

**GUIDELINES FOR OFFICERS AND COMMITTEE CHAIRS**  
of  
**AALS – the Association for Arkansas Legal Support Professionals**  
**(AALS)**

*This Handbook is a compilation of practices, procedures and forms which have been published for the use and benefit of AALS officers and chairs. Please read, question and understand the detailed information to enhance your leadership experience with AALS.*

## GENERAL INFORMATION

Each AALS officer and chair should:

1. Carefully read and become familiar with AALS and NALS bylaws and standing rules, attachments to AALS standing rules, and AALS Guidelines.
2. Obtain file from predecessor.
3. Establish goals for the year.
4. Work closely with the chapter and NALS officers and chairs.
5. Attend all AALS business and social functions.
6. Make timely reports as required.
7. Appoint committee members as necessary to assist in carrying out the duties of the committee.
8. Obtain approval of the membership on projects as required.
9. Transfer files to your successor immediately upon completion of your term or no later than at the AALS Leadership Retreat.

NOTE: The President is an ex-officio member of all committees except the nominating committee, and should be kept fully informed of the activities of all committees.

### **Now that you are an AALS officer or chair . . .**

Obtain your predecessor's files and review them as soon as possible. Discard anything that is five years old or older unless it is pertinent to the policies of AALS.

Notify all Board members and NALS officers and committee chairs as soon as practicable of your mailing and e-mail addresses and phone and fax numbers.

The NALS Marketing Tool Kit may be obtained at [www.nals.org](http://www.nals.org) or by contacting NALS at 8159 East 41<sup>st</sup> Street, Tulsa, OK 74145, phone 918-582-5188.

Ascertain deadlines and mark your calendar. Send copies of all correspondence to the President and President-elect. Answer inquiries immediately.

General responsibilities and duties of committee chairs include:

1. Plan and consider AALS goals and goals to be adopted by the committee.
2. Conduct meetings with committee members as necessary.
3. Maintain accurate records and informational files.
4. Initiate action.
5. Evaluate results.
6. Timely submit reports and recommendations.
7. Promptly transfer your file to your successor.

Committees are an integral part of the organization of all professional associations. They are necessary to the function and operation of AALS and provide:

1. Benefits of members' qualified judgment and varied experiences.
2. Combined knowledge.
3. An opportunity for continuity of thought and cooperation not possible on an individual basis.

## REPORTING PROCEDURES

Reports may propose specific action, summarize work or contain recommendations. Submit recommendations to the Executive Committee (EC) in a concise manner at least five days before a meeting. Recommendations should be placed at the end of the report and a separate motion to approve made for each recommendation. If a report is made on a matter to be considered, the motion should be made, discussion had, and the matter put to a vote, **only after** approval of the EC.

Reports should include:

1. Identification of committee and date.
2. Concise information.
3. Findings and conclusions, if appropriate.
4. Recommendation(s) and motion(s), if appropriate.
5. Your signature.

All AALS officers and chairs shall:

1. Furnish an updated report to the Publications Director for each issue of *The Informer*. Ascertain deadlines.
2. Correspond with chapter and NALS counterparts as appropriate.
3. Submit the expense reporting form and receipts to the Treasurer with a copy to the President five days prior to the business meeting, when possible, but no later than prior to the next EC meeting.

Your responsibility may require cooperation with another officer or chair and/or providing information to the Publications Director, Communications Director, and/or Marketing Director.

## PRESIDENT

The incoming President should ensure that a financial review has been conducted before assuming the responsibility of the office or transacting any financial business on behalf of AALS.

The effective President knows everything taking place in AALS, assumes nothing, and takes nothing for granted. In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Select appointees for Parliamentarian, Functional Directors (Historian, Publications Director, Communications Director and Marketing Director), two CLEC members and all committee chairs. Prior to selection, review with each candidate the specific responsibilities and appropriate timeline of the appointment. Seek Board approval of each candidate during the spring business meeting. Supervise the work of officers and committee chairs. In the event that an appointed office is vacated prior to the year's duties are fulfilled, the President should appoint an interim chair, subject to the approval of the EC.

2. Prepare the agenda for each EC and business meeting, providing sufficient copies for each participant, respectively. A consent agenda may be used during the business meetings.
3. Preside at each meeting according to parliamentary procedure.
4. Before the end of the fiscal year, select a Financial Review Committee to review the financial records for the closing year.

