

# LLPA

## COMMITTEE CHAIR DESCRIPTION

**Audit Committee** - Review the financial records and prepare a report each year of such findings.

**Charitable** - Research and gather names of various local organizations to support for a one-time donation and/or community project(s). Present to the Board the options and then coordinate with the selected charity on providing the donation.

**Courtesy** - Responsible for recognizing each member's birthday as well as mailing sympathy, get well, and thinking of you cards.

**Facebook** - Post entries of upcoming events, and share information of past events and celebrations.

**Fundraising** - Research various ways to raise funds for the scholarship award and facility said project(s).

**Parliamentarian** – Supervise and assist officers regarding the parliamentary procedures at meetings as well as maintain Bylaws and Standing Rules.

**Program Chair** - Organize meals for Board meetings and monitor the logistics of each monthly general membership meeting.

**Legal Education** - Submit legal related articles to be published to LincolnNotes and on the website.

**LincolnNotes** – Design and gather information, articles and announcements to be published in the monthly newsletter.

**Media** - Attend events and take pictures to be shared on the website and Facebook.

**Nominations and Elections** - Solicit names of members each year to be placed on the ballot for President Vice President, Secretary, and Treasurer.

**Scholarship** - Contact various schools in and around the Lincoln area to promote LLPA's scholarship. Review incoming applications to ensure requirements are met. Locate three non-interested judges to review and vote on a winner. Present the winner with the scholarship at Bosses Night, and coordinate the scholarship funds with the appropriate educational institution.

**Website** - Maintain and update information on the website.

*\*\*\*Committee Chair positions are open to all members\*\*\**