

4.1

BOARD MEMBERS – General

Election: All Board Member positions will be elected by the membership of the Association.

Duties & Responsibilities:

1. Keep a finger on the pulse of the profession. Together, the Board must provide vision and be able to think creatively and identify outside forces impacting the direction and future of the profession;
2. Explore and identify opportunities to expand the role of paralegals;
3. Assist in the overall growth and development of the profession;
4. Assist in identifying and researching issues that will affect the profession and its expanding role;
5. Assist the President in communicating current and new positions to the membership, allied legal associations and other organizations;
6. Assist the President in leading the Association and the profession;
7. Support and advance the paralegal profession and be a resource for each other on issues that will affect the Association and the profession;
8. Engage in strategic planning for the Association at least once annually;
9. Distribute written reports of coordinators you supervise to all other Board members one week prior to the Board meetings;
10. Prepare (or have your coordinator(s) prepare) in writing any motion and distribute to all other Board members at least one week prior to Board meetings;
11. Contact the President at least one week prior to the Board meeting to get items in the Board meeting agenda that you need the Board to address either by way of a decision or ideas of development or problem solving;
12. Prepare budget for your expenses as a Board member and submit to the Treasurer two months prior to budget meeting;
13. Encourage and support each others ideas and discussions;
14. Encourage and develop leadership skills among your coordinators;
15. Solicit highlights of coordinator minutes for submission to the newsletter;
16. Attend meeting of all the Chapters as often as possible to bring a presence of the Association/Board and to exhibit interest in all Association members;
17. Know the monthly deadline for the Association newsletter;
18. Promote an atmosphere of sharing and support for each other.

4.2

PRESIDENT

Term: One Year

Election: The President will be elected by the membership of the Association.

Job Description:

The President is the leader of the Association and mentor for the Board members and the paralegal profession. This individual is responsible, with the consensus of the Board, to make daily, on-going and long-term decisions regarding the Association's overall effect on the profession and ensure these decisions are implemented and monitored.

Specific Tasks:

1. Supervise the day-to-day operation of the Association and oversee the activities of the Board members;
2. Be the spokesperson for the Association;
3. Advocate for the Association and the profession;
4. Lead and be a mentor for the Association's Board of Directors and Association members;
5. Facilitate problem solving – involve appropriate Board members relative to the issue or concern;
6. Prepare monthly articles for each issue of the Association newsletter;
7. Write monthly articles for each issue of the Association newsletter;
8. Review and execute all contracts signed by the Association;
9. Preside over all Board meetings per the Association Bylaws;
10. Contact each Board member to solicit agenda items;
11. Prepare and distribute Notice of Meeting and Agenda;
12. Delegate and keep all Board members in the "loop";
13. Identify appropriate Board members to lead discussion on agenda topics and help Board members prepare for this task;
14. Facilitate orderly discussion, keeping discussion on topic according to the agenda;
15. Encourage every Board member to express their opinion and viewpoints on discussion topics – full participation;
16. Encourage and develop leadership among the Board members.

Past Presidents:

Dwayne Krager	2004 – 2006	Mary Johnsrud	2009 - 2012
Mary Beth Wendt	2006 – 2007	John Goudie	2012 - 2015
Alayne Russom	2007 – 2009	Amy Horgan	2015 - present

4.3

VICE PRESIDENT

Term: One Year

Election: The Vice President will be elected by the membership of the Association.

Job Description:

The Vice President assists the President in addressing the future growth and expansion of the profession and the development of the Association to support these changes. If the President is unable to fulfill the duties of his/her office, the Vice President will assume the duties of the President.

Specific Tasks:

1. Prepare and lead at least one strategic planning meeting with the Board each year;
2. Monitor, evaluate and report to the Board the progress made in the implementation of the goals as defined by the strategic planning committee;
3. Analyze the educational criteria necessary to support an expanded role of the paralegal;
4. Develop articles affecting the profession for the Association newsletter;
5. Develop and implement an early warning system for events affecting the profession. The reasons method should include determining the level of involvement, a response team, etc.;
6. Other projects and responsibilities as assigned.

Past Vice Presidents:

Bernie Schilling	2004 – 2006
Diane Eisen	2006 – 2008
John Goudie	2008 – 2012
Mary Johnsrud	2012 – 2013
Kris Pettit	2013 – 2015
James Goetz	2015 - present

4.4

SECRETARY

Term: One Year

Election: The Secretary will be elected by the membership of the Association.

Job Description:

The Secretary is responsible for taking minutes at all Board meetings and overseeing the daily operations of the Association through a management company, if applicable. If the President or Vice President are incapable of functioning, the Secretary will assume the duties of the President.

Specific Tasks:

1. Take minutes of all Board meetings;
2. Draft Board minutes as set forth in the Association Bylaws;
3. Supervise daily administrative operation of a management company, if applicable, or the tasks ordinarily assigned to a management company and the Association;
4. Arrange for credentialing of the National Affairs Representative for the annual NFPA meetings, if applicable;
5. Manage contract negotiations with and performance reviews of the management company, if applicable, with the President;
6. Supervise contract negotiations through the management company, if applicable, with outside vendors for events such as the annual meeting and education seminar;
7. Extract and summarize the Board minutes, providing copy to the website in a timely manner each month.

Past Secretaries:

Mary Beth Wendt	2004 – 2006	Mary Schultz	2010 - 2011
Bernie Schilling	2006 – 2007	Barbara Tebo	2011 - 2013
Mary Johnsrud	2007 – 2009	Angela Gonzalez	2013 – present
Deon Imhoff	2009 - 2010		

4.5

TREASURER

Term: One Year

Election: The Treasurer will be elected by the membership of the Association.

Job Description:

The Treasurer is responsible for ensuring that the Association is in sound financial position by supervising the collection of dues and supervising generation of non-dues income, and evaluating financial management performance and opportunities. The Treasurer is the Chair of the Finance Committee. For specific duties related to the Finance Committee, see the description for the Finance Committee elsewhere in this manual. Specific guidelines of the financial methods to be used by the Association are attached.

Specific Tasks:

1. Supervise the maintenance of all financial records, budget and development of reports;
2. Arrange for an independent audit of the financial records;
3. Supervise preparation of account reconciliations for presentation at all Board meetings;
4. Monitor postage expenses and maintain the postal trust;
5. Monitor financial reports and be available to Board members to discuss results;
6. Analyze the amount of dues charged to each membership category with respect to the member's benefits offered and amount of operating costs; anticipate and prepare for the future changes;
7. Assist in development and implementation of financial controls;
8. Assist the Association's accountant in the preparation of tax filings.

Past Treasurers:

Tisha Hodgins	2004 – 2005	Denise Rosman	2009 - DNF
Krin Krause	2005 – 2006	Alayne Russom	2009 - 2010

Carol Williams
Bernie Schilling

2006 – DNF Peggy Pechulis
2006 – 2009 Tonya Petrick

2010 - 2015
2015 - present

4.6

GUIDELINES FOR ACCOUNTING PRACTICES

1. After the Board has approved the budget for the next fiscal year, prepare the Profit and Loss Budget Overview from the Association's Quick Books software program.
2. When paying expenses, follow this procedure:
 - (a) Pay bills from the Payment/Reimbursement forms submitted by the Board and committees. Verify requested amounts with receipts, which should be submitted with the payment form. When paying bills, it is helpful to follow the procedure set forth, below:
 - (i) Compare the reimbursement form with the committee's Profit and Loss Budget Overview to ensure that the payment request is not over budget.
 - (ii) Write the check and note on the check stub the name of the committee to be charged.
 - (iii) Enter the amount in the Association's Quick Books software program.
 - (iv) Complete the payment information section on the reimbursement form and file the form along with the receipt in the monthly file.
 - (b) PayPal expenses must be paid from PayPal account statement and not from the transfer of money. NOTE: PayPal takes their fee automatically from the dues charged to the member. The member's dues must be entered into the income in full and then an expense entry must be shown in the checking account for the PayPal fee. EXAMPLE: Active Voting Member pays \$75.00 to the Association through PayPal and the PayPal fee is \$2.86 – The amount of income to Account #101 is \$75.00 and the amount of the expense to Account #125 is \$2.86. If it is not done this way, there is no way of tracking what our PayPal fees are for the year.

- (c) All other expenses should be paid by an invoice or statement from vendor and entered into the appropriate entities of the Association's Quick Books software program.
- 3. When receiving income, follow this procedure:
 - (a) Interest income – Enter the amount of the interest earned on each account in the Association's Quick Books software program.
 - (b) Dues income – When entering a dues deposit in the Cash Receipt ledger, indicate the number of members in each category (active voting, associate, student).
 - (c) All other income should be entered in the appropriate entries of the Association's Quick Books software program.
 - (d) Member dues paid by PayPal should be entered in the full amount.

Any items of expense or income which are correctly allocated to a prior or future fiscal year should be designated as such in the Association's Quick Books software program.

- 4. The Association does not have a bulk mail permit at the Milwaukee Post Office.
- 5. The Treasurer is responsible for keeping an account of all transactions. In an expense exceeds a committee budgeted line item, discuss with the committee chair whether funds can be transferred from another line item to the deficient line item. If funds cannot be transferred from one line item to the deficient line item, the Treasurer can approve up to \$10.00 overages per committee line item, up to \$50.00 per committee's total budget. Any expenses that exceed these amounts must be submitted to the Board for approval before the Treasurer can pay the expense.

4.7

DIRECTOR OF MEMBERSHIP

Term: One Year

Election: The Director of Membership will be elected by the membership of the Association.

Job Description:

The Director of Membership is responsible for guiding the Association in attracting and retaining members.

Specific Tasks:

1. Promote Association membership retention;
2. Promote membership growth;
3. Promote student growth membership;
4. Assist Chapters when requested, in consultation with the Board, in member retention crisis issues;
5. Develop and maintain relationships with paralegal educational programs throughout the state;
6. Management of membership database;
7. Direct database (current members) to newsletter coordinator/editor/webmaster for monthly postings.

Past Directors of Membership:

Mary Johnsrud

2004 – 2005 Deb Romenesko 2008 - 2009

Mary Johnsrud & Michelle Little	2005 – 2006	Sharon Minta	2009 - 2010
Laurie Ann Bingham	2006 – 2007	Patti Abraham	2010 - 2011
Laura Konitzer	2007 – 2008	Kris Pettit	2011 - 2013
		James Goetz	2013 - present

4.8

PAST PRESIDENT

Term: One Year

Election: The Past President will be the previous year's President.

Job Description:

The Past President provides continuity to the Board. The Past President is a non-voting member of the Board.

Specific Tasks:

1. Act as a resource for current Board members;
2. Assist the Annual Meeting, as necessary;
3. Provide a historical perspective to guide the Board;
4. Act as a liaison and facilitate communication between the Board and members of the Association;
5. Implement professional leadership and training programs for Board members and coordinators;
6. Advise newly elected Board members of their positions and responsibilities.

Past Past Presidents:

Wendie Witzke	2004 – 2005	Vacant	2008 - 2009
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Vacant	2005 – 2006	Alayne Russom	2009 - 2010
Dwayne Krager	2006 – 2007	Alayne Russom	2011 - 2013
Mary Beth Wendt	2007 – 2008	Mary Johnsrud	2013 - 2014
		Vacant	2014 - 2015
		John Goudie	2015 - 2016

4.9

CHAPTER DIRECTORS

Term: One Year.

Election: The Chapter Directors will be elected by the membership in their respective Chapters.

Job Description:

Each Director is responsible for keeping their “finger on the pulse” of their local Chapters and act as the main liaison between the Chapter and the other Board members.

Specific Tasks:

1. Monitor activities of the Association within the Chapter and facilitate communication between the Chapter and the other Board members;
2. Facilitate communication among Chapters within the state;
3. Develop an ongoing communication system with the Chapter members which would include monthly, or more frequently if necessary, written or oral contact;

4. Build a strong relationship between the Chapter and the Association;
5. Preside over all Chapter meetings;
6. Prepare written Chapter reports for inclusion in the Association newsletter;
7. Assist the Board in monitoring relevant activities of local bar associations and state/local legislative bodies, the judiciary and other allied professional associations;
8. Assist with collection of unpaid dues;
9. Assist in locating non-Association members and developing a communication channel to encourage membership in the Association.