The President's first responsibility is to the membership. The President must remain neutral on all matters, permit full discussion, and be certain the final determination in all matters is made by the members.

If the President wishes to express an opinion on any subject, the President should relinquish the chair by handing the gavel to the President-elect, stepping down from the chair and requesting the floor. After expressing an opinion, the President should return to the chair. The President may explain matters to the assembly, or ask the Parliamentarian to do so, to clarify a motion. The President should never allow any member to chair a meeting except in her absence, in which event the President-elect shall preside. In the absence of the President and President-elect, the next officer in line shall preside over the meeting, i.e., Executive Secretary, Treasurer, and Immediate Past President.

EC meetings are vital to the successful functioning of AALS and should be handled in a business-like manner. It is the President's responsibility to conduct an EC meeting prior to each business and annual meeting. Ample time should be allotted to effectively handle all business. All matters are brought before the EC with an open mind and with the good of AALS of utmost concern. No resolution or motion to commit AALS on any matter should be considered at a business or annual meeting without first being discussed at the EC meeting. Any motions made at a business or annual meeting requiring discussion by the EC should be deferred to the next EC meeting for consideration.

After fully discussing a motion, the EC should move to make its recommendation to the Board. All required motions must be voted on by the Board. Expenditures not to exceed \$100 or those already budgeted may be approved for payment by the EC, and thereafter such action shall be reported to the Board.

Any EC recommendation must be presented for approval at the next following business or annual meeting, respectively. Recommendations of the EC cannot be forced upon the members. If a member votes "no," the Executive Secretary should so note in the minutes. Remind the members that once a vote has been taken, it becomes a majority position of the Board and members.

At the first EC meeting of the year, remind the members that the meetings are for frank and open discussion of the problems and needs of AALS and that personality should be left out of such discussions if at all possible. **Remind each member that all discussions are confidential and are not to be discussed with others.**

Keep communications open with committee chairs. Write a note to each committee chair at the beginning of the year, thanking them for accepting the responsibility and encouraging questions and suggestions. Ask each to prepare a statement of their goals for their respective office or committee for the upcoming year. Review with each chair the committee's responsibility for the upcoming year. Discuss time and budget constraints. Encourage each officer or chair to make an oral report at each business meeting.

The President should correspond regularly with the State Directors. All matters of policy and procedure and notice of proposed recommendations and amendments should be provided to State Directors as early as possible. State Directors have the responsibility of reporting all AALS and NALS business to the chapter.

A President's Award may be presented during the annual award/installation banquet each year based upon the following, and in the sole discretion of the President: (Twenty-five percent may be earned in each category).

1. Chapter president's communication and cooperation with AALS President.
2. Legal education activities sponsored by chapter during the fiscal year.
3. Participation in AALS programs, projects and meetings.
4. Participation in other special activities which recognize the judicial system, outstanding legal professionals, or contribute to community projects.

Prior to each business and annual meeting, schedule an EC meeting to discuss any matters and to prepare any EC recommendations to be presented during the business and/or annual meeting. For each meeting, prepare an agenda and calendar of upcoming events. Specific matters for each AALS meeting are set out below:

At the spring business meeting held immediately after the AALS annual meeting:

1. Introduce the newly installed EC. Obtain approval of the appointment of remaining officers, functional directors, and chairs and administer the oath of office.
2. If not obtained prior to the meeting, obtain contact information for each officer and chair.
3. Select sites for business meetings for ensuing year.
4. Ascertain site for annual seminar (if applicable).
5. Approve dates, registration costs, site and educational topics for fall business meeting.
6. Report of Financial Review Committee for previous year.
7. Draw a name from among all attendees for a free registration for the next business meeting.

At the summer business meeting (if one is held; otherwise default to the fall business meeting):

1. Finalize dates, registration costs, site and educational topics for annual seminar (if applicable).
2. Finalize financial review of previous annual meeting.
3. Draw a name from among all attendees for a free registration for the next business meeting.

At the fall business meeting:

1. Determine and approve amount of scholarships/grants.
2. Approve site, dates, and advertising and registration costs for the upcoming AALS annual meeting.
3. Approve CLE topics and speakers for annual meeting.

