



2022 Paralegal Division Committees and Chairs

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.

The following are the Division's Committees and Chairs:

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: Kay L. Homan, CP

BYLAWS AND STANDING 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.

Chair: Kay L. Homan, CP

COMMUNICATIONS

This Committee shall consist of three (3) subcommittees which shall create and provide information regarding Division activities:

Web Page and ENews Subcommittee: Designs and maintains the Division's website at <https://www.sbnm.org/Leadership/Divisions/Paralegal> and creates and provides relevant articles and information regarding paralegals and the Division for publication in the State Bar ENews.

Co-Chairs: Michelle S. Jaramillo, CP and Elizabeth Michelle Pettit

Division Newsletter Subcommittee: Creates and publishes a newsletter on a periodic basis to be determined by the Board and/or subcommittee.

Chair: Elizabeth Michelle Pettit

Social Media Subcommittee: Approves members to join any closed social media pages or groups and facilitates the continued use and operation of any social media accounts.

Co-Chairs: Linda Sanders and Devany Whipple

CONTINUING LEGAL EDUCATION

This committee shall consist of three (3) subcommittees as follows:

CLE Coordination Subcommittee: Develops and presents programs, seminars and materials relating to continuing legal education for the legal profession. For CLE Coordination information and related questions, send e-mails to pd-CLECoord@sbnm.org.

Co-Chairs: Linda Sanders and Shannon Rooney

CLE Provider(s) Approvals Subcommittee: Chaired by the Treasurer, reviews and approves applications for Division MCLE credit by outside providers for CLE that has not been approved by the State Bar MCLE Board.

Chair: Kay L. Homan, CP

CLE Tracking Subcommittee: Responsible for processing members' CLE approval requests to ensure compliance with Division Bylaws and MCLE Guidelines including approving, tracking, reporting and monitoring, and notifying members of MCLE non-compliance. For CLE credit submissions and related questions, send e-mails to: pd-CLECredits@sbnm.org

Chair: Christina Babcock

EVENTS COORDINATION

This committee works with the CLE Coordination Subcommittee and the Chair-Elect, 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 holiday dinner.

Chair: Volunteers being sought

AWARDS SUBCOMMITTEE

Awards Subcommittee: This subcommittee is responsible for receiving recommendations for deserving award recipients and preparing certificates of appreciation and obtaining award plaques, if any, to be awarded to recipients at the Division's Annual Meeting.

Chair: Ruby Silva

MEMBERSHIP

a) This Committee shall consist of three (3) members of the Division, two of whom shall serve as co-chairs.

b) The Chair-Elect, hereafter referred to as “Membership Liaison” Chair, shall serve as Co-Chair of this Committee. The Administrative Assistant or a person designated by the Chair-Elect in the absence of an Administrative Assistant, hereafter referred to as “Administrative Co-Chair,” shall also serve as Co-Chair. Duties shall be divided between the two Co-Chairs as follows:

(1) The Membership Liaison Chair shall promote membership and growth within the Division by:

- i. responding to requests from potential members; and
- ii. contacting all new Division members to answer questions and provide guidance, as necessary, and to encourage active Division participation.
- iii. establishing a mentorship program consisting of experienced Division members to assist with the above duties, but in no event shall he/she relinquish primary responsibility for the initial contact of new members after they have been notified of membership approval.

(2) The Administrative Co-Chair shall perform all administrative duties (i.e., paperwork, database entry, correspondence, etc.) related to approving new members, renewing members or disenrolling delinquent members as set forth in Rule I. This Committee shall fulfill the responsibilities as set forth in these Standing Rules, including any and all duties as summarized in the applicable Division deadlines incorporated herein. For questions related to membership, send e-mails to: pd-Membership@sbnm.org

Co-Chairs: [Chair-Elect when position filled] and Kathleen F. Campbell, ACP

NOMINATING 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 questions related to Pro Bono Opportunities, send e-mails to: pd-ProBono@sbnm.org

Chair: Meryl Barbere-Sutton

PROFESSIONAL DEVELOPMENT

This committee collects, studies, develops, and implements: (1) various means to better inform and educate the legal community and general public about the use of paralegals in the legal profession; (2) information regarding the education standards of paralegal education and training programs with regard to the training, certification, or licensing of paralegals; and (3) information and developments regarding changes in the legal profession that would have significant impact on the paralegal community.

Chair: Daniel Berg

SCHOLARSHIP

This committee supervises the award of scholarships to paralegal studies students at junior colleges and community colleges in New Mexico based on the budgetary allocation by the Board of Directors.

Chair: Devany Whipple, CP

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

To volunteer for a Committee, click on the Committee Signup Form below.

[Online Sign-up Form](#)