



Paralegal Division

STANDING COMMITTEES

The Division Standing Rules provide for Standing Committees which are permanent, and for Special Committees which are established by the Board of Directors from time to time as the need arises.

We encourage all Division members to please sign up for one or more Committees.

I would like to serve on the _____ Committee(s).

NAME _____

FIRM _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE _____ FAX _____ EMAIL _____

Budget and Finance Committee

This committee is chaired by the Treasurer and is responsible for providing analysis of financial information for the Division, making recommendations for funding projects and assisting in preparation of the annual budget.

Bylaws and Rules Committee

This committee receives, studies and initiates suggested amendments to the Bylaws and Standing Rules and works with standing and special committees to develop and/or change Division policies and procedures as necessary.

ENews Committee

This committee creates and provides relevant articles and information regarding paralegals and the Division for publication in the State Bar ENews.

Continuing Legal Education

This committee is in charge of processing member CLE credits and the coordination of CLE programs.

- **CLE Coordination Subcommittee**: Develops and presents programs, seminars and materials relating to continuing legal education for the legal profession.
- **CLE Tracking Subcommittee**: Monitors members' adherence to the minimum CLE requirements and reports CLE credits to the Membership Committee.

Events Coordination

This committee works with the CLE Coordination Subcommittee, as necessary, and shall be the liaison with the State Bar for the planning of events including, but not limited to, the Division Annual Meeting, State Bar Annual Meeting, CLE and/or other events in conjunction with the State Bar, the annual “Meet & Greet”, and the December holiday dinner.

Independent Contractors

This committee is open to any Division member who is interested in providing paralegal services to licensed New Mexico attorneys as an independent contractor. Analyzing and disseminating information about current business trends and mutual concerns of independent contractors is the focus of this committee.

Membership Committee

This committee promotes membership and growth within the Division, reviews and approves membership applications, reaches out to potential members, answering questions and providing information regarding the Division and the paralegal profession.

- **Mentorship Subcommittee**: Reaches out to new members to provide a mentor to answer questions about the Division and participation in

Nominations and Elections Committee

This committee is responsible for all duties in connection with: (1) the nomination and annual election of officers and directors; and (2) the preparation and submission of ballots to membership for approval of bylaws amendments.

Pro Bono/Community Service

This committee works with the State Bar of New Mexico to offer opportunities through which Division members may volunteer their time to assist with established programs to provide paralegal services to the community and the disadvantaged in New Mexico.

Professional Development Committee

This committee studies, develops and implements various means to better inform and educate the legal community and general public about the use of paralegals in the legal profession. This committee also collects and studies information regarding the education standards of paralegal education and training programs with regard to the certification or licensing of paralegals and works with local and national paralegal associations throughout the country.

Scholarship Committee

The Scholarship Committee supervises the award of scholarships to paralegal studies students at junior colleges, community colleges or universities in New Mexico based on the budgetary allocation by the Board of Directors of the Paralegal Division.

Web Page Committee

This committee designs and maintains the Division’s website at <http://www.nmbar.org>, monitors incoming emails to the Division, and sends notices to committees and members when needed.