4. Draw a name from among all attendees for a free registration for the next business meeting.

At the winter business meeting:

1. Finalize and approve schedule for AALS annual meeting.
2. Approve judges for scholarship/grant awards, history book, and Award of Excellence competitions.
3. Approve payment of AALS annual meeting registration for the EC, as funds are available.
4. Approve budget for next fiscal year.
5. Approve dates, registration costs, site, and educational topics for annual Leadership Retreat.
6. Draw a name from among all attendees for a free registration for the next business meeting.

At the annual meeting:

1. Determine site of annual meeting in two years.
2. Select Financial Review Committee for annual meeting financial records.
3. Distribute certificates of appreciation to committee chairs during past year.

### **PRESIDENT-ELECT STATE MEMBERSHIP CHAIR**

As President-elect, you will be preparing for the presidency. It is imperative that the President-elect attend all meetings and functions of AALS, and become familiar with NALS and AALS bylaws and standing rules. Become familiar with the responsibilities of the office of president, particularly, selection of officers and committee chairs, parliamentary procedure, and meeting protocol.

As state membership chair, you will be responsible for organizing new chapters, working with other members of the committee in creating and maintaining a continuing program of membership activity in chapters.

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Assume the duties of the President in the President's absence.
2. Assist in organizing member associations.
3. Assist in stabilizing existing member associations.
4. Respond to all membership inquiries.
5. Maintain a supply of membership and organizational materials.
6. Work closely with chapter membership chairs.
7. Send a letter of welcome to new members throughout the year.

The Immediate Past President and each chapter president-elect or vice president are members of the membership committee and are to work with the President-elect/Membership Chair in organizing and stabilizing chapters.

A membership survey form can be helpful in determining what programs are of interest to the members. This tool can help to identify what members expect from AALS, and what you can do to help chapter membership chairs reach chapters' goals. Urge each chapter to sponsor an annual membership function and report on its success. This ideally is held at the beginning of the year. Advise chapter membership chairs of the various membership materials available from NALS at [www.nals.org](http://www.nals.org). Offer a visitation program having you as a program speaker or as a visitor to the chapter.

## EXECUTIVE SECRETARY

The Executive Secretary is the recording officer of AALS and custodian of its records. Your responsibilities are of importance to the successful operation of AALS. In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Have a working knowledge of NALS and AALS bylaws and standing rules.
2. Work closely with the President.
3. Take minutes of each EC, business, and annual meeting.
4. Prepare minutes for approval and provide a copy to the President and EC. After approval, submit a copy of the business meeting minutes to the Publications Director for the next issue of *The Informer*. Only EC members receive a copy of the EC minutes. The minutes of the previous annual meeting are to be published in the issue of *The Informer* immediately preceding the annual meeting.
5. Read the minutes of the previous meeting at each meeting, or, under the direction of the President, move for approval, as published in *The Informer*.
6. Send the Notice and Call at least 30 days prior to business meetings and at least 45 days prior to the annual meeting or cause same to be printed in *The Informer*, depending on the publication date.
7. Submit proposed amendments to bylaws at least 45 days prior to the annual meeting and proposed amendments to standing rules at least 30 days prior to the business meeting where the proposed amendment will be voted on and may be adopted, or cause same to be printed in *The Informer*, depending upon the publication date.
8. Maintain all official records of AALS and deliver same promptly to the successor in office.

## TREASURER

The incoming Treasurer should ensure that a financial review has been conducted before assuming the responsibility of the office or transacting any financial business on behalf of AALS.

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Provide a copy of the membership roster to the Board as soon as practicable after June 1 of each year and no later than **July 1**. A current roster for Arkansas members may be obtained via e-mail from Membership Services at NALS.
2. Receive and disburse all AALS funds under the direction of the EC and in accordance with AALS bylaws and standing rules.
3. Collect monies from all functions and projects, excluding the annual meeting which monies are received and disbursed in a separate accounting, and deposit funds in an approved bank.
4. Keep a journal in conjunction with the checkbook.
5. Prepare a financial statement for distribution at each quarterly business meeting. The statement should include all accounts of AALS (Certificates of Deposit, savings and checking accounts, and the scholarship account).
6. Disburse funds as authorized; retain copies of all bills and statements paid, indicating date paid and check number.
7. Before the end of each fiscal year, the President will select a Financial Review Committee to review the financial records for the closing year. The Treasurer shall promptly provide all the financial records to said committee upon appointment.
8. Prepare proposed budget for ensuing year to be adopted at the winter business meeting.
9. In the absence of an appointed Finance/Ways and Means Committee, the Treasurer shall oversee all fundraising projects and carry out the duties as outlined for such committee below.
10. As dues are received from NALS, forward new member information to the President and President-elect/Membership Chair so that they may send personal welcome letters to the new member.
11. Each chapter should obtain an employer's identification number which should be forwarded to NALS for its permanent records. The number may be obtained by filing Form SS-4 with the local IRS office or electronically via the Internet. **The Treasurer should see that all new chapters comply with this rule.**
12. New chapters should be informed that each non-profit organization with annual gross receipts less than \$25,000 annually, is required to file an annual e-postcard return (Form 990-N) electronically by September 15. Each chapter Treasurer is required to file Form 990-N on behalf of their chapter.
13. The AALS Treasurer is required to file Form 990-N on behalf of AALS electronically by September 15. **The Tax ID Number for AALS is 23-7049828.**