Past Chapter Directors:

Fox Valley: 2004/2005 – Nadine Janik 2005/2006 – Alayne Russom 2006/2007 – Alayne Russom 2007/2008 – Sharon Mattson 2008/2009 – Sharon Minta 2009/2010 – Sharon Minta 2010/2011 - Patti Abraham 2011/2013 – Tiffany Biedermann 2013/2014 – Dawn Brown 2014/2015 – Dawn Brown 2015/2016 – Dawn Brown

LaCrosse: 2004/2005 – Krin Krause & Marlane Myhre 2005/2006 - Carol Williams 2006/2007 – Mary Johnsrud 2007/2008 – Deon Imhoff 2008/2009 – Deon Imhoff 2009/2010 – Marlane Myhre & Jill Sherry 2010/2011 - Marlane Myhre & Jill Sherry 2011/2013 - Brenda Buddenhagen 2013/2014 – Brenda Buddenhagen 2014/2015 – Brenda Buddenhagen 2015/2016 – Brenda Buddenhagen

Madison: 2004/2005 – Michelle Littel 2005/2006 – Kimberly Hickey 2006/2007 – Michelle Littel 2007/2008 – Michelle Little 2008/2009 – Lakeeta King 2009/2010 – Tonya Petrick 2010/2013 - Tonya Petrick 2013/2014 – Tonya Petrick 2014/2015 – Tonya Petrick 2015/2016 – Mallory Wedel & Bailey Padesky

Milwaukee: 2004/2005 – Jami Hulsjen Scott 2005/2006 – Mary Beth Wendt & Diane Eisen 2006/2007 – Marie Koster 2007/2008 – Mary Beth Wendt 2008/2009 – Jean Fredrikcs & Nancy Schneider 2009/2010 – Kristine Pettit 2010/11 - Kristine Pettit 2011/2012 (DNF) – Brenda Kowalczk 2012/2013 – Lizzie Abel 2013/2014 – Lizzie Abel 2014/2015 – Amy Horgan 2015/2016 – Amy Horgan

Racine/Kenosha: 2004/2009 Mary Zahn, Board Liaison; 2009/2010 – Stacey Salvo, Board Liaison 2010/2011 - Stacey Salvo, Board Liaison 2012/2013 – Stacey Salvo, Board Liaison 2013/2014 - Stacey Salvo, Board Liaison 2015/2016 – Stacey Salvo, Board Liaison

Wausau: 2010/2013 - Vusala Bentley 2013/2014 – Vusala Bentley 2014/2015 – Nikki McDonald 2015/2016 – Nikki McDonald

4.10

NATIONAL AFFAIRS REPRESENTATIVE/NFPA PRIMARY

Term: One Year.

Election: The National Affairs Representative/NFPA Primary will be elected by the membership of the Association.

Job Description:

The purpose of the National Affairs Representative/NFPA Primary is to be a liaison between NFPA/AAPI and our Association, to enhance the Association's understanding of NFPA/AAPI, to be knowledgeable of the resources and activities of NFPA/AAPI and to make NFPA/AAPI resources available to the Association.

Specific Tasks:

1. Attend NFPA/AAPI annual meetings and any other meetings approved by the Board;

2. Keep up to date on issues to be discussed and voted on at the meetings; consult with the Board; act with discretion and in accordance with the policy of the Association;
3. Prepare and make a presentation to the Association Chapters at least annually concerning the activities and resources available from NFPA/AAPI;
4. Disseminate copies of applicable information from NFPA/AAPI on a timely basis;
5. Review and select articles from other NFPA/AAPI newsletters to reprint in the Association's newsletter;
6. Establish and maintain communications with other associations within our region;
7. Keep records and notes of meetings, and summarize at least twice a year for the Association newsletter.

Past National Affairs Representatives:

Marie Koster	2004 – 2006	Marie Koster	2010 - 2013
John Goudie	2006 – 2008	Marie Koster	2013 – 2014
Marie Koster	2008 – 2009	John Goudie	2014 - 2015
Marie Koster	2009 – 2010	John Goudie	2015 - present

4.11

COORDINATORS – GENERAL

All Coordinator positions are appointed by the Board and must be voting members of the Association. Coordinators are to be supervisors, facilitators, supporters and resources to their committees as they guide and direct the implementation of the tasks assigned to them.

Specific Tasks:

1. Form committees to carry out the tasks assigned for implementation;
2. With the assistance of the Board supervisor, develop the committee's budget and submit it to the Treasurer two month's prior to the annual Board budget meeting;
3. With the assistance of the Board supervisor, monitor the committee's budget; if it is expected that you may go over budget, request approval from the Board via your supervising Board member;
4. Submit all receipts and expense reimbursement forms to your supervising Board member in a timely manner;
5. Schedule and preside over committee meetings;
6. Provide monthly reports to the Board, specifically addressing the progress of the committee's assigned task, the adequacy of the budget, requests for assistance or other resources, any obstacles encountered, and denoting the steps expected to be taken by the next month;
7. Keep your supervising Board member in the "loop";
8. Attend face-to-face Board meetings as appropriate, especially when your committee tasks are on the agenda;
9. Provide strategic planning recommendations to your Board supervisor specifically relating to your committee;
10. Attend meetings of your Chapter as often as possible to bring a presence of the work of your committee and to exhibit interest in other Chapter member;
11. Know the monthly deadline for the Association newsletter;
12. Promote an atmosphere of sharing and support for your committee.

4.12

ADVISORY COUNCIL

Job Description:

The Advisory Council members are appointed by the Board annually. The position is an honorary one. The Council will be called upon to provide advice, valuable and diverse opinions, as well as serve as a resource of information to the Board and Coordinators.

Specific Tasks:

1. Advise, support and counsel the Association in the continued development of the paralegal profession in Wisconsin;
2. Serve as liaisons with members of the legal community, paralegal education community, and the general public in promoting and developing the paralegal role in the delivery of legal services;
3. Study and advise the Association on legal and paralegal practice developments, regulatory and legislative developments and other matters affecting the paralegal profession;
4. Assist the Association with research, educational and paralegal practice projects, including assistance to obtain funding for such projects.

John Goudie	2004 - 2006
Dwayne Krager	2006 - 2007
Marie Koster	2007 - 2008
Alayne Russom	2008 - 2010
Alayne Russom	2010 - 2013
Mary Johnsrud	2013 - 2014
Marie Koster	2014 – 2016
John Goudie	2016 -

4.13

ANNUAL SEMINAR COORDINATOR

Job Description:

The Coordinator shall coordinate the Annual Seminar to be held as a statewide seminar. The Coordinator will need the assistance of a committee to complete the necessary steps for providing an annual seminar. The seminar shall be hosted by one of the Chapters on a rotating basis and held on the Friday after the Annual Meeting.

Specific Tasks:

1. Develop plan addressing the proposed format, topics, speakers, session length, date, promotion, price, brochures, handouts, equipment needs (i.e., audiovisual equipment), location and registration needs;
2. Make a presentation to the Board for the purpose of getting approval of the proposed seminar plans;
3. Arrange for exhibitors to market their products during breaks and/or lunch for a fee to be determined by the Coordinator;
4. Solicit sponsors for breaks and arrange for set up of break time snacks;
5. Arrange for continuing education credit for the seminar topics;
6. Provide for an attended Association display table in the vendor area for sale of Association publications and products;
7. Develop and prepare a seminar program book which is to include the annual seminar's speakers' biographies, any outlines or handouts provided by the speakers, the agenda for the day, advertisement solicited, thank yous to vendors and sponsors - listing these by name, a few pages about the Association, including Board member names and contact information;
8. Provide for complimentary luncheons for all speakers;
9. Distribute a small honorarium to the speakers as a token of appreciation for their time;
10. Collaborate with Public Relations Committee for advertising of the seminar.

Past Annual Seminar Coordinators:	Year	Chapter	City Held
Richard Mroczynski	2004	Fox Valley	Green Bay
Krin Krause and Marlane Myhre	2005	La Crosse	Onalaska
Kimberly Hickey and Bernie Schilling	2006	Madison	Madison
Marie Koster	2007	Milwaukee	Milwaukee
Alayne Russom	2008	Fox Valley	Appleton
Deon Imhoff	2009	La Crosse	WI Dells
Kris Pettit/Mary Zahn	2010	Milwaukee	Milwaukee
Tonya Petrick	2011	Madison	Madison
Vusa Bentley	2012	Wausau	Wausau
Tiffany Biedermann	2013	Fox Valley	Neenah
Brenda Buddenhagen	2014	La Crosse	Onalaska
Amy Horgan	2015	Milwaukee	Oconomowoc
Mallory Wedel & Bailey Padesky	2016	Madison	Madison

4.13(A)

SEMINAR COORDINATOR

Job Description:

This position will function as the point-of-contact for the Association's Annual Seminar, and is responsible for the management and coordination of all aspects of the Seminar. ***Should this position be vacant, the duties of this position will be assumed by the Chapter Director in whose region the upcoming Seminar is to be held.***

Specific Tasks:

1. Develop and maintain Seminar databases, including contacts for vendors, speakers, conference centers, hotels, etc.
2. Maintain prior Seminar materials, including Seminar handouts, promotional material, etc.
3. Establish and meet with subcommittees to plan format, establish and monitor the Seminar budget and timelines, review procedures, and discuss process.
4. Develop and ensure adherence to the Seminar budget.
5. Provide feedback and periodic reports to the Board of Directors.
6. Coordinate and monitor event timelines and ensure deadlines are met.
7. Visit venue to plan layout of Annual Board Meeting, social gather, Seminar seating, vendors, breaks, etc.
8. Organize facility and manage all Seminar details, such as decor, catering, equipment, location, promotional material, etc.
9. Negotiate contracts for the facility and services, approve invoices, and maintain Seminar financial records.
10. Design, edit, and send out promotional material, including Seminar brochures.
11. Set schedule and format, schedule speakers, vendors, volunteers, etc.
12. Coordinate speaker logistics, including topics; receipt of presentation materials, CV, and bio for Seminar materials; speaker gifts and evaluations, etc.
13. Solicit and secure sponsorships, including prizes.
14. Engage and work with printer to design and compile Seminar materials.

4.13(A)

15. Receive and process registrations.
16. Solicit, train, and oversee volunteers, if needed.
17. Plan social gathering for participants and set-up/tear-down procedures for the Seminar.
18. Proactively handle any arising issues and troubleshoot any emerging problems.
19. Conduct post-event evaluations and report on outcomes.

4.14

ANNUAL MEETING AND SEMINAR INSTRUCTIONS

DATE:

1. This date and geographical area where the Seminar will be held for the next year is always set at the Board Meeting to be held the evening before the Annual Seminar.
2. Historically, it has been the 2nd or 3rd Friday of the month of May.
3. A notice to “Save this Date” can go on the web site now.

PLACE:

1. The place should be chosen as soon as possible as this is a very popular wedding time of year, graduations, etc. and booking for the hotel may conflict.
2. Historically, we have tried to find a place where all events are on site, including sleeping rooms.
3. Keep sleeping rooms under \$100.00 if at all possible.
4. Meals should be kept under \$20.00 per attendee.
5. The place should have easy access, plenty of parking (preferably free) and safe.
6. You will need a room to accommodate approximately 15 people for the Board Meeting on Thursday evening which usually starts at 7 p.m. (Time set by the Board of Directors).
7. On Friday, you will need one large room to accommodate approximately 70 people for the Seminar itself which has set up at 7 a.m. and the first speaker to begin at 8:30 a.m.
8. You will need a separate, but adjacent room for the vendors. These people should be allowed to set up either the evening before or at 7 a.m. the day of the seminar.
9. You will need a separate room for the lunch (we have tried to vacate the room to have them set up for lunch and then clean it up for the speakers to begin again, and it was a mess – highly recommend not doing it this way).

