



Paralegal Division Committees and Chairs

Please address communications to the Division Chair, other officers or directors or for general inquiries to pd@nmbar.org.

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.

Budget and Finance

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.

Chair: Angela Minefee

Bylaws and Rules

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.

Chair: Kay L. Homan, CP

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.

Co-Chairs: Yolanda Hernandez and Linda Sanders

CLE Provider(s) Approvals Subcommittee: Reviews CLE provider submissions for approval by Division.

Chair: Angela Minefee

CLE Tracking Subcommittee: Monitors members' adherence to the minimum CLE requirements and reports CLE credits to the Membership Committee. For CLE credit submissions and related questions, send e-mails to pd-CLECredits@nmbar.org.

Chair: Kay L. Homan, CP

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 and the Division's December holiday dinner.

Chair: Barbara C. Lucero, CP

Awards Subcommittee

This committee is responsible for making the Certificates of Appreciation and getting the award plaques made for the Division's Annual Meeting.

Chair: Ruby Silva

Membership

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. For membership issues, send e-mails to pd-Membership@nmba.org.

Co-Chairs: Yolanda K. Hernandez and Kathleen F. Campbell, ACP

Nominations and Elections

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.

Chair: Ruby Silva

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. For issues related to ProBono Opportunities, send e-mails to pd-ProBono@nmba.org.

Chair: Amy Meilander

Professional Development

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.

Co-Chairs: Emmalee Atencio, ACP and Ruby Silva

Scholarship

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.

Chair: Nettie L. Condit

Web Page & ENews

The web page committee designs and maintains the Division's website at <http://www.nmbar.org>. For job bank submissions and related questions, send e-mails to pd-JobBank@nmbar.org.

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

Co-Chairs: Deborah R. Tope, CP, RP and Amy Meilander

[Link to Committee Signup Form]