### IMMEDIATE PAST PRESIDENT

The Immediate Past President serves as an officer of AALS and a member of the EC. The Immediate Past President works with the State Membership Chair in the formation of new chapters and should be readily available to assist in chapter visitation and all membership programs.

## STATE DIRECTORS

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Ascertain that the chapter treasurer has provided a roster of chapter officers, chairs, and members to the AALS Treasurer and NALS Resource Center as soon as possible after May 1 of each year.
2. Attend all AALS meetings. Advise chapter members of date and place of all meetings and encourage attendance.
3. Prepare and submit a report to AALS Publications Director for each issue of *The Informer*.
4. Have your chapter select an alternate state director for each meeting in the event you are unable to attend, and notify the Executive Secretary of the member selected as alternate state director. Any member of your chapter, except an elected or appointed state officer, a student member, or an honorary member may serve as an alternate.
5. Report business transacted at AALS business meetings to the members at the first chapter meeting following each AALS business meeting. Distribute NALS information to members in a prompt manner.
6. Ascertain that each member of the chapter has access to *The Informer*.
7. Respond to all correspondence as soon as possible and forward a copy to the President.
8. Remind members of AALS and NALS deadlines.
9. Assist chapter president in submitting a report to AALS President in application for the President's Award to be given during the annual awards/ installation banquet.

## PARLIAMENTARIAN

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Become familiar with the most current edition of Robert's Rules of Order. Have a copy on hand at every AALS meeting.
2. It is the Parliamentarian's responsibility to see that the meetings are conducted in a businesslike manner, following proper parliamentary procedures, and to advise the President as necessary to interpret bylaws or standing rules.
3. At the beginning of the term, send a letter to each chapter parliamentarian, setting out the rules for processing bylaw amendments and inviting questions.
4. All new chapters must adopt the NALS uniform bylaws. A charter will not be granted to a new chapter until the application has been approved.
5. Grammatical and correlation changes in AALS bylaws and standing rules or amendments thereto, attachments to standing rules, and guidelines which in no way alter the intent of the respective governing document, shall be effected by the Parliamentarian subject to the approval of the EC. Amendments to AALS bylaws and standing rules, with the exception of grammatical and correlation

changes, must be submitted in writing to the President and the Parliamentarian 45 days prior to the meeting at which they are to be presented for a vote. The Executive Secretary will give notice to the members as outlined in the bylaws and standing rules.

6. Review all amendments proposed by chapters to their bylaws for conformity to AALS and NALS bylaws. An amendment must be furnished in duplicate to the Parliamentarian along with two Certificates of Adoption of Amendments executed by the chapter secretary stating that the amendments were adopted after proper notice, indicating the date, and that such amendments are not in conflict with AALS and NALS bylaws. After receipt, indicate approval on the certificate, and send one signed certificate to NALS with a copy of the amendments. The burden of conformance is on the AALS Parliamentarian.
7. Assist with chartering new chapters. Instructions may be obtained from NALS at [www.nals.org](http://www.nals.org).