BOARD MEETING:

1. Historically, this is held the Thursday evening prior to the Annual Seminar.
2. Any member of the organization is allowed to attend this meeting.

SPEAKERS:

1. Finding speakers for this event should begin as soon as possible.
2. They should come from various fields and interest areas.
3. Once speakers are confirmed, obtain their C.V. as this information needs to be placed on the web site well in advance of the Seminar!
4. Some firms will only pay for Paralegals to attend based on the speaker relationship to their employment.

5. The deadline for a speaker to submit their syllabus should be in the hands of the person coordinating this part of the event no later than one month prior to the date of the Seminar. We all know how lawyers procrastinate!
6. We always need one speaker to talk on ethics.

SEMINAR SCHEDULE:

8 – 8:30 a.m.	Registration
8:30 – 9:30 a.m.	Speaker
9:30 – 10:30 a.m.	Speaker
10:30 – 10:45 a.m.	Break
10:45 – 11:45 a.m.	Speaker
11:45 – 1:00 p.m. Lunch	(Paralegal Scholarship and Paralegal of the Year Awards given)
1:00 – 2:00 p.m.	Speaker – usually Keynote Speaker
2:00 – 3:00 p.m.	Speaker
3:00 – 3:15 p.m.	Break
3:15 – 4:15 p.m.	Speaker
4:15 – 4:30 p.m.	Closing remarks and CLE Attendance Certificates Distributed

SEMINAR BOOKLET:

1. Historically, we have been lucky enough to have the cost of this booklet donated; however, in some years, the volume of information provided by some speakers prohibited this from happening and the printer wanted some funds to defray the costs (see final financial report for numbers).
2. This should include a one page advertisement from each Vendor which is part of the fee they pay to be a Vendor.
3. Advertising can be solicited for those that do not want to be a vendor for a fee.

CLE CREDITS:

1. These need to be applied for prior to the event, but only after the Speakers have been determined.
2. These must add up to 7 credit hours. There have been previous seminars with 6 CLE credits.
3. NFPA CLE credits will be applied for on an individual basis and not for a repeat basis. By repeat basis, NFPA will credit the seminar to be put on again during the year, which we never do. The individual basis fee was \$10 in 2006.

FOOD:

1. Coffee, tea, juices and rolls, muffins, bagels should be made available at 8 a.m. and left until just before lunch.
2. Lunch of the committee's choosing. (Make available a vegetarian lunch.)
3. Vendors are invited to lunch at no charge.

4. After lunch, soda, ice tea, coffee should be available before the speakers start again.
5. Afternoon break may consist of fresh fruit, cookies, refresh soda, coffee, etc., just keep the cost in mind.

EQUIPMENT:

1. A speaker phone may need to be available for the Annual Board meeting on Thursday.
2. Ask speakers if they need any special equipment for their presentations, such as PowerPoint projector, easel, pointer, etc.
3. Podium, prefer free standing and not table top.
4. Microphone, preferably the type that goes on the lapel so the speaker can move around.
5. PAW laptop should be made available so that any PowerPoint presentations can be downloaded to it prior to the seminar. This will save some time in between speakers so that speakers do not have to connect their laptop and delay the start of their presentation. There may be times that the speaker will need to set up their own equipment. If that is the case, their time should be slotted for the first session in the morning or the first session in the afternoon, if at all possible.

VENDORS:

1. There is a list of vendors used in the past.
2. Do not forget to use local people that may have an interest in being a vendor at this Seminar.
3. Vendors may participate in lunch at no charge, some may choose not to eat.
4. Only one person from each Vendor is allowed a free lunch; the committee should decide ahead of time what the cost would be for additional people representing vendors
5. There is a vendor form that has been used in the past. The form is being updated to be included in the binder noting how many will participate in the luncheon. A side note will be shown and one meal is included in the vendor table cost.

DOOR PRIZES:

1. Vendors will usually donate door prizes through a bowl sitting on their table. These are separate from PAW door prizes.
2. There should be a list of companies that donated in the past.
3. This is a great time to get your local community involved donating emery boards, hand lotion, mouse pads, magnets, etc.
4. PAW has some items that will be used and made available according to what is left over.
5. You can always put a request out on the Web Site.

MISCELLANEOUS:

1. Name tags for attendees.

2. You will need a gift for each Speaker. Previous gifts were \$25 gift cards from Barnes & Noble, or similar choice.
3. Vendor “stand up boards” for each table is always a nice touch.
4. Water should be available for the Board Meeting
5. Water should be on the tables at all times and notify facility they can refill at break times.
6. Prepare evaluation sheet to insert in the Annual Seminar booklet.

RECOMMENDATIONS FROM COMMITTEE:

1. Evaluate the registration cost from year to year, keeping in mind the economy, but also recognizing that 7 CLE credits are being given for a one day seminar.
2. Registration deadline should be at least May 1 because the food order usually has to be in two weeks before the event.
3. Adding an “early bird” registration that is worthwhile. A \$5.00 difference doesn’t really mean much to anyone, so the discount should be sufficient to encourage early registration.. The end day of the early bird registration should be made in April and not May 1.
4. Plan to have the Paralegal Scholarship and Paralegal of the Year at lunch time, rather than during the seminar time.

4.18

BYLAWS

Job Description:

The main responsibility of the Bylaws Committee is to keep the Association Bylaws up to date.

Specific Tasks:

1. Respond quickly to changes received from the Board, by updating, revising or adding to the current Bylaws and providing a draft to the Board for approval;
2. Provide revised copies of the Bylaws or revision pages to each Board member in a timely manner;
3. Keep a log of changes, additions, deletions made to the Bylaws;
4. Provide up-to-date copy of the Bylaws to the Publication committee on disk for safe-keeping;
5. Supervise the publication of the Bylaws periodically under direction of the Board;
6. Make recommendations to the Board as the occasion arises for revisions to the Bylaws to comply with revised statutes or other administration inconsistencies.

Past Bylaws Coordinators:

Bernie Schilling	2004 - 2008
Catherine Price:	2008 – 2013
Catherine Price	2013 – 2014
Kayla Foley	2014 – 2015
Ciarra Poulard	2015 - present

4.19

CONTINUING LEGAL EDUCATION (CLE)

Job Description:

The purpose of the Committee shall be to provide for the implementation of the Bylaw requirement of continuing education credits toward maintaining voting membership in the Association. (See Bylaws Article II, Section D)

Specific Tasks:

1. Make determination of activities which qualify for CLE credit - (see CLE Guidelines following);
2. Review and process all applications for member CLE credit (see sample application following);
3. Maintain and communicate with the membership accurate CLE credit for the purpose of membership renewal;
4. Keep accurate and informative records of committee meetings, showing the history of development of this CLE requirement, as well as discussion regarding specific problem areas in assessing for qualification of credit.

Past CLE Coordinators:

Mary Beth Wendt	2004-2006
Bernie Schilling	2006-2008
Deon Hughey	2009-2010
Sharon Minta	2010-2015
Deon Hughey	2015-present

CONTINUING LEGAL EDUCATION (CLE) GUIDELINES FOR AWARD OF CREDIT

1. **CLE Credits and Carryovers.** CLE credits consist of five (5) credits including one (1) Ethics credit which must be obtained during each membership year in order to be an active voting member. A maximum of four (4) additional credits obtained by an active voting member during a membership year may be carried over to the next membership year.
2. **CLE Credit Guidelines.** The CLE Committee will observe the following guidelines in awarding credits:
 - a. All continuing legal education credits approved by a Bar Association, whether it be local or state sponsored; by NFPA or any NFPA member association(s); or by any professional seminar provided; e.g. PLI, PESI, shall qualify for the same number of CLE credits.
 - b. In the event of future regulation or licensing of paralegals and the governing body of such regulation or licensing requires continuing education as a condition of practice or licensing, the CLE Committee may amend these guidelines to conform with the continuing education requirement by the governing body of a regulatory agency or licensing agency as qualifying for CLE credit without application to the CLE Committee.
 - c. All other awards of CLE credits shall be determined by the guidelines set out herein.
3. **Qualifications for Credit.** The subject matter of an activity when CLE credits are sought must be related to the legal profession and should feature topics which enhance or expand paralegal's experience and skills. In determining this criterion, the CLE Committee shall review:
 - a. The nature of the activity;
 - b. The length of the activity; and
 - c. How the topic(s) relate(s) to the paralegal profession.Events or activities which are not directly related to the legal profession and/or traditional law or business law areas shall require a showing of why the event should qualify for CLE credit.
4. **One Hour, One Credit.** CLE credits shall be awarded in direct relationship to the length of the activity or event. That is, 60 minutes equals 1 CLE credit. Association monthly Chapter or Specialty Section meetings shall qualify for a half (1/2) credit, when legal issues are presented. Accredited meetings will be announced prior to the meeting.
5. **CLE Credits for Teaching, Presentations.** Active voting members teaching or participating in an approved activity shall receive one (1) credit for each 60 minutes spent in attendance at and teaching in a presentation of such activity, and one (1) credit for each 60 minute spent in preparation time, provided that in no event shall more than four (4) hours of credit be awarded for the preparation of one (1) hour or less of actual presentation.

6. **Specialized Classes.** Active voting members who are attending special classes or enrolled in a college program designed to increase or enhance the paralegal's skills level may petition the CLE Committee for an award of CLE credits. The number of credits awarded shall depend on credit hours awarded by the school, the subject matter of the class, the length of the course, and educational institution accreditation.
7. **New Member and Student Requirements.** For the purpose of these guidelines, new members are defined as those members who have been active voting members for less than one year. New members shall be required to report CLE credits in order to renew their active voting membership status for the next membership year. New members who have completed their paralegal education within a year of applying for active voting membership shall not be required to report CLE credits until their second membership year.
8. **Application Submitted to CLE Coordinator.** CLE credit applications, for classes not pre-approved, shall be submitted to and reviewed by the CLE Coordinator. The Coordinator alone will approve all pre-qualified CLE credits. The Coordinator shall submit all other applications for further review by the Committee. Approval by the Committee must be by a majority vote. All decisions made by the Committee are subject to review by the Board of Directors. Members whose applications for credit have not been approved shall be notified within 60 days of receipt of the applications.
9. **Non-Compliance.** If the active voting member is not able to meet the criteria of five (5) CLE credits including one (1) Ethics credit for maintaining active voting membership, that member's status shall be automatically changed to an associate member and notice of such change shall be conveyed to the member.
10. **Amending Guidelines.** The CLE Committee may amend these guidelines from time to time, with approval of the Board of Directors.
11. **Reporting of CLE Credits.** Active voting members will report pre-qualified CLE credits, as defined in 2(a) above. With their annual membership renewal. All other CLE credits requiring approval by the CLE Committee must be reported within 45 days of participation in the event or activity.

EDUCATION

Job Description:

Monitor and act as a liaison between the Association and many and varied educational institutions' programs for paralegals in the area and their education.

Specific Tasks:

1. Establish and maintain contacts at institutions providing paralegal education;
2. Prepare and update the Paralegal Education Institutions Listing providing information regarding paralegal education available around the state;
3. Maintain contact with student paralegal associations in area schools and offer assistance as a resource;
4. Hold a summer or early fall Paralegal Educator's Forum with the directors and educators of the regional paralegal schools, Association Board and members, to discuss topics of interest regarding students and practicing paralegals;
5. Administer and solicit nomination for the Annual Paralegal Scholarship Program for a student attending a paralegal program in Wisconsin;

PARALEGAL SCHOLARSHIP RECIPIENTS:

Jill Smejkal	2004	Amy Newell	2010
Christine Dull	2005	Ragini Gupta	2011
Laurie Ann Bingham	2006	Katie Lamberton	2012
Abigail Baker	2007	Amanda Boehm	2013
Corinne Poth	2008	Erin Searle	2014
Laurel Qualy	2009		2015

6. Maintain contact with the state planning committee working on state certification of paralegal schools. The Association is vitally interested in the quality of paralegal programs offered in Wisconsin and should be included on any committee reviewing paralegal school programs.

