



## **2024/2025 NALA Affiliated Associations Secretary**

To become an Affiliated Associations Secretary, the nominee must meet certain criteria. Firstly, the nominee should be an Active type member of NALA and a member in good standing of an Affiliated Association during their term as Affiliated Associations Secretary. Secondly, the nominee must have passed the NALA Certified Paralegal (CP) Examination and maintained current CP status. Lastly, if the elected person is currently serving as an officer of an Affiliated Association, they will have to resign from the position voluntarily for the duration of their term as Affiliated Associations Secretary.

The role of Affiliated Associations Secretary involves various duties and responsibilities. These include working with NALA to keep a record of all Affiliated Associations and creating a list of chosen voting representatives. The Secretary is also responsible for taking minutes at annual meetings, which will be reviewed by the Affiliated Associations Director and three NALA Liaisons. The Secretary also coordinates communication with Affiliated Associations, serves as a temporary Director when required, and assists with any special projects as instructed by the Director.