### **MARKETING DIRECTOR**

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

#### Directives:

1. Utilize the NALS Marketing Tool Kit available at [www.nals.org](http://www.nals.org).
2. Correspond with all chapters advising that all proposed press releases are to be sent for your review prior to publication and encouraging them to provide copies of all published press releases.
3. Develop and maintain marketing procedures to publicize AALS and its programs, meetings, and legal education seminars.
4. Oversee all marketing procedures of chapters.
5. Oversee any AALS designated charitable organization sponsorship.
6. Establish a good working relationship as the liaison between AALS and various state bar associations, i.e., the Arkansas Bar Association, Arkansas Trial Lawyers Association, etc., (collectively, the “state bar associations”).
7. Send letters of congratulations to new officers of the state bar associations and newly appointed and elected judges in Arkansas.
8. Offer assistance of AALS members with state bar association projects and annual meetings, oversee the AALS Booth during the bar association annual meeting, and solicit needed assistance from AALS members with any projects and annual meetings.
9. Obtain and share information and legal educational opportunities as relates to upcoming meetings of the state bar associations with AALS members.

## **PUBLICATIONS DIRECTOR**

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Encourage all chapter editors to provide a copy of or a link to each newsletter they publish. Acknowledge receipt of those publications at the beginning of the year and at each meeting.
2. The Publications Director is responsible for collecting information and preparing *The Informer*.
3. When preparing *The Informer*, refer to the standing rules for a detailed schedule indicating dates of publication and content.
4. When complete, *The Informer* should be submitted electronically to the Communications Director for placement on the AALS website. The Publications Director should send a notice of publication to the members. In the event that a member does not have Internet access, a copy must be distributed via U.S. Mail or fax.

## **COMMUNICATIONS DIRECTOR**

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. The Communications Director is responsible for maintaining the AALS website.
2. Refer to the standing rules for a detailed schedule indicating content.
3. Post *The Informer* on the AALS website.

## **HISTORIAN**

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Prepare the President's history book for the fiscal year.
2. Verify amount budgeted for preparing the President's history book.
3. Attend all state functions obtaining photographs, souvenirs, and memorabilia. If you are unable to attend, arrange for someone else to act in your absence.
4. Obtain programs and newspaper articles from chapters for the history book.
5. Distribute history book competition rules and regulations to chapters no later than June 1 and encourage them to enter the competition during the annual meeting. Pages for the chapter's contribution to the President's history book should be distributed no later than the fall business meeting.
6. Obtain judges for history book competition and seek EC approval of judges at the EC meeting prior to the winter business meeting.
7. Insert chapter pages into the President's history book.

8. Oversee the competition in the conference city. Coordinate with the hosts of the annual meeting a location for depositing chapter history books upon arrival as well as a location and time for the judging of the history books. This information should be shared with the chapter historians prior to or upon their arrival at annual meeting. If possible, the competition should be completed on Friday evening or early Saturday morning to allow time for other members to view the history books.
9. Receive history book competition entries and verify that the rules of competition are satisfied. Prepare sufficient copies of the Judge's Tally Sheet for the number of books entered in the competition. After judging is complete, tally competition votes, obtain award check from the Treasurer, and prepare a certificate for the winning chapter.
10. Announce the winner of the competition and present the certificate and award during the annual awards/installation banquet. Present the President's history book during the banquet, immediately preceding the President's escort to the past presidents' tables.

### **CHAPTER ACHIEVEMENT AWARD CHAIR**

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Distribute current entry forms with cover letter to each State Director by July 1.
2. On or about March 15, remind each State Director that the deadline for receiving all entries is April 15.
3. Determine the recipients in the two categories; obtain checks from the Treasurer; prepare certificates for recipients, and present these items during the annual awards/installation banquet.

### **FINANCIAL REVIEW COMMITTEE**

Upon the appointment of the Financial Review Committee, the outgoing Treasurer will submit all books and financial records for that year for a complete review. A report of the committee and any recommendations should be made to the EC as soon as possible but, at the latest, prior to the spring business meeting held immediately after the annual meeting, at which time the report will also be presented to the Board. The report should also be published in the next issue of *The Informer*.

A review of the annual meeting financial records should be made and submitted to the EC and to the Board at the spring business meeting. If complete information is not available prior to the spring business meeting, a preliminary report may be offered by the annual meeting host followed by a complete report by the financial review committee no later than the fall business meeting.