Past Education Coordinator:

Bernie Schilling	2004-2005
Marlane Myhre	2005-2008
Marlane Myhre	2008-2009
Marlane Myhre	2009-2010
Marlane Myhre	2010-2011
Marlane Myhre	2011-2013
Marlane Myhre	2013-2014
Marlane Myhre	2014-2015
Deon Hughey	2015-present

4.23

PARALEGAL SCHOLARSHIP GUIDELINES

1. The Paralegal Scholarship from the Paralegal Association of Wisconsin, Inc. (“Association”) is presented yearly in the amount of \$1,000.00, unless changed by the Board of Directors through a resolution.
2. The Association will not make the check payable solely to the recipient. The check will be made payable to one of the following options, depending on the recipient’s status:
 - School on behalf of student
 - Financial Aid Provider on behalf of student
 - Student and School
 - Student and Financial Aid Provider
3. The Paralegal Scholarship will be presented at the Association’s Annual Education Seminar or if the recipient is not able to attend the Seminar, the check will be mailed to the recipient’s address, paralegal school or financial aid provider.
4. Applicant must be enrolled as a full-time student or accepted as a full-time student in a paralegal education program or a graduate from a paralegal program within six months of application and have or is maintaining a “B” average.
5. Applicant must submit a writing sample or a short (no more than four pages, double-spaced) paper on the topic: “Why I Decided to Become a Paralegal”.
6. Selection will be based upon scholastic excellence, participation in campus and paralegal program leadership activities, and community service. Proven need for financial assistance may be considered.
7. Letter of Recommendation from the Instructor at the paralegal education program. If the applicant is enrolled in a paralegal education program, but the semester has not started, the Letter of Recommendation should be obtained from a high school instructor, equivalent school instructor or employer. In addition to the Letter of Recommendation, two personal references are required to be submitted with the application.
8. If the applicant has completed one or more semesters of the paralegal education program, a copy of the applicant’s transcript is required to be submitted with the application. If the applicant has not completed one semester of the paralegal education program, a copy of the applicant’s transcript from high school or equivalent school is required to be submitted with the application.
9. Applications must be typed. All materials must accompany the application. Incomplete applications will not be eligible for consideration.

10. Applications must be mailed or faxed to the Education Coordinator to be received no later than a minimum of one month prior to the Association's Annual Education Seminar.
11. Recipient will be notified at a minimum of two weeks prior to the Association's Annual Education Seminar.
12. Applications will not be returned to the applicants or recipient.

ETHICS AND PROFESSIONAL RESPONSIBILITY

Job Description:

This position will function as the “watch dog” for the Association in maintaining the Code of Ethics within our profession.

Specific Tasks:

1. Maintain the publication of the Association’s Code of Ethics and Professional Responsibility;
2. Monitor the other national associations for Ethics and Professional Committee regarding formation of a disciplinary code;
3. Analyze, evaluate and summarize ethical issues to the Board as noted within professional publications, legislation, etc.;
4. Develop a study guide for use in presentations of the Association’s Code of Ethics and Professional Responsibility at Chapter meeting and other seminars;
5. Be available to make presentations regarding the Association’s Code of Ethics and Professional Responsibility;
6. Handles any inquiries from members and nonmembers regarding these issues;
7. Send copies of the Code of Ethics and Professional Responsibility to individuals by request;
8. Train others to facilitate Code of Ethics workshops.

Past Ethics and Professional Responsibility Coordinator:

Marie Koster	2004-2008
John Goudie	2008-2013
John Goudie	2013 - present

FINANCE COMMITTEE

Job Description:

The Finance Committee currently is composed of three (3) members:

- The Treasurer, as Chair of the Committee;
- A Chapter Director; and
- An Active Voting member.

This composition is not mandated by the Bylaws or a Corporate Resolution. The committee may consist of more members as deemed appropriate by the Treasurer.

Specific Tasks:

1. Assist in the evaluation of committee budgets and development of a comprehensive budget for the Association;
2. Recommend areas of the budget that could be increased or decreased;
3. Analyze motions, proposals and actions of Association committees from a financial and cost-effective perspective;
4. Recommend investment of Association monies;
5. Arrange for an audit of the Association's finances. The Committee shall make a recommendation as to an internal or external audit;
6. Analyze dues charged to each class of membership with respect to member benefits and operating costs. From time-to-time, make recommendations concerning membership dues;
7. Determine the appropriate tax forms to be filed, if applicable.

Past Finance Committee Members:

Tisha Hodgins	2004-2005
Krin Krause	2005-2006
Carol Williams	2006-2007
Bernie Schilling	2007-2008
Bernie Schilling/Denise Rosman	2008-2009
Denise Rosman/Alayne Russom	2009-2010
Peggy Pechulis	2010-2015
Tonya Petrick	2015-present

Accountant:

Marcia J. Slowinski, CPA
Slowinski & Associates, S.C.
2204 E. Moreland Blvd.
Waukesha, WI 53188
(262) 798-1520 phone

GROWTH/OUTREACH COORDINATOR

Job Description:

The Growth/Outreach Coordinator will facilitate growth throughout the state by reaching out to At-Large members as well as Paralegals in the state that have not had the opportunity to join the Association.

Specific Tasks:

1. Represent the interest of an Outreach Team, as defined under the Chapter Guidelines following this page, to the Board of Directors and to the Association in general and assist the Outreach Team when needed;
2. Coordinate meetings for At-Large members in locales populated by such members;
3. The Growth Committee shall prepare a mailing list of employers of Paralegals, schools offering paralegal training, and media contacts in populated areas of the state where a Chapter is not yet formed. The Growth Committee shall also assist in conducting an open house or introductory meeting to be held in that area to determine the amount of interest in forming an eventual Chapter.

Past Growth/Outreach Coordinator:

Bernie Schilling	2004-2008
Alayne Russom	2008-2015
Vacant	2015-present

CHAPTER GUIDELINES

INTRODUCTION

The Paralegal Association of Wisconsin, Inc. (hereinafter referred to as the “Association”) is a statewide organization. Members attend monthly meetings, Chapter activities, as well as statewide activities sponsored by the Association.

The Association consists of Chapters in Milwaukee, Madison, Racine/Kenosha, Fox Valley, La Crosse. and Wausau. It is expected that practicing paralegals in their areas of the state will develop a need to form Chapters in their areas. This manual contains suggestions for the practical aspects of becoming and operating as a Chapter of the Association. The Association’s Bylaws for the Chapter operation are cited by reference herein.

I. FORMATION OF OUTREACH TEAM

Persons and members interested in forming a Chapter in their area should contact the Association’s headquarters in Milwaukee (P.O. Box 510892, Milwaukee, WI 53203-0151). A referral will be made to the current Coordinator of the Growth Committee.

The interested group will make a formal request, in writing, to become an Outreach Team which functions under the Growth Committee. The Growth Committee will represent the interest of the Outreach Team to the Board of Directors and to the Association in general, and will assist the Outreach Team when needed.

The Growth Committee will work with the Outreach Team in preparing a mailing list of local employers of paralegals, schools offering paralegal training, and local media contacts. The Growth Committee will also assist in conducting an open house or introductory meeting to be held in that area to determine the amount of interest in forming an eventual Chapter.

The Outreach Team should promptly designate an Outreach Team Coordinator who will preside at the Outreach Team meetings. The Outreach Team Coordinator will ensure that meeting minutes are kept, finances accounted for and attendance recorded for each meeting. The Outreach Team shall plan regular business meetings to include speakers and all meetings shall be conducted under Robert’s Rules of Order. Notice of each meeting is suggested to be sent to law firms, schools and local media on the mailing list. Notice of each meeting must be placed on the Association’s web site (making sure the newsletter publication deadlines are met).

A summary of the Outreach Team’s regular meetings and presented program along with an attendance sheet must be submitted to the Growth Coordinator.

Expenses incurred by the Outreach Team are part of the Growth Committee's budget. The Growth Coordinator will work with the Outreach Team Coordinator to plan for expenses of the Outreach Team. The Outreach Team shall forward its expenditures along with the receipts to the Growth Coordinator for approval on a monthly basis. The Growth Coordinator will, after approval, then forward the expenditures to the Treasurer of the Association for payment.

II. FORMATION OF CHAPTERS

The Association suggests that the Outreach Team show a history of consistently attended meetings for at least six months prior to applying for Chapter status. The Outreach Team should complete the enclosed Application for Chapter Status. Attached to the application should be an "Intent to Affiliate" form signed by each person who intends to affiliate with this Chapter. Both the Application for Chapter Status and the Intent to Affiliate forms shall be submitted to the Growth Committee for review and possible recommendation to the Board of Directors. If approval is granted by the Board of Directors, the Chapter is formed. If approval is not granted by the Board of Directors, the Outreach Team may work with the Growth Committee to resubmit their application.

When the Chapter is formed, the Chapter members elect a Chapter Director, and if possible, appoint a Program Coordinator and Reservations Coordinator. A Chapter installment ceremony will be held at either the first or second meeting following Chapter approval. The Chapter Director should work with the Association's Public Relations Committee to arrange for appropriate publicity for this event.

III. CHAPTER OPERATION

A new Chapter of the Association will maintain a reasonable number of active voting members as Chapter affiliates at the Board's discretion based upon the recommendation of the Growth Committee and will hold at least four regular meetings in any twelve (12) month period, but no regular Chapter membership meeting shall be required during the months of December, May, June, July and August (Article VII, Section C). Minutes must be kept of all regular and special Chapter meetings. Copies of these minutes will be submitted to the Chapter Director.

CHAPTER FINANCES:

Chapters are required to submit a proposed budget to the Association's Treasurer at the start of each fiscal year which begins June 1. Expenses for ad-hoc or special committees formed within a particular Chapter shall be included within the Chapter's administrative budget; otherwise, the expense is subject to Board approval.

CHAPTER DIRECTOR:

A Chapter Director is elected by the active voting members affiliated with that Chapter for a term of one (1) year. The Chapter Director serves as a member of the Association's Board of Directors and Chief Officer of the local Chapter.

Within the Chapter, the responsibilities of the Chapter Director include:

- Preside at all regular and special meetings of the Chapter;
- Report Association news at the Chapter's meetings;
- Ensure that accurate minutes and financial records are maintained;
- Appoint coordinators to special or ad-hoc committees;
- Promote participation in Association activities by the Chapter affiliates; and
- Encourage Chapter members and guests to become acquainted with one another and generally to foster an ongoing exchange of ideas and information at Chapter meetings.

Within the Association as a whole, the Chapter Director will:

- Report on the activities of the Chapter to the Board of Directors prior to and at their meetings;
- Generally act as the Chapter's representative on matters before the Board of Directors;

CHAPTER COMMITTEES:

The affiliated Chapter members may vote to form special or ad-hoc committees to perform specific tasks for the benefit of the Chapter and/or the Association as a whole.

IV. INDIVIDUAL PARTICIPATION IN THE CHAPTERS

All members of the Association are encouraged to affiliate with the Chapter closest to them. By doing so, the members ensure they will receive notification of all Chapter activities. Only active voting members will be able to vote on issues before the Chapter. Members who move within the state and wish to affiliate with a new Chapter should notify the Membership Committee and the new and old Chapter Directors involved.

Besides affiliation with a particular Chapter and actively participating in its growth, all members are encouraged to attend the Annual Meeting of the Association, attend meetings of other Chapters, and to exchange ideas and information.

The committees of the Association serve the entire membership and work in a number of forums. Members who participate may want to consider service on one or more committees as identified in Exhibit A. We recommend that the committees be comprised of individuals from all Chapters and encourage specific local participation for the following activities on these particular committees:

Continuing Legal Education:

- Work with Chapter members to identify potential local seminar instructors.
- Promote local CLE opportunities.
- Work with Public Relations Committee to promote the education of paralegal at educational facilities, such as job fairs.

