

# North Carolina Bar Association Paralegal Division Committees

**Serving on a committee is a great way to get involved in the Paralegal Division. If you are interested in serving on a committee, please review the list of committees and mark your choice(s).**

- \_\_\_\_\_ **Award**                      The Award Committee coordinates the creation/revision and distribution of the nomination forms for awards to Paralegal Division members. The Committee reviews the nominations and decides who will be the recipient of the award(s).
- \_\_\_\_\_ **Bylaws**                      The Bylaws Committee works with the membership and Paralegal Division Council on any proposed bylaw amendments, drafts initial language, and ensures proper procedure is followed for approval by the council, membership, and NCBA Board of Governors.
- \_\_\_\_\_ **CLE**                              The Continuing Legal Education Committee is responsible for all continuing education programs, which shall be conducted in consultation with the North Carolina Bar Foundation.
- \_\_\_\_\_ **Ethics**                            The Ethics Committee addresses ethical issues that come before the Committee and reports such matters to the Chair and Council. This Committee updates the Code of Ethics as necessary and serves as a liaison to the North Carolina State Bar Authorized Practice Committee.
- \_\_\_\_\_ **Historian**                      The Historian Committee researches how the profession has changed, documents special Paralegal Division accomplishments in an on-going annual history report, and archives important documents, photographs, videos, etc.
- \_\_\_\_\_ **Long-Range Planning**                      The Long-Range Planning Committee compiles proposed goals for the Division.
- \_\_\_\_\_ **Membership**                      The Membership Committee promotes membership in the Paralegal Division.
- \_\_\_\_\_ **Paralegal Student Relations**                      The Paralegal Student Relations Committee builds bridges with paralegal students in paralegal programs. The primary purpose is to promote paralegal education and encourage membership with the Paralegal Division upon completion of membership requirements.
- \_\_\_\_\_ **Pro Bono**                            The Pro Bono Committee works with the NCBA Public Service Advisory Committee to encourage attorney/legal assistant participation in Pro Bono programs. It is hoped that Paralegal Division members who participate in Pro Bono programs will be of great assistance to the attorneys in legal service matters for the public.
- \_\_\_\_\_ **Publications**                      The Publications Committee is responsible for regular communication with the members of the Paralegal Division. This shall include sending notices, newsletters, articles of a substantive nature, and any other information deemed necessary by the Committee.
- \_\_\_\_\_ **Scholarship**                      The Scholarship Committee creates, announces, and awards Paralegal Division scholarships.
- \_\_\_\_\_ **Survey**                              The Survey committee prepares and tabulates the results of the Paralegal Division Survey, which may include information about education, salary, benefits, and important issues being addressed by the Paralegal Division.
- \_\_\_\_\_ **Technology**                      The Technology Committee sets up the Paralegal Division web page and keeps all Paralegal Division activities current.
- \_\_\_\_\_ **Utilization**                      The Utilization Committee creates and maintains a standard paralegal utilization guide/pamphlet for use by NCBA membership, North Carolina law schools, and North Carolina paralegal programs focused on increasing attorney awareness of the proper utilization of paralegals in the legal office or department.

Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Firm/employer: \_\_\_\_\_

E-mail: \_\_\_\_\_

Return this sheet to: Julianne D. Fink, Assistant Director of Sections and Divisions  
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