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## **NALS President-elect Helene L. Wood, PP, PLS challenges *YOU* to join the 2012-13 Leadership Team!**

Become a part of the 2012-13 NALS Leadership Team and take an active role in leadership service. No prior experience is needed. Participation on a NALS committee will enhance your personal goals and professional growth, give you a clearer understanding of the inner workings of NALS, and empower you to shape the future of NALS through your volunteerism.

Most of the NALS committees hold monthly meetings in the NALS Online Learning Center and communicate with each other through e-mail, an economical and **green** way to function as a committee. Though not mandatory, the national committees are encouraged to meet at the Professional Development Conference in Tulsa (March 1-3, 2012) and at the National Forum in Portland, Oregon (October 18-21, 2012).

It is thrilling and exciting to be part of the NALS Leadership Team. You will have FUN getting to know other NALS members from around the country and will gain a sense of pride and accomplishment seeing your work come to fruition. ***Maximize your potential and accept the challenge to make a difference!***

Below are the NALS committees for 2012-13. No matter how much time you wish to spend volunteering—a lot or a little or somewhere in between—there is a place for you on the team.

**@Law:** This committee oversees the publication of NALS' quarterly magazine *@Law*, as well as the monthly publication *the NALS docket*. The committee's responsibilities include identifying and securing suitable authors for articles, proofreading articles, proofreading full magazine text, and preparing monthly editions of "e-Learn," a column in *the NALS docket*.

**Certifying Board:** This committee consists of at least nine NALS members, each of whom serve for at least two years and must be a PP or PLS in good standing. Two non-NALS members also serve on the Certifying Board. Although a PLS may fall under the category of "voluntary recertification," she or he must recertify in order to serve on the Certifying Board. In order to receive exam-related training (including statistics and exam preparation), it is imperative that during the two-year term Certifying Board members are available to attend each Professional Development Conference held in Tulsa in March. Members of the Certifying Board are prohibited from teaching any subject related to the certification exams while on the Certifying Board and for two years after their terms expire. The Certifying Board is responsible for all issues directly relating to the certification exams.

**Education:** This committee provides educational programs for NALS members, including legal training courses and certification study materials. There are two subcommittees which fall under the Education Committee umbrella: (1) the Education Products Subcommittee is responsible for preparing and updating mock exams and resource manuals for various NALS certifications; and (2) the WebEd Subcommittee is responsible for the topics and speakers for NALS Webinar programs held throughout the year. Some of

the projects the Education Committee is responsible for include: arranging for education and professional development track sessions and speakers at the Professional Development Conference; arranging for education speakers at the National Forum; coordinating the Online Learning Center topics and the Online Study Group sessions, as well as the NALS CLE Award and the Basic and Advanced Legal Training Courses.

**Future Leader Development:** This committee is in its third year, and its responsibilities include providing seminars and programs through Webinars, the Online Learning Center, or other venues specifically geared toward instructing and cultivating the future leaders of NALS.

**Marketing:** This committee is responsible for coordinating *e-News*, the weekly newsletter sent to NALS members by e-mail. Tasks include gathering committee updates, articles, and proofreading the newsletter. The Marketing Committee is also responsible for gathering and writing the Member Spotlight, Chapter Spotlight, and Leading the Way articles for inclusion in *the NALS docket*. This electronic magazine-style newsletter includes information about topics covered on legal blogs and Twitter, along with industry-related articles and association news directly from the Resource Center Staff. Promotion of the various NALS programs is the key. The Marketing Committee assists with the promotion of the NALS Award of Excellence, sponsors the Jett Awards showcasing state and chapter achievements, promotes the professional development and national forum conference, and is responsible for all other programs to promote public awareness of NALS.

**Membership:** This committee's responsibilities include assisting state and local membership chairs in recruitment and retention of NALS members. The Membership Committee promotes membership in our trilevel association, prepares and reviews all membership brochures and materials, promotes student membership, and promotes diversity in the membership of NALS. The committee is also responsible for the Young Legal Professional Program, which tackles the issues and concerns of the young professional in the legal industry.

**Regulation/Certification Committee:** This committee monitors regulatory activity across the country and keeps NALS members up to date on what various states are doing in the regulation arena. Regulatory activity means either state legislation or rules proposed or adopted by state bar associations or state courts that would regulate how legal support professionals do their jobs and, in some instances, who may work in a position with a certain title, such as a paralegal.

**Text Development:** This committee is responsible for drafting, reviewing, and revising the *Basic Manual for the Lawyer's Assistant*, the *Advanced Manual for the Lawyer's Assistant*, and the accompanying workbook materials and instructor's manuals.

**NALS Foundation Board of Trustees:** The NALS Foundation is an educational foundation dedicated to improving the value of legal professionals through education, research, and other activities. The Foundation trustees are responsible for internal and external fundraising and developing collaborative support for its programs. The NALS Foundation funds keynote speakers at educational conferences; awards grants to chapters, states, and regions; and sponsors the Jett Awards.

The NALS President does not appoint the Foundation Trustees; they are appointed by the Foundation Chair. If you are interested in serving on the Foundation, I will notify the Foundation Chair of your interest.



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## NALS LEADERSHIP COMMITTEE PREFERENCE 2012-13

### Sign Up Today!

Yes, I want to join the 2012-13 NALS Leadership Team and am interested in serving on one of the following committees (*please indicate your first, second, and third choices*).

1	2	3	Committee
			@Law
			Certifying Board
			Education
			Future Leader Development
			Marketing

1	2	3	Committee
			Membership
			Regulation/Certification
			Text Development
			NALS Foundation—please forward my interest to the Foundation

Name \_\_\_\_\_

Certifications \_\_\_\_\_

Chapter/State \_\_\_\_\_

Preferred Mailing Address:  Home  Work

Mailing Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Telephone \_\_\_\_\_

Preferred E-mail Address:  Home  Work

Home E-mail Address \_\_\_\_\_

Work E-mail Address \_\_\_\_\_

Do you consider yourself “technologically savvy”?  Yes  No

While not mandatory, attendance at the Committee Orientation on Thursday, March 1, 2012, is encouraged. You will meet with your fellow committee members and set the agenda and calendar for your year on the committee. You will also have a LOT OF FUN! Will you be able to attend this meeting?  Yes  No

Please return your completed committee preference form to:

**Helene L. Wood, PP, PLS, TSC-RE**  
**c/o Fulbright & Jaworski L.L.P.**  
**1301 McKinney, Suite 5100 • Houston, Texas 77010-3095**  
**713-651-3713 (W) • 713-858-3009 (C) • [hwoodpls@fulbright.com](mailto:hwoodpls@fulbright.com)**

***Join me on the NALS Leadership Team! I look forward to working with YOU!***