Education:

- Work with local paralegal training programs to establish ties with the Association.
- Offer an annual educational seminar at each Chapter location and/or provide a videotape to all Chapters of any seminars conducted.

Membership:

- Assist with local recruitment and coordination of any Association open houses.
- Encourage members to affiliate with the Chapter and maintain an accurate address/telephone list of each member.

Newsletter:

Provide information to the Newsletter Editor concerning:

- Local news and Chapter activities.
- Information which promotes or develops the paralegal profession.
- Profiles of Chapter members.
- Solicitation of advertisements from local businesses.
- Summarize Chapter meetings and forward to Chapter Director.

Non-Dues Income:

- Assist in funding-raising projects.

Public Relations:

- Promotes the goals and activities of the Association.
- Establish contacts with local media to promote both the Chapter and the Association.
- Encourage Chapter participation in community affairs.
- Ensure that all printed materials issued mentions the existence of all Chapters of the Association.

Participation in committees can be done by several means, i.e., teleconferencing, facsimiles, electronic mail, etc. Some committees may choose to meet in central locations. The Association makes committee participation accessible to all interested members.

V. HOW THE ASSOCIATION ASSISTS THE CHAPTERS AND OUTREACH TEAMS

We encourage you to contact your Growth Committee contact person to answer all questions. If the Growth Committee is unable to answer your questions, you will be directed to an officer, director or committee who has the expertise to deal with the question. The Association pulls from numerous committees throughout the state, at the local level and from the National Federal of Paralegal Associations. The Association forms ad-hoc committees to investigate and formulate conclusions on specific matters. Special meetings may be called to discuss issues affecting the entire membership or Chapter.

The Board of Director's meetings are rotated throughout the Chapters. This allows local Chapter non-voting participation in the Board meeting held at that site and a means to make statewide concerns more personal to the local members.

We see the expansion of our Association into a number of Chapters as a very positive, evolving process, reflective of the growth of the profession itself. These guidelines, as well as the practices of the Association will be continually reviewed and updated in an effort to better assist our membership and the communities we serve.

GUIDELINES FOR OUTREACH TEAM

The following Outreach Team guidelines have been developed by The Paralegal Association of Wisconsin, Inc. (hereinafter referred to as the "Association"):

The establishment of an Association Chapter is accomplished through the Outreach Team which is under the Growth Committee. The Growth Committee will represent the Outreach Team to the Board of Directors and will assist the Outreach Team as needed.

The initial Outreach Team in any given area of Wisconsin must be current members of the Association and the Outreach Team Coordinator must be an active voting member.

The Growth Coordinator and the Outreach Team will develop a mailing list of:

- Local employers of paralegals;
- Schools offering paralegal training;
- Local media contacts.

The Outreach Team Coordinator

- Presides at the Outreach Team meetings;
- Ensures that meeting minutes are kept;
- Ensures that finances are kept;
- Ensures attendance sheet is kept for each meeting.

Regular meeting dates should not occur on the same date as other Chapters and should be published in the Association's newsletter (due by the 15th of every month).

The Outreach Team should submit the following to the Growth Coordinator:

- Summary of monthly business meetings;
- Most recent programs;

- Attendance sheets.

The Association suggests that the Outreach Team shows a history of regular monthly meetings for at least six months prior to Chapter formation.

CHAPTER FORMATION GUIDELINES:

Submit the following to the Growth Coordinator:

- Application for Chapter Status
- Intent to Affiliate form signed by each person who intends to affiliate with this Chapter.
- Once approved by Board of Directors newly created Chapter must:
 - Elect Chapter Director
 - Member of the Board of Directors
 - Attends all Board meetings
 - Program Chairperson (Optional)
 - Reservations Chairperson (Optional)
- Chapter installment ceremony held first or second meeting following approval
- Chapter Director work with Public Relations Committee to arrange for appropriate publicity for the event.
- Chapter must hold four meetings for any 12-month period, but no regular Chapter membership meeting shall be required during the months of December, May, June, July and August.

4.33

INFORMATION TECHNOLOGY / NEWSLETTER / WEBSITE COORDINATOR

INFORMATION TECHNOLOGY:

Job Description:

The Information Technology Committee should act as a resource to inform Association members of new legal technology and act as a clearinghouse for information about different products, and provide support or referral for membership who have technological questions or problems.

Specific Tasks:

1. Attract/locate a diverse number of members to the committee with expertise in various technological areas;
2. Provide for cross-training within the Committee so that no one are of technology is completely dependent on one individual;
3. Maintain a collection of articles, software and other resources regarding the Committees research. This should become a part of a permanent library of information that members can use as a resource if they encounter a particular issue;
4. Maintain a list of Association members with specific knowledge and willingness to be a resource to others with answers to questions concerning particular software programs, hardware, Internet, etc.;
5. Provide the "Input/Output" monthly column in the Association newsletter, providing up-to-date technologies that might benefit the operations of the Association itself. These could include, but are not limited to, new information available on the Internet, telecommunications, and applicable software.

4.34

NEWSLETTER / WEBSITE COORDINATOR:

Job Description:

The newsletter, *Wisconsin Paralegal*, is the Association's vehicle to communicate with its members, prospective members, the bar, and the public. The newsletter should be informative and educational.

The newsletter is published and distributed via email monthly at least ten (10) months of the year - members must receive the newsletter in time to timely respond to events, meetings and activities offered by the Association and Chapters. The newsletter should include: Association and Chapter meeting notices, highlights of Board meetings, announcements including but not limited to specialty section meetings and information, topical articles, regular columns such as the President's message, Chapter Director Reports, National Affairs Representative reports, advertisements, links and information to special events, State and National, and other information as space provides. To the extent possible, meeting notices should be provided with enough notice to give members an opportunity to respond and attend. Also, include a calendar which gives dates of special events and various committee meetings.

Specific Tasks:

1. Review prior year's newsletters and note when special items such as ballots, election biographies, bar meeting notices, association seminar notices, etc., are to appear and plan space accordingly in those issues;
2. Set up a plan and time deadlines at the beginning of the year for the newsletter. Stress the importance of deadlines at all Board meetings and publish deadlines in the newsletter;
3. Solicit and encourage articles and letter from members, committees and specialty groups;
4. Solicit advertisements and execute agreement for advertising in the newsletter;
5. Maintain file of existing advertising contracts;
6. Arrange to provide each advertiser with a copy of each newsletters in which their ad appears, if requested;
7. Control distribution of newsletters to non-members with set subscription rates. A copy of the current Subscription Policy should be maintained;
8. Verify that permission has been received to reprint articles of interest from other publications prior to publishing;
9. Forward all requests to reprint articles from our newsletter to the Board supervisor for approval;
10. Edit all submissions to the newsletter;
11. Proof typesetting to produce final copy;
12. Consider the format-use of space on the page, usage of the English language, typographical errors, etc. This is our only contact with many members, especially those in areas outside of our Chapter locales and other associations;
13. Obtain updated email addresses from Membership Committee monthly;
14. Establish a budget and control costs;
15. Collect and monitor revenues generated.

Past Information Technology/Website/Newsletter Coordinators:

Wendie Witzke	2004-2008
Wendie Witzke/Alayne Russom	2008-2009
Wendie Witzke/Mary Johnsrud	2009-2010
Wendie Witzke/Mary Johnsrud	2010-2013
Kris Pettit	2013-2015
John Goudie/James Goetz	2015-present

4.35

LEADERSHIP TRAINING

Job Description:

To identify, develop and foster future leaders within the membership of the Association, students in paralegal schools and associate/allied professionals.

Specific Tasks:

1. Assemble and review articles, periodicals and books that discuss various methods on developing leadership skills. Submit articles and tips to the Wisconsin Paralegal Newsletter Editor for dissemination to the membership;
2. Develop and provide leadership training materials for use by the Association, Chapters and Paralegal Schools;
3. Provide avenues for leadership training. This can be accomplished by holding leadership workshops. Speaking at Paralegal Schools, presenting at Annual Seminars of the Association, or at the request of various other entities, etc.;
4. Assist and respond to inquiries from individual members;
5. Assist other Coordinators as needed.

Past Leadership Coordinators:

Mary Beth Wendt	2006-2007
Alayne Russom	2007-2008
Alayne Russom	2008-2009
Mary Johnsrud	2009-2010
Mary Johnsrud	2010-2012
John Goudie	2012-2015
Amy Horgan	2015-present

4.36

MEMBERSHIP COMMITTEE

Job Description:

The goals of this Committee are to promote the membership of the Association.

Specific Tasks:

1. Establish a review committee to receive and review all applications for membership; (See guidelines for membership attached);
2. Submit applications on which there are questions to the supervising Board member promptly for consideration;
3. Correspond promptly with all new members indicating acceptance, class of membership approved and sending website access passwords;
4. Provide Board members with current membership information;
5. Review and update the membership application, as needed;
6. Coordinate the notification of the annual dues renewal periods in the newsletter, each year. The renewal period is from April 1 through May 31;
8. Monitor all renewals, obtaining additional information, if needed;
9. Collect and monitor all notification of dues received from the Treasurer;
10. Coordinate the updating and posting of the online membership directory on the Association website.

Past Membership Coordinator:

Mary Johnsrud	2004-2005
Mary Johnsrud and Michelle Littel	2005-2006
Laurie Ann Bingham	2006-2007
Laura Konitzer	2007-2008
Deb Romenesko	2008-2009
Sharon Minta	2009-2010
Patti Abraham	2010-2011
Kris Pettit	2011-2013
James Goetz	2013-present

MEMBER BENEFITS

- **Networking**
Meet new paralegals, form friendships and relationships with professionals in the paralegal field in your legal community
- **Information on Paralegal Regulation**
With Wisconsin being on the cutting edge of licensure, get the most up-to-date information, quickly and accurately.
- **Advance Notice of Available Jobs**
Find out about new jobs even before they hit the newspapers
- **Mentor Program**
Participate in our Mentor Program – receive expert guidance whether you are new to a field of practice, in a new geographical area, or new to the profession. Veteran paralegals can be Mentors and gain satisfaction by helping paralegals become more valuable.
- **Up-to-Date News**
Stay informed and up-to-date about our profession on our Web site and in the “Members Only” section about what’s happening in our state and across the country.
- **CLE Opportunities**
Gain valuable information from informative guest speakers at monthly Chapter meetings in your area and at the Annual Seminar.
- **Make a Difference!**
Take the opportunity to make a difference in your profession by serving on the Board of Directors of the Association – Get involved in your community by participating in local Chapter-involved events.

**THE PARALEGAL ASSOCIATION OF WISCONSIN, INC.
P O Box 510892
Milwaukee, WI 52302-0151**

PROFESSIONAL OBJECTIVE

The purpose of the Association include:

- To assume responsibility for leadership and enlightenment of the Bench, Bar and public regarding the competency, importance and value of Paralegals;
- To promote a broader understanding and acceptance of Paralegals as indispensable to the delivery of legal services;
- To stimulate and encourage the establishment and maintenance of training, education facilities and programs for persons interested in the profession;
- To conduct educational seminars, provide a forum for the discussion and subjects pertaining to the profession and public information relating thereto;
- To further the exchange of professional knowledge and to disseminate information with respect to the profession;
- To advance the interests and general welfare of the profession.

MEMBERSHIP

The Association is comprised of Paralegals from diverse educational backgrounds and specializations representing law firms, private corporations, banks, insurance companies and governmental agencies. Membership is also available to students enrolled in Paralegal training programs and other individuals who maintain an interest in the Paralegal profession.

Annual dues for the 2010-2011 year (June 1 – May 31) are: \$100.00 for Active Voting members; \$80.00 for Associate members; and \$45.00 for Student members. (Please read guidelines for each class of membership on page 3.)

The Association currently has five active Chapters: Fox Valley, La Crosse, Madison, Milwaukee and Wausau and one inactive Chapter: Racine/Kenosha. As interest grows in a specific geographic area, Outreach Committees are established to work with our members in anticipation of forming a local Chapter. Members have the option of affiliating with a local Chapter or remaining a Member-At-Large.

