



Dear Voting Member:

As we look forward to the coming year, we wanted to let you know that PAR has available positions on the Board. We are looking for voting members, in good standing, who are interested in learning more and possibly applying to be on the Board.

Vice President – This is a two year term and to qualify you need to be a voting member, in good standing, and have served on the Board of Directors for a term of one year at any point in the past. Responsibilities include, attendance at all meetings of the Association, maintain a system for preservation of all archives and publish to the members as required; update every January all the Records from the previous year, assume the office of the President until the next Annual Meeting if the position becomes vacant and maintain Guidelines Manual and review and update as necessary.

Education/Programs – This is a two year term and to qualify you need to be a voting member, in good standing. Responsibilities include attendance at all meetings of the Association, develop and maintain programs, seminars and materials relating to continuing education for paralegals. This would include but is not limited to choosing the topic, scheduling a speaker, selecting the venue, coordinating if there will be a meal offered and registration regarding same.

Marketing/Sponsorship – This is a two year term and to qualify you need to be a voting member, in good standing. Responsibilities include attendance at all meetings of the Association, promote PAR by utilizing the local paralegal programs and law firms and work to increase sponsorship of PAR.

Pro Bono – This is a two year term and to qualify you need to be a voting member, in good standing. Responsibilities include attendance at all meetings of the Association and work with various agencies to determine how our members could participate in pro bono and community service activities.

Professional Development – This is a two year term and to qualify you need to be a voting member, in good standing. Responsibilities include attendance at all meetings of the Association, investigate matters concerning the paralegal profession, serve as Liaison with the local and state bar associations and work with PAR members regarding same.

If you are interested in any of these openings or know someone you feel would be an asset to our Board, please have the attached memo of interest completed and mail to The Paralegal Association of Rochester, Inc., PO Box 20106, Rochester, NY 14602 or email to PARoc.President@gmail.com. If you have any questions, please feel free to contact us at PARoc.President@gmail.com.

Thank you,

The Paralegal Association of Rochester, Inc.