director should appoint three NALA Liaisons to review the minutes of the Affiliated Associations Annual Meeting, preferably one from each of the three NALA areas.

The Director is responsible for spreading information about the affiliate program and assisting with the organization of potential affiliates.

The Director should also promote cooperation between NALA and Affiliated Associations and provide a formal voice for them in NALA's management. Promoting educational programs for all members of the profession is another important task of the Director.

Lastly, the Director should review affiliate bylaw amendments and make suitable recommendations. The role of the Affiliated Associations Director includes being a member of the NALA Board of Directors and having voting rights as per Article IV.4.4 of the NALA Bylaws. Additionally, this Director also holds the responsibility of leading the Affiliated Associations.