MEETINGS

Formal monthly meetings are held by each Chapter, except during the summer (December is at the discretion of the Chapter members and Director), featuring a guest speaker or an issues forum. The guest speaker presents a topic of interest to inform and educate the Association's members and guests. A short business meeting is conducted

either before or after the speaker's presentation. Members are encouraged to attend any of the local Chapters' monthly meetings, regardless of his or her Chapter affiliation, and participate in, at his or her option, committee activities of interest to the members. A Chapter may plan informal activities during the summer months.

EDUCATION

The Association plans an annual seminar which is open to all members and other interested persons. Previous seminars have addressed the topics of Limited Liability Corporations, Alternative Dispute Resolution, Real Estate Title Insurance, Administrative Advocacy, the Marital Property Act, Investigation Techniques, Computerization in the Law Office, Domestic and Foreign Corporations, Professional Ethics, the American with Disabilities Act, Handwriting Analysis, Termination of Parental Rights, Analyzing/Using Medical Records at Trial, Sexual Harassment and other Employment Issues, Bankruptcy and Criminal Law.

CONTINUING LEGAL EDUCATION

Five (5) Continuing Legal Education (CLE) credits including one (1) Ethics credit must be obtained during each membership year for all renewing Active Voting members. A maximum of four (4) additional credits obtained during a membership year may be carried over to the next year. The above-described annual seminar will qualify for the required five (5) CLE credits. Other qualified credits may come from all Continuing Legal Education Credits approved by a Bar Association (whether it be local or state); sponsored by any national member Associations; or by any professional seminar provider (PLI, PSEI, IPE) and shall qualify for the same number of credits. The number of credits awarded shall be in direct relationship to the length of the activity or event (i.e., 60 minutes = 1 credit). The Association monthly Chapter meetings or specialty section meetings shall qualify for ½ credit when legal issues are presented. Credit may also be earned by teaching or participating in an approved activity.

NEWSLETTER

The Association publishes a monthly online newsletter announcing upcoming meetings and speakers for the local Chapters, a summary of the speakers' presentations, job opportunities, highlights of the Board of Director's meetings, committee reports, notes and articles of special events, seminars and various issue-related topics.

JOB BANK AND MENTOR PROGRAM

The Association maintains a free employer job bank available to members seeking employment in the paralegal profession, and a mentor program for new Paralegals to offer support and advice in the initial stage of their careers. Both are free services to members and employers.

CLASSES OF MEMBERSHIP

Pursuant to Article II. Members. Section C. Qualifications, Rights and Privileges, of the Bylaws of The Paralegal Association of Wisconsin, Inc., a Paralegal is defined as “A professional, qualified through education, training or work experience to perform

substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer.” This person may be authorized by administrative, statutory or court authority to perform this work.

Further, pursuant to Article II, Sections D., E. and F., the classes of membership are as follows:

1. Active Voting Members
2. Associate Members
3. Student Members

Article II, Members, Section D.:

Active Voting Members. An Active Voting Member must be either employed or reside in the State of Wisconsin and work as a Paralegal . . .

Article II, Members, Section E.:

Associate Members. An Associate member is any individual . . .

Article II, Members, Section F.:

Student Members. Any individual . . .

NOTE: DUE TO ASSOCIATION BYLAWS ADOPTED IN JANUARY 2004, THE PARALEGAL ASSOCIATION OF WISCONSIN, INC. PROHIBITS MEMBERSHIP TO ANYONE WHO IS CURRENTLY INCARCERATED, HAS BEEN CONVICTED OF A FELONY FOR A CRIME OF MORAL TURPITUDE OR IS A DISBARRED ATTORNEY.

The following guidelines will be used by the Membership Committee in determining whether an individual is qualified for Active Voting membership:

1. The individual’s job title must be “Paralegal” or “Legal Assistant,” or such other job description that, in the sole discretion of the Membership Committee, denotes that the applicant is performing Paralegal duties;
2. An applicant must be performing Paralegal duties at least eighty percent (80%) of his or her time.
3. The professional responsibilities of the applicant to include the nature of administrative work assigned by the employer (i.e., recruiting, marketing plan

administrators, billing, law librarian, office administration, Paralegal supervision, or other work related to a specialty area).

4. The education background, training and work experience of the applicant; and

5. The applicant's training or experience in a specialty area.

Any applicant who meets the requirements for membership in any other class. In the event that an Active Voting member's work status changes so that he or she no longer meets the criteria of an Active Voting member, as determined by the Membership Committee, he or she must immediately notify the Membership Committee of such change of status; however, he or she may retain the status of Active Voting member for the balance of the Association's fiscal year.

Individuals qualified for the Associate membership may include:

1. An instructor in the field of Paralegal training or anyone connected in an official capacity with a school or college conducting a course for Paralegal training;
2. A former Active Voting member no longer employed in the field;
3. Paralegals employed in states other than Wisconsin who does not reside in Wisconsin; or
4. Other individuals as may be approved by the Membership Committee, including but not limited to Lawyers, Legal Secretaries, Legal Administrators, Accountants and Law Librarians.

Join or Renew Information

www.wisconsinparalegal.org

Membership Application

www.wisconsinparalegal.org



THE PARALEGAL ASSOCIATION OF WISCONSIN, INC.
P O Box 510892
Milwaukee, WI 53203-0151

STUDENT CERTIFICATION

The Paralegal Association of Wisconsin, Inc., is a professional association dedicated to the promotion of the role of Paralegals in the legal field, their training and continuing education.

We request that you complete this form as a prerequisite to the applicant's student membership. Your time and cooperation are appreciated.

If you have any questions, please do not hesitate to contact any Board member as listed on the Association's web site.

I hereby certify that _____ is a student at:

Name of Institution: _____

Address of Institution: _____

City, State & Zip: _____

In the following program: _____ with an
expected graduation date of _____.

By: _____

Print Name: _____

Title: _____

Date: _____

4.43

MENTOR PROGRAM

Job Description:

The mentor program is designed as a three-month partnership between an experienced paralegal serving as the mentor, and either, a paralegal new to the profession/area or a paralegal student. The mentor and members to be assigned a mentor are matched based on similar interest or career goals.

Specific Tasks:

1. Match requests for mentors with appropriate mentors within the Association;
2. Maintain lists of Association members who are willing to act as mentors;
3. Solicit mentor sign-up via a form published in the Association newsletter and distribution of forms to Chapter Directors for their monthly meeting display tables;
4. Monitor mentor relationships, keeping records of match ups;
5. Provide a questionnaire to mentor/mentee upon completion of the three-month term in order to evaluate the mentor program;
6. Provide thank you letters to mentors upon completion of the three-month term.

Past Mentor Program Coordinators:

Dwayne Krager	2004-2006
Bernie Schilling	2006-2008
Heidi Rich	2008-2012
Sarah Pederson	2012-2013
Sarah Pederson	2013-present

MENTOR / MENTEE PROGRAM AS POSTED ON WEB SITE

Attention paralegal students, new paralegals and paralegals new to a particular area of law. PAW would like to invite you to become part of its Mentor/Mentee program.



Mentees

As a Mentee, you will be matched with a Mentor who practices in your field of interest. Your mentor can provide you with:

- a readily available and friendly voice to answer questions
- guidance with job hunting
- knowledge as to what it is like to work in a large or small law firm or other practice environment
- paralegal responsibilities in a specialty area
- assistance in locating resources and networking opportunities in a specialty area
- assistance in locating resources and networking opportunities for professional improvement

[Read more...](#) (Mentee pdf file)

Mentors

Mentors are available for all members of PAW. Click the "membership" tab at the bottom of this page to join PAW. Once you are a member, fill out the Mentee form found in the "members section" of this web site. We will get you in contact with a Mentor as soon as possible.

[Read more...](#) (Mentor pdf file)

We look forward to helping you in your career as a paralegal!

Mentor Coordinator

Sarah Pederson

Mentor Coordinator

414-278-8800

s.pederson112@gmail.com

MENTORS FOR PAW

The Paralegal Association of Wisconsin (“Association”) Mentor Program is designed as a three-month program to provide Association members (“mentees”) with a contact in the paralegal profession. Mentors and mentees seeking mentors will be paired on the basis of similar interests or career goals. As a mentor, you have the opportunity to share your expertise and professional insight with another individual who may greatly benefit from your input.

What you do as a mentor is limited only by your time and imagination. However, job placement is not the function of the mentor. Mentees may want:

- a readily available and friendly voice on the other end of the telephone to answer questions
- guidance with job hunting
- to know what it is like to work in a large or small law firm or other practice environment
- to learn about paralegal responsibilities in a specialty area
- assistance in locating resources and networking opportunities in a specialty area
- assistance in locating resources and networking opportunities for professional improvement

MENTOR/MENTEE PROGRAM

Name: _____

Employer: _____

Address: _____

Telephone: _____ (Day) _____ (Evening)

Association membership status:

____ Active voting ____ Association ____ Student

Area(s) of
specialty: _____

Experience as a paralegal [include years you have been working as a paralegal as well as if you work(ed) for a firm, company, government, etc.] _____

WITH A GROWING NUMBER OF NEW ASSOCIATION MEMBERS, IT IS EXPECTED THAT THE NEED FOR MENTORS WILL BE GREAT. IF YOU WOULD LIKE TO SERVE AS A MENTOR, PLEASE COMPLETE AND EMAIL THIS FORM WITH YOUR RESUME TO SARAH PEDERSON AT:

s.pederson112@gmail.com

MENTOR/MENTEE PROGRAM EXCLUSIVELY FOR MEMBERS OF PAW

Mentees

- Are you a member of PAW?
- Are you enrolled in a paralegal program and looking for direction?
- Are you new to the paralegal profession?
- Have you started a new paralegal position?
- Are you a stranger to a new field of law?

You are not alone! Help is just a phone call (or email) away! As a service to members of the Paralegal Association of Wisconsin, Inc. (PAW), we are here to answer your questions, provide you with information about PAW and get you in touch with an experienced paralegal who can share his or her paralegal experiences, offer friendly advice and act as your Mentor.

Select the area(s) of law that you are interested in learning about from the list below:

_____ Bankruptcy
_____ Corporate

_____ Contracts
_____ Criminal

- | | |
|---|---|
| <input type="checkbox"/> Debtor/Creditor | <input type="checkbox"/> Employee Benefits |
| <input type="checkbox"/> Estate Planning | <input type="checkbox"/> Family Law (divorce, adoption) |
| <input type="checkbox"/> Government | <input type="checkbox"/> Immigration |
| <input type="checkbox"/> Intellectual Property (IP - patents, trademarks) | <input type="checkbox"/> Labor/Employment |
| <input type="checkbox"/> Litigation | <input type="checkbox"/> Personal Injury (PI) |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Tax |
| <input type="checkbox"/> Worker's Compensation | <input type="checkbox"/> Other |
-

Select the place/type of employment you are interested in from the list below:

- Law Firm
- Corporation
- Financial Institution
- Government Agency or Institution
- Insurance Company
- Healthcare Facility
- Other _____

Scan and email this form or provide your name, address, telephone number, email address and area of law that you are interested in to:

Sarah Pederson, Mentor Coordinator
 Email: s.pederson112@gmail.com
 Phone: 414-278-8800

You will be matched with an experienced paralegal based on your interests and/or career goals. Your new Mentor will contact you and get you the answers and information you are seeking.

