



## State Bar of New Mexico Paralegal Division

### **Paralegal Division Standing Committees**

The Division Standing Rules provide for Standing Committees which are permanent, and for special (ad hoc) committees which are established by the Board of Directors from time to time as the need arises.

The current Division Standing Committees are described below. For a list of current committee chairs (including ad hoc committees approved by the Board) click [here](#).

#### **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.

#### **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.

#### **COMMUNICATIONS**

This committee consists of three (3) subcommittees that create and provide information regarding Division activities:

**Web Page and ENews Subcommittee:** This 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.

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

**Social Media Subcommittee:** The Division Chair serves as co-chair of this subcommittee, and along with the co-chair, serves as the administrator of any social media accounts created by and for the Paralegal Division for the purpose of approving members to join any closed social media pages or groups and facilitating the continued use and operation of any social media accounts.

## **CONTINUING LEGAL EDUCATION**

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

**CLE Coordination Subcommittee:** This 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](mailto:pd-CLECoord@sbnm.org).

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

**CLE Tracking Subcommittee:** This subcommittee is responsible for monitoring members' MCLE self-reporting to ensure compliance with Division Bylaws and MCLE Guidelines for annual membership renewal, including responding to inquiries from members, auditing certificates of compliance and notifying members of MCLE non-compliance. For CLE credit submissions and related questions, send e-mails to: [pd-CLECredits@sbnm.org](mailto:pd-CLECredits@sbnm.org)

## **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 December holiday dinner. This committee has an Awards subcommittee 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.

## **MEMBERSHIP**

This committee consists of three (3) members of the Division, two of whom serve as co-chairs: The Chair-Elect, and a person designated by the Chair-Elect or the Administrative Assistant, if any, who serves as Administrative Co-Chair. The Membership Liaison Chair promotes membership and growth within the Division by: (a) responding to requests from potential members (b) contacting all new Division members to answer questions and provide guidance, as necessary, and to encourage active Division participation; (c) establishing a mentorship program consisting of experienced Division members to assist with the above duties; and (d) working in conjunction with the Scholarship and Member Benefits Committee to review applications for waiver of initial membership dues. The Administrative Co-Chair performs all administrative duties (i.e., application processing, database entry, correspondence, etc.) related to approving new members,

renewing members or disenrolling delinquent. For questions related to membership, send e-mails to: [pd-Membership@sbnm.org](mailto:pd-Membership@sbnm.org)

### **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.

### **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](mailto:pd-ProBono@sbnm.org)

### **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.

### **SCHOLARSHIP AND MEMBER BENEFITS**

The Scholarship subcommittee reviews and awards scholarships to paralegal studies students at universities, junior colleges, and community colleges in New Mexico. The Member Benefits subcommittee works in conjunction with designated committees to award member benefits as provided in the Standing Rules or by the Board such as waiver of initial membership dues. For questions related to Scholarship and Member Benefits, send e-mails to: [pd-Scholarship@sbnm.org](mailto:pd-Scholarship@sbnm.org)

**We encourage all Division members to sign up for one or more Committees.** To volunteer for a committee, click [here](#).