



## Calling All Members for the 2020-21 Leadership Team



*We Want You to help “Light the Way with Texas ALP!”* All you have to do is say **yes** and become part of the Texas ALP Leadership Team, either as a chair or a committee member. Texas ALP needs your talents, your strengths, and your passion for our tri-level association. We all have jobs, family commitments and other interests that keep us busy, but ***don’t forget to always make time for you*** with self-improvement through education, networking, and service within our association.

If you want to be part of the Texas ALP Leadership Team, here is the list of committees and those who have already agreed to serve as Chairs.

### YES! I want to be part of the 2020-21 Texas ALP Leadership Team!!

**Name:** \_\_\_\_\_

**Chapter:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**I would like to chair or serve on the following committee(s) and have designated my choice(s):**

<b>Standing Committees</b>			
Annual Conference 2021		Marketing	
Awards		Meetings Coordinator	
Bylaws/Standing Rules		Membership	
Certification		Nominations & Elections	
Communications (Helene Wood, Chair)		Planning Committee	
Education		Professional Development	
Fall Education Conference 2020		TALP Hugs	
Financial Review		The Texas Docket	
Fundraising		Webmaster	
Historian			

If you would like to be a part of any of the committees listed above or just have questions about a committee, please contact Tina Hurley, PP, PLS, President-elect, at [tina.pp.talp@gmail.com](mailto:tina.pp.talp@gmail.com) or 214.912.8058 (cell).

Thank you for helping Texas ALP promote a high standard of competence for legal support professionals.

**SEE NEXT PAGE FOR DESCRIPTION OF COMMITTEE DUTIES**

# COMMITTEE DUTIES

**AWARDS:** Coordinate Texas ALP LPY awards presented at the Annual Conference. Work with host chapter for conference to obtain judges for awards.

**BYLAWS/STANDING RULES:** Review bylaws and standing rules for necessary changes and maintain conformance with NALS bylaws/standing rules. Issue call for proposed amendments and furnish proposed amendments to EC. Provide proposed amendments to Secretary for distribution with the Call to Annual/ Fall Educational Conferences.

**CERTIFICATION:** Answer all inquiries re: NALS certification programs and promote certification by providing articles for *The Texas Docket*. Work with Marketing to furnish press releases for those passing certification exams or recertifying. Work with host chapters to recognize members successfully completing exams during Recognition Luncheon.

**COMMUNICATIONS:** Responsible for e-mail dissemination of official business. Maintain official roster and mini-roster. Obtain current rosters of officers from local chapters and provide them to NALS Resource Center. Coordinate (w/Treasurer) list of members eligible to vote--Treasurer will certify and submit to Nominations and Elections Chair.

**EDUCATION:** Plan and coordinate legal education seminars sponsored by Texas ALP. Prepare CLE certificates for each meeting and work with host chapter to obtain speakers. Encourage local chapters to plan legal education study courses and provide assistance when asked. Provide education articles for each issue of *The Texas Docket*. Work with Marketing Committee to promote seminars, official courses, and educational materials.

**FINANCIAL REVIEW:** Review financial records of the Treasurer, Fundraising, Fall and Annual Conferences, verify all receipts and disbursements, and provide financial review report covering such books to the EC and at Board and Annual Meetings.

**FUNDRAISING:** Devise ways and means of raising funds. Develop and market Texas ALP logo items approved by the EC and make items available for purchase at all functions. Coordinate and promote Texas ALP raffles.

**HISTORIAN:** Update the master Texas ALP History document and receive other information regarding Texas ALP's history.

**MARKETING:** Assist Membership in marketing and advertising benefits of membership. Develop and maintain promotional packets for distribution to local bar associations and local chapters. Work with Certification to announce names of people passing certification exams and recertifying. Work with host chapters to provide press releases about each Texas

ALP function and assist local chapters with their Day-In-Court observance events. Promote all seminars and events and provide materials for publication in *The Texas Docket*.

**MEETINGS COORDINATOR:** Encourage and assist local chapters to bid to host fall or annual conferences. Act as coordinator between the President, EC, applicable chairs, and hosting chapter in implementing scheduled conferences. Prepare and keep current the Guidelines for Bidding an Educational Conference and Guidelines for Planning an Educational Conference.

**MEMBERSHIP:** Receive and promptly answer inquiries about membership. Develop, implement, and evaluate membership campaigns approved by Texas ALP. Act as liaison with local chapter membership chairmen. Assist Marketing with promoting and marketing benefits of membership. Submit articles and membership campaign information for publication in *The Texas Docket*.

**NOMINATIONS & ELECTIONS:** Issue the call for officer nominations. Obtain consents to run from officer nominees, prepare and update candidate profile forms, and provide profile forms and photos to Webmaster. Work with BallotBox on elections and surveys. Responsible for announcing newly elected officers after certifying election results with President. Prepare ballots and teller reports for use at fall and annual conferences.

**PLANNING COMMITTEE:** Monitor and update strategic plan annually and help facilitate planning process through consultation with Treasurer and EC about funds available for implementation. Committee is to be composed of four members, including an experienced member, an officer of Texas ALP with at least one year as an officer, a member under the age of thirty-five, and a new member.

**PROFESSIONAL DEVELOPMENT:** Plan and coordinate leadership and professional development workshops at conferences, local chapter workshops as requested, and prepare leadership articles for *The Texas Docket*. Help plan luncheon program at each conference.

**TALP HUGS:** Receive and distribute requests for support from members of TALP; maintain a voluntary opt-in/opt-out list to use for distributions

**THE TEXAS DOCKET:** Prepare and distribute each issue; work with officers and chairmen to contribute articles for publication, secure advertisers and advertisements appropriate to the legal field

**WEBMASTER:** Keep Texas ALP website current with information provided by various committee chairs as approved by the President. Receive and publish *The Texas Docket* upon approval of President.