4.48

NOMINATIONS

Job Description:

Committee members should include at least one member from each Chapter, plus two (2) disinterested persons to count ballots after the voting deadline. The calendar for nominations is as follows:

- January First call for Board nominations
- February Second call for Board nominations
- March Nominations for Board members closed
- April Prepare and mail nominee biographies, voting instructions and ballots to all ACTIVE VOTING members
- Prior to Annual Meeting Elections for Board Members closed

Specific Tasks:

1. Solicit nominations for Board positions among Active Voting members;
2. Contact nominees, verifying their willingness to be nominated as well as their eligibility;
3. Provide nominees with job descriptions as well as a form for completing biographical information, notifying them of the deadline for submission of same;
4. Request list of Active Voting members from DOM and prepare mailing labels for mailing of the ballots;
5. Coordinate the printing and mailing of ballots;
6. Prepare and number ballots - enclose voting instructions and return envelope marked "Official Ballot" on the outside, with a return address of the Nominations Committee Coordinator;
7. Notify all nominees and current Board members of election results within two (2) weeks prior to the Annual Meeting so preparations may be made for attending the Orientation Meeting for Board members and Coordinators;
8. Arrange for the publishing of the election results in the June newsletter;
9. Arrange for the confidential counting of ballots as well as the destruction of same after reporting the results of the elections. Motion to Destroy Ballots should be made at the Annual Board Meeting.

Past Nominations Coordinators:

John Goudie	2004-2007
Wendie Witzke	2007-2008
Mary Johnsrud	2008-2009
John Goudie	2009-2013
Kristine Pettit	2013-2015
John Goudie	2015-present



START THINKING ABOUT ELECTIONS 2011 – 2012

***It is not too soon to begin planning for elections of your new
Board of Directors!***

***Officers of the Board are elected to a one (1) year term to
commence at the Annual Board of Director's meeting on May 5,
2011.***

***All Board of Director positions are open for elections. Ballots
will be mailed to all voting members of the Association in April.***

NOTICE TO ALL ACTIVE VOTING MEMBERS

FIRST CALL FOR NOMINATIONS

It is time to begin planning for the election of Officers and Directors for the 2011 – 2012 year. We are asking for input from the Active voting members in nominating candidates for all positions on the Board which will be vacated at the end of the 2010 – 2011 term. Bylaws require that an Officer shall hold office until his/her successor shall have been duly elected or until his/her prior death, resignation or removal.

*** PLEASE LIST YOUR NOMINEES FOR THE FOLLOWING POSITIONS ***

PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER

DIRECTOR OF MEMBERSHIP

**NATIONAL AFFAIRS
REPRESENTATIVE**

MILWAUKEE CHAPTER DIRECTOR

MADISON CHAPTER DIRECTOR

FOX VALLEY CHAPTER DIRECTOR

LA CROSSE CHAPTER DIRECTOR

RACINE/KENOSHA BOARD LIAISON

Wausau Chapter Director

Return Nominations forms to:
(No later than March 31, 2011)
John Goudie, Nominations Coordinator
Gimbel, Reilly, Guerin & Brown, LLP
330 E. Kilbourn Avenue
Two Plaza East, Suite 1170
Milwaukee, WI 53202
jgoudie@grgblaw.com

VOTING INSTRUCTIONS

1. Each Active Voting member will receive one (1) ballot only. The ballots have been numbered so that we will know exactly how many have been sent out, and in order that we can check to make sure no duplicate copies are returned. **HOWEVER**, ballots have **NOT** been mailed in any sequence to ensure that your ballot will be anonymous. **NO** record is kept of the numbers on the ballots or to whom they have been mailed. **DO NOT DUPLICATE YOUR BALLOT!** We will discard **ALL** ballots having duplicate numbers. As an example, if we receive three ballots numbered “10,” all three ballots will be discarded.
2. Each Active Voting member will also receive a specially marked envelope for the return of the ballot to the Coordinator of the Nominations Committee. The envelope has been marked “Ballot Enclosed.” **DO NOT USE ANY OTHER ENVELOPE FOR THE RETURN OF YOUR BALLOT.** When your ballot is filled out, place it in the specifically marked envelope, stamp it, and place it in the mail. Ballots will **ONLY** be counted if received by mail. **NO HAND DELIVERIES WILL BE ACCEPTED.**
3. Contact John Goudie at (414) 224-8662, Chair of the Nominations Committee, if you have any difficulty with the coordination of your ballot or envelope.
4. Vote for one (1) person for each Officer and Director position. You may choose to vote for a “write-in” candidate for any position. If so, please write in the name of that person on the blank line available under that position. Write-ins are encouraged for any position without a named nominee. The Nominations Committee will contact all write-in candidates to determine their willingness to accept that position.
5. The deadline for the **receipt** of ballots by the Chair of the Nominations Committee is **MIDNIGHT, (Date) (YEAR) _____**. This deadline is strictly enforced, so please plan accordingly. Any ballot not received by the above date will be discarded.
6. Ballots will be counted by a disinterested person, the results of which will be announced to the general membership at the Annual Meeting in **_____(CITY), Wisconsin on Thursday, _____(DATE)_____**.

**PARALEGAL ASSOCIATION OF WISCONSIN
BALLOT FOR ELECTION OF _____
OFFICERS AND DIRECTORS**

**PLEASE MARK BALLOT FOR NOMINATED CANDIDATE, OR YOU MAY
WRITE IN CANDIDATE ON BLANK LINE(S)**

President

[] _____

Milwaukee Chapter Director

[] _____

Vice-President

[] _____

Fox Valley Chapter Director

[] _____

Secretary

[] _____

Madison Chapter Director

[] _____

Treasurer

[] _____

Wausau Chapter Director

[] _____

Membership Director

[] _____

LaCrosse Chapter Director

[] _____

National Affairs Representative

[] _____

Racine/Kenosha Liaison

[] _____

BALLOT # _____

4.53

NON-DUES INCOME

Job Description:

This committee is responsible for promoting, proposing and coordinating activities and events to increase the income from non-dues sources.

Specific Tasks:

1. Maintain an inventory of items for sale by the Association;
2. Propose to the Board new ideas and prepare a plan for creating non-dues income;
3. Inspire participation by members in non-dues income producing activities;
4. Consult with the Board and membership to generate ideas for creating non-dues income.

Past Non-Dues Coordinators:

Vacant	2004-2008
Vacant	2008-present

PARALEGAL ADVANCED COMPETENCY EXAM (PACE)

Job Description:

This committee is charged with the task of informing the membership of the many facets concerning the development and execution of the PACE exam.

Specific Tasks:

1. Act as a liaison between the Association and **NFPA** for purposes of disseminating information regarding the PACE exam;
2. Provide application to members to take the PACE exam;
3. Be informed about PACE seminars and materials available for purchase with prices and dates;
4. Assist with locating and furnishing materials to members regarding Study groups for preparation in taking the PACE exam;
5. Make study guides available to members interested in purchasing these articles.

Past PACE Coordinators:

4.55

PRO BONO

Job Description:

This committee shall gather information and materials relating to the pro bono delivery of paralegal services as a resource to the Association members.

Specific Tasks:

1. Make contact with various pro bono community projects, state bar, local bar associations, Volunteer Lawyers Projects, Milwaukee Young Lawyers Association, and/or Legal Action of Wisconsin, Inc. and other interested groups to advise of members' interest in working on pro bono projects;
2. Publish a form in Wisconsin Paralegal on a monthly basis for members to express their interest in working on pro bono project as they are identified;
3. Coordinate assignments of members to appropriate pro bono projects as needed;
4. Establish other pro bono projects of interest to the Association;
5. Maintain contact with appropriate pro bono speakers for seminars and other events.

Past Pro Bono Coordinators:

Marie Koster	2004-2008
Marie Koster	2008-2013
Marie Koster	2013-present

WILLS FOR HEROES PROGRAM:

Pro Bono Coordinator –

The State Bar of Wisconsin (State Bar) has asked that the Paralegal Association of Wisconsin (PAW) partner with them to man up the Wills For Heroes (WFH) clinics through out our state. The State Bar coordinates the attorneys for the clinics and PAW has agreed to coordinate witnesses and notaries.

Visit these websites to get up to date on what the program is all about:

www.willsforheroes.org
www.wisbar.org/heroes

PAW Pro Bono Coordinator will be the contact for the State Bar Representative. Currently (2009-2010) the State Bar representative and contact is:

Attorney Jeff Brown
Pro Bono Coordinator
State Bar of Wisconsin
608-250-6177
www.wisbar.org/probono

Each clinic requires 2 – 6 witnesses and 1 – 3 notaries, depending on the number of heroes that attend.

The Pro Bono Coordinator should:

- contact the State Bar to notify them of your contact information and discuss how you would like to communicate.
- visit the website for upcoming clinics
- contact the state bar coordinator to obtain Attorney Lead contact information
- obtain the number of volunteer notaries and witnesses needed for the clinic
- recruit volunteers by contacting Chapter Directors and Student Chapter regarding upcoming clinics in their area (sample email below)
- provide the instructions on how to sign up on the state bar website (sample email below)
- track the number of volunteers that have signed up (work in progress with State Bar as far as who will track)
- assign one person to 'lead' and take the role of Non-attorney lead at the clinic
- provide the Non-attorney lead with the check list of items and duties and the timeline
- work with State Bar to market PAW (e.g. signage) – make our presence known
- send email just prior to clinic with specifics on instructions for PAW volunteers
- receive and track feedback, when necessary communicate feedback to State Bar
- update and maintain this document as needed

Sample email for recruiting volunteers:

Hello All,

PAW has partnered with the State Bar of Wisconsin to coordinate Wills for Heroes clinics throughout our state. We are looking for volunteers.

For information on the program please visit the Wills for Heroes website at: www.willsforheroes.org or the Wisconsin State Bar website at: www.wisbar.org/heroes

We are looking for 3 Notary and 6 Witnesses for a total of 9 volunteers to attend the pilot on December 5, 2009 from 8 -4 at Milwaukee Safety Academy, 6680 N. Teutonia Avenue, Milwaukee, WI.

Can you please pass this message on to your members and colleagues?

It is a commitment for the entire day. Lunch is usually provided. Please provide your name, the date of the clinic, a phone number and an email address.

Sample email instructions for volunteers:

Hello Volunteers,

First, thank you for agreeing to volunteer your time. As I had mentioned, this is a pilot clinic scheduled for December 5, 2009. The State Bar of Wisconsin is the sponsor of the program and has set up the website for volunteers to enter their information. The link below allows you to add your information for the 12/5 clinic. At the bottom in the "Other Information" area please type the date you can volunteer and the capacity (e.g. notary, witness). The clinic is scheduled to run from 8 -4.

One additional item - We are expecting you to show up. We need to have the necessary parties present in order to make this a success. Your commitment should be taken seriously. Thank you and hope to see you at the clinic.

Sample email just prior to clinic:

Hello Volunteers

First of all, we want to thank all of you for your interest and willingness to participate in Wills For Heroes. Here are details for tomorrow's event:

Where:

Milwaukee Safety Academy --2nd Floor
6680 North Teutonia Avenue
Milwaukee, Wisconsin 53209

Parking is available on site at the rear of the building. There is a rear entrance to the building near the parking lot, but if for some reason it is not open tomorrow, come around to the front entrance. We will be on the 2nd floor.

Dress casually for tomorrow (jeans are fine). No need to wear a suit on a Saturday.

There has been a change with the required times for the notaries and witnesses. **Notaries and witnesses will not need to be at the facility until 10:00 a.m.** When you show up for your scheduled time, there will be about 20 minutes for you to familiarize yourself with the documents and requirements. The appointments with First Responders will begin in the morning at 10:00 and in the afternoon at 1:00. Each appointment will last approximately 1 hour to go over the First Responder's answers in the questionnaire, prepare the documents using HotDocs, and then review the documents with the First Responder before they sign them at the separate witness table. If possible, an estate planning expert may sit in on the review of the estate planning documents with the client.

There will be a light lunch provided by Milwaukee YLD and the State Bar for those taking the all-day shift but be sure to have breakfast before you come. There is also a break room available on site with a refrigerator, so feel free to bring your own snacks and beverages as well.

In case you weren't aware, WFH has been well-established since 2001 and has prepared more than 7,000 free estate planning documents to First Responders since then.

If you have any questions or comments before tomorrow's event, please let me know.

Thanks again, everyone.