### **ANNUAL MEETING HOST**

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Select a committee and provide each committee member a copy of the Guidelines as set out in the standing rules.
2. Prepare a budget.
3. Obtain approval of site, date and registration fee at fall business meeting.
4. Prepare release and publish in each issue of *The Informer*. The issue immediately prior to the annual meeting should contain the complete schedule, reservation forms, registration fees, and lodging information.
5. Work with the CLEC and obtain approval of the EC on topics and speakers. There must be at least two hours of legal education and one hour of ethics. (Officer and committee chair meetings are not considered legal education.)
6. Open a separate checking account to manage the annual meeting funds. All monies received and expenses paid must flow through this account.
7. Review annual meeting guidelines often.
8. Work with the Treasurer to reconcile the annual meeting funds, determine the amount of profit/loss which is to be shared between AALS and the hosts, and write the checks distributing the remaining balance in the account after all expenses have been paid. Close the annual meeting checking account.
9. Submit all records to the financial review committee as soon as possible after the annual meeting. If complete information is not available prior to the spring business meeting, a preliminary report should be offered by the annual meeting host.

#### **DAY-IN-COURT COMMITTEE CHAIR**

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Advise chapter day-in-court chairs of your address and offer assistance. Encourage them to report to you after their Day-in-Court programs are held.
2. Obtain proclamation from Governor of Arkansas. Secure a sufficient number of originals to send an original to each chapter.
3. Prepare press release, submit to the Marketing Director for approval, and upon approval, send a copy to each chapter for publication. Indicate that they may add their own programs to the press release. If edited, a copy of the final press release should be submitted to the Marketing Director.
4. Submit a report and any reports received from chapters to the Publications Director for publication in the next issue of *The Informer*.

#### **GUIDELINES AND SUGGESTIONS FOR CHAPTER DAY-IN-COURT CHAIR**

1. Pre-planning:  
Find out the interest of members and type of program desired;  
Check dates and facilities available;  
Prepare invitations, programs and handout material;  
Arrange for registration table and name tags;  
Arrange for refreshments.

2. Suggested programs:  
Tours of courthouse, sheriff's office, police department, prisons, juvenile detention homes, law libraries;  
Mock trials;  
Skits.
3. Participants: judges, attorneys, county officials, courthouse personnel, law enforcement officers, members.
4. Publicity: News media, newspapers, posters, letters to bar members.
5. Reports: To state counterparts.

### **FINANCE/WAYS AND MEANS COMMITTEE**

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Approval of EC must be obtained on all projects prior to presentation to the Board.
2. Check the previous files for the history of other projects.
3. Report income and disbursements on each project at each business meeting.
4. Appoint committee members, as necessary.
5. Confer with the Marketing Director regarding publicity on projects.
6. Keep accurate records on all projects.
7. Maintain contact with each chapter regarding items they have sold.
8. Correspond with chapters regarding ideas on fundraising.

### **CONTINUING LEGAL EDUCATION COUNCIL (CLEC)**

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Provide legal education articles for each issue of *The Informer*.
2. Contact the seminar chair to secure legal education speakers for the annual seminar, if applicable.
3. Work with hosts of business meetings and the annual meeting to obtain speakers and schedule legal educational sessions.
4. There must be at least two hours of legal education offered at each business and annual meeting and one hour of ethics offered at the annual meeting.
5. Confer with the President for suggested speakers and topics for legal education sessions.
6. Assist chapters who are sponsoring the NALS Official Course.
7. Encourage chapters to sponsor the official course and other seminars.
8. Prepare CLE certificates for each legal education session throughout the year. (Officer and committee chair meetings are not considered legal education.)
9. Prepare and present a Leadership Retreat to be held not later than 60 days following the annual meeting. Seek EC approval of site, cost, and legal education topics for the retreat no later than EC meeting prior to winter business meeting.

## **AWARD OF EXCELLENCE CHAIR**

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. No later than January 10, mail each chapter president and member-at-large a copy of the rules and the entry form for the competition, with instructions that they should be passed on to that chapter's Award of Excellence chair. Encourage chapters to enter one of their members for the competition each year.
2. Rules and deadlines must be explicitly observed.
3. Select judges and submit for EC approval at the winter business meeting.
4. Dinner will be provided for each judge and one guest, respectively. Report to the annual meeting host the number and names of guests who will be present at the banquet. Give introductory information to the emcee for the banquet so that proper recognition may be given.
5. Submit applications to judges for the written portion of the competition according to the timeline in the standing rules.
6. Arrange for personal interviews at a time convenient for all judges. Notify candidates of approximate time of personal interviews during the annual meeting.
7. Oversee the competition during the annual meeting, and escort the candidate(s) to the interview(s).
8. Obtain an appropriate award and present to recipient during the annual awards/installation banquet.
9. Send a formal thank you note to each judge, including information as to the recipient.

