

## Nominations for Paralegal Division Council (2022-2025 Term)

### Nominee Information and Questionnaire Form

The Nominations Committee thanks you for your interest in serving the Paralegal Division. Prior to submitting your nomination, we would ask that you review the following information regarding expectations for those serving on the Division's Council. Your nomination will include answers to a short questionnaire and a copy of your latest resume.

### Overview

The Paralegal Division Council is made up of voting and non-voting members. Voting members are the Chair, Vice-Chair, Immediate Past Chair, Secretary, Treasurer, twelve Council Members and the liaison from the Board of Governors ("BOG"). Officers and the BOG Liaison generally serve one year terms. **Council Members serve three (3) year terms.**

In addition to voting members of the Council, we have non-voting members that attend our meetings, which include committee chairs and members, section and NCBA Committee liaisons, past chairs and NCBA Staff Liaison.

### Meeting Requirements and Procedures

**Officers and Council Members are required to attend all meetings.** There are four (4) Council meetings (generally held on a quarterly basis), including a day and half planning retreat meeting, and the Annual Meeting of the Division. There may also be a couple of ad hoc conference calls scheduled throughout the year.

Typically, phone conferencing is made available at our meetings (based on availability at meeting locations) for the convenience of members of the Council.

If an officer or Council Member is unable to attend a meeting in person or by telephone, it is the responsibility of that individual to provide to the Council via the RSVP form their reason for absence. All excusable absences will be confirmed by vote of the Council. Pursuant to the Division's Bylaws (Section V.5) "if any officer or Council member shall fail to attend two successive meetings of the Council, the office or seat on the Council held by such person shall automatically be vacated unless the Council excuses that person for good cause." Therefore, it is important that officers and Council members provide timely RSVPs to each meeting.

## Division's Purpose Statement

The Division shall have as its purpose the promotion of the general welfare of the community and public service, the advancement of the professional education and welfare of paralegals, adherence by its members to the code of ethics and professional responsibility adopted by the Division, adherence by its members to minimum educational requirements, continuing education requirements and standards of practice adopted by the Division, provision for paralegals to participate in the activities of the Association and advancement of the standards of the legal profession and administration of justice.

## Questionnaire (you may attach additional pages for your answers)

1. Nominee Name: \_\_\_\_\_

2. Nominee Email: \_\_\_\_\_

3. Nominee Phone: \_\_\_\_\_

4. Why are you interested in serving on the Division's Council?

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5. List any past leadership roles you have held, including title and name of organization.

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6. What specific skills and experience will you bring to the Council?

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7. In what direction would you like to see the Division move forward?

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**REMINDER:** Please submit your current resume and responses to this short nominee questionnaire to [ncbapdnominations@gmail.com](mailto:ncbapdnominations@gmail.com).