

## **PACO Leadership Position Duties for the upcoming Election**

### **PACO Board Position Duties**

-President – A short summary of the President’s duties are to preside at all General Membership Meetings and all Executive Board Meetings; act as spokesperson for PACO as the need arises; and prepare the Message from the President ListServ emails on a weekly basis.

-Assistant Vice-President – This position shall be responsible for the organization of all committees, including soliciting committee chairpersons for all committees not chaired by elected officers.

-Secretary - The position shall record and maintain the proceedings of the Executive Board. The Secretary shall serve as statutory agent of PACO and is responsible for keeping PACO’s statutory filings up-to-date.

### **REPRESENTATIVE AND COMMITTEE CHAIR POSITION DUTIES**

#### **Representative positions:**

-Public Relations Representative - As PR Rep, you are tasked with the awesomeness of planning a fantastic Paralegal Day each May along with other PR events you want to help PACO.

-Statewide Representative/NFPA Secondary Representative - The Statewide Rep attends bi-annual meetings within the State of Ohio conversing with other paralegal associations to help promote the profession and assist other associations in the same. This position also allows for duties as the NFPA Secondary Representative, which supports the NFPA Primary Representative in their role by attending meetings, and the NFPA Annual Conference.

-NFPA Representative - As NFPA Representative your duties include promoting the NFPA benefits to the PACO membership and work with other national associations to help promote the paralegal profession. You attend the Annual NFPA conference and meetings throughout the year.

-Student Liaison Representative - The Student Liaison Rep promotes the benefits of PACO, CBA, and NFPA to potential and current student paralegals throughout the various paralegal programs in Central Ohio.

#### **Committee Chair positions:**

-Job Bank Committee - The Job Bank Chair facilitates the submissions of open paralegal positions to the membership so they are aware of openings.

-Pro Bono Committee - The Pro Bono Chair schedules PACO pro bono activities in the community.

-Program Committee - The Programs Chair is tasked with planning and coordinating the monthly General Membership Meetings.

-Mentoring Committee - The Mentoring Chair pairs up senior mentors and junior and paralegal student mentees as a way for senior paralegals to pay it forward.

-Elections Committee - The Elections Chair handles the elections process every other year. The next elections cycle is 2019 for positions going from July 1, 2019 to June 30, 2021. The Election Committee also facilitates the application process for the Representative and Committee positions available every year.

-Bylaws Committee - The Bylaws Chair maintains the current regulations and policies for PACO.

-Professional Development Committee - The Professional Development Chair handles the scholarships offered by PACO to members as well as oversees any roundtables established such as litigation and corporate.

#### **Sub-Committees Available:**

There are also PACO sub-committees available that are appointed by the Board or the Chairperson of that particular committee. The positions stated below do not require an application. If you are interested in any of the positions you can contact the Elections Committee chair at the email stated below and your interest will be forwarded to the appropriate person.

-Social Media & Website Sub-Committee - This subcommittee, established by the Public Relations Committee, maintains, updates, and monitors PACO's social media accounts, including Facebook, LinkedIn, Twitter, and PACO's website.

-OSBA Paralegal Certification Exam Study Group Sub-Committee. This sub-committee, established by the Mentoring Committee, shall meet periodically to prepare for the annual OSBA Paralegal Certification Exam.

-PACO Biennial Workshop & Exhibition Sub-Committee. This sub-committee is responsible for the planning and execution of the PACO Biennial Workshop & Exhibition event annually in September.

-Photography Sub-Committee. The Photography Sub-committee will photograph all PACO events based on availability.

**\*\*Please review the PACO Code of Regulations for a full description of the positions available.**