4.58

PROFESSIONAL DEVELOPMENT

Job Description:

The objectives of this committee are to facilitate the legislative process in passing the Association bill for regulation, and to keep the Board informed of any and all activities regarding the legislative process.

Specific Tasks:

1. Ensure that the legislative bill on Paralegal Licensure regulation continues to conform to the Association policy;
2. Review and propose changes to the bill;
3. Make recommendation concerning services of a lobbyist for the Association;
4. Develop written and oral presentations concerning the Association's legislative initiative;
5. Foster and promote interest in the legislative initiative among Association members and allied professions;
6. Act as a liaison between the Association and the Star Bar regarding regulation.

Past Professional Development Coordinators:

John Goudie	2004-2010
John Goudie	2010-2013
John Goudie	2013-present

4.59

PUBLICATIONS

Job Description:

This committee shall coordinate the publications of the Association.

Specific Tasks:

1. Maintain an up-to-date inventory of all Association publications;

**CURRENTLY, ALL ASSOCIATION PUBLICATIONS AND MATERIALS ARE
KEPT IN ELECTRONIC FORMAT ON THE SECURE BOARD OF
DIRECTORS WEB SITE**

Past Publications Coordinators:

Bernie Schilling 2004-2008

4.60

PUBLIC RELATIONS

Job Description:

The goal of this committee is to facilitate effective communication between the Association and County Bar Associations, attorneys, the public and the media. Continued effort should be made to develop awareness of our profession through statewide media coverage in journals, newspapers and television. Most of the tasks herein described should be coordinated with input from the requesting committee.

Specific Tasks:

1. Send announcements of the election of new officers and Board members to publications where Chapters and membership are located;
2. Prepare and maintain a media kit including: Association advertising policy, advertising rates, demographics and advertising contact;
3. Identify and maintain a list of current and prospective advertisers, coordinating mailing of media kits and follow up;
4. Provide assistance to each Chapter to send announcements of their monthly Chapter meetings to their local publications;
5. Send announcements of the Annual Seminar to Cable TV Community Calendar, public radio, local newspapers and public television;
6. Update listings in the various trade journals as necessary and check renewal of the Association "Yellow Pages" listing;
7. Channel requests from various media for information about our Association or the paralegal profession to the supervising Board member;
8. Solicit volunteers from the Board and general membership who will present a positive image of our profession and of the Association as an ex-officio speaker's bureau for the Association;
9. Arrange for staffing needs for Association information booth at conventions, i.e. the Mid-Winter State Bar and the Wisconsin Academy of Trial Lawyers, and the annual meeting of the Wisconsin Association of Legal Secretaries or for other organizations and schools;
10. Assist Chapter Directors in identifying community promotional opportunities and public fund-raising events and encourage the involvement of their Chapter member;
11. Assist Chapter Directors in organizing volunteers and furnish Association literature and other promotional items for use with local activities;
12. Work with state legislature to have the Governor proclaim the date of the annual meeting a Paralegal Day;
13. Coordinate the Paralegal of the Year Award (see copies of the rules and nomination forms attached);
14. Market the Association's pins and other Association promotional materials at the monthly Chapter meeting and at the annual meeting and seminar;
15. Obtain a President's gold pin to be presented to outgoing President following his/her term.

Past Public Relation Coordinators:

John Goudie 2004-2010 John Goudie 2013-present

Alayne Russom	2008-2010
John Goudie	2010-2013

PARALEGAL OF THE YEAR AWARD – RULES

The Paralegal Association of Wisconsin shall annually present an award to a paralegal or legal assistant who demonstrates outstanding service to the profession, the Association, and/or the community. Nomination for the award can be submitted by his or her peers, or by an employer. Nominations for the award are submitted according to the rules outlines below:

1. The Notice for the call for Nominations and a copy of the Nomination Form is to be published on the Association's web site in January, February and March. Nominations will also be solicited from Attorneys and other legal support staff through promotional effort at the State Bar Convention.
2. Nominations shall be submitted to the Public Relations Committee which will obtain additional information from the sponsors and employers to complete the application process.
3. The Committee will vote on the applications and select five final nominees to be submitted to the judges. The Committee will prepare blind ballots containing the information about achievements, being careful to delete any information that would identify the nominee or employer's name.
4. The Committee will select the judges after all nominations are received, making sure the judges have no association with the nominees. The judging panel shall consist of an attorney, a paralegal educator and a lay person. The lay person can be selected from any service organization except one in which any nominee serves. The ballots shall be presented to the judges on or before April 15th.
5. The judges shall after reviewing the ballots, rank the nominees on a scale of 1 to 5, with 5 being the highest rank. The judges will return their rankings to the Committee Chairperson, who will tally the rankings and determine which paralegal wins the award. The individual tally sheets of the judge shall be destroyed and the ranking totals for each nomination shall be recorded and remain with the original nomination materials.
6. The Award shall be presented at the Annual Meeting. The Association will pay for the cost of the dinner for the paralegal or legal assistant receiving the award. The cost of the Award, not to exceed \$75.00 will be included as a line item in the Public Relations Committee budget.
 - A. Notice of the Award shall be included in the June newsletter of the Association.

THE PARALEGAL ASSOCIATION OF WISCONSIN, INC.

P.O. Box 510892
Milwaukee, Wisconsin 53203-0151
(414) 272-7168

PARALEGAL OF THE YEAR NOMINATION FORM

Name of Nominee _____

Address _____

Phone: *Home* _____ *Work* _____

Address _____

*Name of Sponsor** _____

Mailing Address _____

Daytime Phone _____

Signature of Sponsor

Date

B. A sponsor may be any employer, co-worker, fellow paralegal or person associated with the nominee's civic or charitable activities.

Thank you for taking the time to complete this form. Please return this form by DATE _____ to the Paralegal of the Year Nominations Coordinator, Alayne Russom.

**THE PARALEGAL ASSOCIATION OF WISCONSIN, INC.
NOMINATION FORM**

PARALEGAL OF THE YEAR

A. PARALEGAL SKILLS AND EXPERIENCE:

1. Education (Specify highest grade/level completed)

Degree(s) Obtained: _____

2. Employment:

a. Total number of years of legal experience: _____

b. Specific duties performed: _____

3. List exceptional work achievements: _____

B. SERVICE TO STATE AND NATIONAL ASSOCIATION(S):

Date of affiliation as member: _____

1. Elected offices held and appointed offices and/or committee chairmanships held at state or national level: _____

2. Other association involvement (committee service, etc.) _____

MEDIA INQUIRY GUIDELINES

In the event that any Association officer or Directors is contacted by a member of the media (TV, newspaper, radio, etc.) for purposes of obtaining information relative to the Association or the paralegal profession, the contact should be immediately reported to the Public Relations Committee Chairperson for follow up and handling of the inquiry.

No information should be provided to the media source person except to advise him or her that the Association Public Relations Committee will respond to their inquiry.

The name of the contact person, the media source, a telephone number and convenient time for a return phone call should be obtained and relayed as soon as possible to a Public Relations Chairperson. It will be the responsibility of the Public Relations Chairperson to follow up on all media inquiries with a return phone call within 24 hours of the initial contact, or as soon as possible thereafter.

The Public Relations Chairperson will answer any general questions concerning the Association policies and procedures, dispense any written materials approved for public and professional distribution, and/or volunteer to obtain any additional information or paralegal expertise on a specific topic of inquiry.

The Public Relations Chairperson will be responsible for locating and distributing to the media the additional information requested. The Chairperson should identify and make the necessary referrals to other Association Officers, Board Members or Chapter Directors, who can serve as informed spokesperson(s) for the Association and who can act in the capacity of “paralegal experts” on any specific topic, subject or area or inquiry.

Any member of the Board who is contacted by a Public Relations Chairperson regarding a media inquiry should make an expeditious effort to obtain the requested information and/or make direct contact with the media source person if requested to do so by the Public Relations Chairperson.

In the event the media contact will result in printed materials, the Public Relations Chair should request that a copy of the printed text be furnished to the Public Relations Chair for review prior to publication. If time allows, the text will be submitted to the Executive Committee for review and discussion.

In the event that time does not permit notice to the Public Relations Committee, Association Officers and Directors are encouraged to use professional judgment and discretion in furnishing information to the media.

Any and all media contacts made to Association Officers and Directors are to be brought to the attention of the full Board of Directors. A media inquiry report is to be prepared as soon as possible by the Public Relations Chairperson who received the referral, and submitted in written form to the Association President, who will place the item on the agenda for discussion at the next full Board meeting following the contact.

MEDIA INQUIRY REPORT

Name of Media Organization: _____

Name of Media Contact Person: _____

Data of Media Contact: _____

Name of PAW Officer/Director Contacted: _____

Brief Summary of Information Requested: _____

Summary of Information Provided to Media:

PAW Officers/Directors/or Members Providing Information:

Date of Report

Public Relations Co-Chair

** PLEASE ATTACH A COPY OF ANY WRITTEN MATERIAL THAT **
IS PRODUCED AS A RESULT OF THIS MEDIA CONTACT.

4.67

SALARY SURVEY

Job Description:

The salary survey is done periodically by request of the Association Board.

Specific Tasks:

1. Develop a questionnaire to obtain information requested by the Board;
2. Post the survey utilizing the online survey service available through Constant Contact;
3. Notify the target audience of the availability of the survey and the timelines for completing the same;
4. Receive and tabulate the results of the survey;
5. Prepare and publish the results of the survey in a format for communication to the members and general population (NOTE: the Board must approve the final project before publication);

Past Salary Survey Coordinators:

Mary Beth Wendt/Nadine Janik-Emons	2004-2005
Krin Krause and Alayne Russom	2005-2007
Alayne Russom & Sharon Minta	2007-2009
John Goudie & Alayne Russom	2009-2010
John Goudie & Alayne Russom	2010-2012
Kris Pettit	2012-2015
John Goudie	2015-present

4.68

STRATEGIC PLANNING

Job Description:

Assist in the planning and implementation of the Association's short and long-term goals and priorities.

Specific Tasks:

1. Attend the Board planning session, providing structure and input as requested, keeping detailed notes of the meeting;
2. Develop and provide the Board with a summary and detail of the current fiscal Association plans as set forth at the planning session;
3. Develop and provide the Board with a summary of the 5-year plan for the Association, by incorporating plans from the past fiscal year, the current year and "overflow" plans as defined by the Board's planning session;
4. Monitor and provide feedback on the goals set by the Board as its initial fiscal planning session and as published in the planning document;
5. Plan and give a "road show" presentation at Chapter meetings highlighting the current and future goals of the Association;
6. Make recommendations to the Board concerning the progress of its stated goals in line with the currently defined 5-year plan.

Past Strategic Planning Coordinator:

4.69

STUDENT MEMBERSHIP COORDINATOR

Job Description:

The Student Membership Coordinator is the liaison between the Association and schools to assist in promoting membership with the Paralegal programs and increase Association membership as well as developing communication between the Association and students and attempting to meet the needs of student members.

Specific Tasks:

1. Intake of student calls, answer questions;
2. Be an outlet for job shadow students/intern positions;
3. Work closely with Mentor Committee in establishing contact;
4. Send student Welcome Packets to new members;
5. Send student Inquiry Packets to interested students;
6. Set up and attend campus visits to promote membership;
7. Organize and attend students membership meetings and Chapter meetings for each Chapter at schools in the area;
8. Provide schools and students with notification of Association's Annual Seminar as well as other opportunities to network;
9. Promote the Association scholarship(s) aware by notifying student members;
10. Assist in obtaining corporate sponsorship of sponsorships;
11. Develop and maintain "student paralegal profile" form for complete and entry into Wisconsin Paralegal;
12. Write articles on schools, programs, special activities or events and paralegal onsite groups;
13. Organize student workshops;
14. Develop and maintain list of paralegal programs offered in Wisconsin.

Past Student Membership Coordinator:

Mary Johnsrud	2004-2006
Marlane Myhre	2006-2010
Marlane Myhre	2010-2015
Deon Hughey	2015-present