



ST. LOUIS PARALEGAL ASSOCIATION

CALL FOR NOMINATIONS FOR 2012-2013 BOARD OF DIRECTORS

Pursuant to SPA's Bylaws, a call for nominations for the 2012-2013 Board of Directors was made by President, Kenya Leonard, to its Members at the January 19th Membership Meeting. A copy of the Call for Nominations and Nominations Form will be included in February's copy of *Inside SPA*. This information is also available on SPA's website at www.stlpa.org. Nominations for officers/director will be taken from the floor at the March 20, 2012 annual meeting. Nominations will close at this meeting and will NOT be accepted after the adjournment of the meeting.

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Are you a leader? Would you like to become more involved? Do you have a few hours per month to give to your Association? This is your opportunity to share your knowledge and skills to our professional organization.

PLEASE MARK YOUR CALENDAR: SPA's Annual Meeting is scheduled for Tuesday, March 20, 2012 at Noon at the Federal Courthouse; The Nominations for Officers and Director will be conducted at this meeting:



CALL FOR NOMINATIONS 2012-2013

BY: Kenya Leonard, President

The following is a brief description of the duties of the officers and directors, which will hopefully help you in choosing nominees for the coming year:

President: The President supervises the activities of SPA; attends and chairs all Board of Directors and Association meetings; represents SPA at meetings and seminars; and serves as an advisor for committees.

President-Elect: The President-Elect shall learn the duties of the President and shall assist the President in any and all matters as directed by the President or the Board of Directors. The President-Elect shall automatically at the next election of officers become President of the Association.

Vice-President: The Vice-President performs the duties of the President in the President's absence; organizes and coordinates the various committees within SPA; represents SPA at meetings and seminars.

Treasurer: The Treasurer maintains all of the financial records for SPA and handles all bill paying duties.

Secretary: The Secretary records the minutes of all the meetings, both Board of Directors and Association meetings; corresponds with other paralegal associations in order to keep up with information they might provide; sends cards and notes to members when needed; and keeps in touch with schools that have paralegal programs and The Bar Association.

NALA Liaison: The NALA Liaison is a voting member of the SPA Board. That person acts as a direct contact person between the National Association of Legal Assistants and SPA. That person shall be familiar with the NALA By-laws & Standing Rules. That person shall receive minutes of all NALA meetings and shall represent SPA at the NALA Annual Meeting of Affiliate Associate Organizations.

Director: The Director is a voting member of SPA who assists in the management of the Association.

Board of Directors: Board members attend the Board of Directors meetings (once a month) and are responsible for the management of the Association.



Eligibility Requirements and Acceptance of Nomination

Those SPA members eligible to hold office and therefore eligible for nomination must:

1. Be a voting member in good standing of SPA for a minimum period of one year prior to nomination.
2. Be currently employed as a legal assistant, or within six months of application, membership renewal or reinstatement, as stated in the Bylaws, as amended.

Also, each nominee may only accept one nomination.

Voting members of SPA are eligible to vote on the officers and directors listed above.

Other Information:

Nominations for officers/director will also be taken from the floor at the March 20, 2012 annual membership meeting. We will also be accepting nominations for the Associate/Student Member Representative at this time. The Representative is elected by the associate and student members of the Association and represents them at the Board of Directors meetings. However, this Representative is not a member of the Board, nor does she/he have any voting power at the Board level.

If you will not be able to attend the March 20, 2012 meeting, please use the nominations ballot, which is attached hereto to nominate your candidates. You may scan the ballot and e-mail to sandweg@pspclaw.com or mail your nominations to SPA Nominations Committee Chair at the following address:

**Attn: Nominations Committee
St. Louis Paralegal Association
P. O. Box 69218
St. Louis, MO 63169-0218**

Nominations for 2012-2013 will close at this meeting and will **NOT** be accepted after the adjournment of the March 20, 2012 meeting. If you have any questions or suggestions, please contact Kathy Sandweg, Nominations Chairperson at sandweg@pspclaw.com, or 314-335-1353 or, contact any member of SPA's Board.

Please take time to read over the above information and consider those members who you think would provide SPA with the leadership and management the Association requires and which it has received from its former and current officers and directors. Thank you for your participation.



SPA NOMINATIONS FORM (2012-2013)

President: Kathy Sandweg

President-Elect: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Director: _____

NALA Liaison: _____

Associate/Student Member Representative:
