

EXCERPT FROM TBPA'S STANDING RULES

5. COMMITTEES

- 5.1 **Committees and Their Duties.** All committees shall make recommendations to the Board of Directors toward fulfilling their assigned duties and shall implement any recommendations approved by the Board of Directors. The Board of Directors, at its discretion, may designate additional standing or special committees for such term and purpose as may be deemed appropriate. Committee members may not serve as an Officer, Board member, or Committee member of any other paralegal association with the exception of NFPA, NALA and FAPA.
- 5.2 **Standing Committees.** The duties of the Standing committees shall be as follows:
- (a) **Bar Liaison/Public Relations Committee.** This Committee shall serve as a contact with the Hillsborough County Bar Association and other bar associations and shall work on such activities as Law Week and other activities as deemed appropriate by the Board. The Committee is to disseminate information about TBPA to the Tampa Bay area. They shall also work to promote TBPA members who have made a major contribution to the success of the Association and perform special projects for TBPA, as deemed necessary and appropriate by the Board.
 - (b) **Codes/Bylaws, Standing Rules.** This Committee will review and update membership criteria; create and maintain the Disciplinary Code/Code of Ethics & Disciplinary Enforcement Body; and assist in updating the Bylaws and Standing Rules of this Association, when appropriate.
 - (c) **Seminars/Continuing Education.** This Committee shall be chaired by the First Vice-President and will be responsible for creating and promoting continuing education seminars for the benefit of the membership during the year.
 - (d) **Education/Professional Development Committee.** This Committee is to act as a liaison between TBPA and the local paralegal programs, colleges, and other schools to inform the public about the paralegal profession and the nature of our organization and the benefits of being a member. This Committee shall organize this Association's participation in such events as Law Day, interacting with local schools, speaking at paralegal-related programs and assisting with student mentoring. This Committee will also be in charge of any scholarships the Association votes to award to students studying to become paralegals. This Committee works toward establishing contact with paralegal programs, colleges, law firms and legal placement agencies to promote the paralegal profession. The Committee will focus on key issues facing the profession, such as educational opportunities, salary issues, and promoting better utilization and development of paralegals. The Committee will also be in charge of any scholarships the Association should decide to establish to assist paralegals continue their professional growth in taking the PACE examination.

- (e) **Membership Committee.** The Membership Committee shall be chaired by the Second Vice-President and will be responsible for recruiting and maintaining TBPA's membership. The duties include: distributing applications to prospective members, reviewing completed applications, speaking with members and non-members about the benefits of membership, and providing members with information regarding the various TBPA committees and their functions. The Committee will be responsible for the preparation of membership renewal letters, as well as letters to employers and schools with paralegal programs inviting new members to join; maintenance of membership list/matrix; updating as needed the informational brochure and membership application; preparation of a newsletter report; and maintenance of the Mentor program. Each new student member will be assigned a current voting member as their mentor to introduce new members into the Association and the paralegal profession and to assist in answering questions.
- (f) **Employment/Job Bank Committee.** The Employment/Job Bank Committee is responsible for maintaining and updating TBPA's Job Bank. Committee members take calls from employers wishing to list positions in the Job Bank and compile the information for dissemination to the membership.
- (g) **State and National Affairs Committee.** Paralegals need to be aware of the national issues affecting the paralegal profession. TBPA's National Affairs Committee assists the Association's members by keeping them updated on issues such as unauthorized practice of law, regulation, testing and certification, and exempt/non-exempt issues. The Committee is chaired by TBPA's Primary Representative to the National Federation of Paralegal Associations. The Primary Representative (and Secondary Representative, as decided by the Board) may attend NFPA's conferences and meetings on behalf of TBPA. The Committee informs the general membership of many issues facing the paralegal profession. In addition, this Committee shall keep abreast and monitor all state-related legislation or legal actions concerning the paralegal profession; make contact with state legislature or other agencies as needed.
- (h) **Communications Committee.** For many TBPA members, the Association's newsletter and email correspondence is their primary form of contact with the Association. This Committee shall be responsible for drafting communications to the membership which will be transmitted from time to time outlining events, important information, updates and other information that may be of value to the general membership.
- (i) **Pro Bono Committee.** The Pro Bono Committee gives TBPA members the opportunity to participate in volunteer activities within the legal field. Committee members may lend their services to various legal aid services and organizations. This committee will recommend which pro bono events or organizations this Association should support throughout the year and, upon approval of such events by the Board, will organize the Association's participation in these pro bono endeavors.

- (j) **Community Service Committee** The Community Service Committee gives TBPA members the opportunity to participate in volunteer activities outside of the legal field that are charitable in nature and beneficial to the community. Committee members may lend their services to various charitable organizations. This committee will recommend which charitable organizations this Association should support throughout the year and, upon approval of such by the Board, will organize the Association's participation in these charitable endeavors. In addition, the Committee may also coordinate other social and networking events throughout the year.
- (k) **Audit Committee.** The Audit Committee shall perform all audits of the financial records of the Association in accordance with the Bylaws and these Standing Rules.
- (l) **Nominations and Elections Committee.** The Nominations and Elections Committee shall perform all functions of said Committee in accordance with the Bylaws and these Standing Rules.
- (m) **Luncheon Committee.** This Committee is responsible for disseminating information regarding the Association's monthly luncheon meetings; registering attendees, planning luncheon menus, and serving as a liaison between the Association and the facility in which monthly luncheon meetings are held.
- (n) **Website/Technology Committee.** This Committee is responsible for maintaining the Association's website; maintaining software and other electronic media purchased by the Association; overseeing the back-up of important Association electronic data; and to provide assistance, guidance, and recommendations on various technologies which may be utilized by the Association.

5.3 **Special Committees.** The Executive Committee, at its discretion, may from time to time, designate such special committees as it deems necessary and appropriate to the handling of specific assignments.