## **NOMINATIONS AND ELECTIONS COMMITTEE CHAIR**

This is the only committee of which the President is not an ex-officio member. If you have questions pertaining to procedure and/or deadlines, do not hesitate to contact the President or the Parliamentarian. In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

Directives:

1. Observe all deadlines.
2. Distribute nomination forms to each member. Follow up as necessary.
3. If any office lacks for a nomination at the close of the deadline, the nominations and elections committee should seek out at least one nominee for each office.
4. Refer to the bylaws regarding the qualifications and requirements for each office.
5. Confer with the Executive Secretary or Immediate Past President to determine that the nominees meet the requirements for office.
6. Consent to nominations must be obtained.
7. After installation of officers, make a motion to destroy the ballots.

## **CERTIFICATION CHAIR**

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

### Directives:

1. Contact chapters and encourage members to sit for the certification exams.
2. Be prepared to answer questions concerning the exam and assist chapters in scheduling study groups.
3. Write letters of encouragement to members sitting for the exams and congratulatory letters to members who pass the exams.
4. Oversee the Recognition Luncheon held on Saturday during the annual meeting. Work with the annual meeting host to prepare the program and obtain any necessary sound equipment or make other special arrangements.
5. Determine all members who have received certifications, special honors, and NALS Continuing Legal Education awards, including initial and renewals.
6. Obtain appropriate awards for newly certified members. If nonmembers have attained certification, i.e., sat for certification immediately following the completion of the NALS legal training course, they may also be recognized during the Recognition Luncheon. However, the chapter sponsoring the course shall be responsible for the expense of the awards given to nonmembers.
7. Obtain a speaker for the event. Prepare a certificate of appreciation for the speaker.
8. Present the awards, recognize NALS certified exam administrators and all certified members in attendance, and introduce the speaker during the luncheon.

## **SCHOLARSHIP/GRANT CHAIR**

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

### Directives:

1. Refer to the bylaws and standing rules to become familiar with all aspects of the competition. Be sure to observe all deadlines. Any recommendation or question from the chair should be provided to the EC no later than September 1 so that the EC may consider these during their meeting prior to the fall business meeting.
2. Notify each chapter regarding the Mada L. Larmore Scholarship/Grant awards.
3. Select judges and submit for EC approval at the winter business meeting.
4. Contact chapter scholarship/grant chairs and encourage them to report to you on chapter awards and to submit entries in the AALS scholarship program.
5. Determine the recipient of each award. Invite the recipient(s) to the annual awards/installation banquet. Dinner will be provided for each recipient and one guest, respectively. Report to the annual meeting host the number and names of guests who will be present at the banquet.
6. Present the award(s) during the annual awards/installation banquet.
7. Forward the recipient's biographical information and current photograph to the Marketing Director to prepare a press release, and to the Publications Director to be included in the next issue of *The Informer*.

## **SEMINAR CHAIR UNDER THE DIRECTION OF THE CLEC**

In addition to the general information and reporting procedures outlined in the beginning of these Guidelines, specific responsibilities and directives are discussed below.

### Directives:

1. Obtain NALS seminar guidelines. AALS seminars will be on a smaller scale, but there are many helpful suggestions and ideas in the guidelines.
2. Determine whether the seminar will be held in conjunction with the fall business meeting, or at another time. If held in conjunction with the business meeting, contact the host of the meeting to discuss tentative dates, site, topics and speakers.
3. Check out the meeting facilities.  
WHAT TO LOOK FOR:  
Adequate rooms available for those staying overnight;  
Parking facilities;  
Adequately sized meeting rooms;  
Accessibility and easy directions to follow for out-of-town attendees;  
If separate building, list nearby lodging facilities; and  
Obtain written agreement from the facility on dates and all costs.
4. Consult with the CLEC to coordinate the program. Submit the tentative program to the EC for approval.
5. Costs: Room charges, coffee breaks, speaker's expense (travel, overnight accommodations, and handout materials), printing and postage for seminar mail out. It is suggested that speakers from the city in which the seminar will be held be given consideration to limit the travel expenses and inconvenience to the speakers volunteering their time.
6. Prepare agenda and detailed schedule. Obtain biographical information for speakers.
7. Send all pertinent information to the Communications Director for publication on the AALS website at least six weeks prior to the seminar date.
8. Provide an evaluation form to each attendee and ask that they be completed and returned to you at the end of the seminar.