

# LLPA

## COMMITTEE DESCRIPTIONS

**2019 Annual Convention** – organize/plan and run the 2019 Annual Convention.

**Audit** – (1 or 2 people) Review the financial records & prepare a report each year of findings.

**Awards** – helps BOTY & LPOTY with their duties

**Boss of the Year** – (chaired by the previous year’s nominator) Send notice to LLPA members asking for nominations, select 3 qualified judges, order award, and present award at Bosses’ Night.

**Legal Professional of the Year** – (chaired by the previous year’s winner) Send letter to bosses of LLPA members asking for nominations, select 3 qualified judges, order award & flowers, present award at Bosses’ Night, and submit winner’s letter of nomination to NLPA.

**Bosses’ Night** – organize/plan and run the Bosses’ Night event.

**Bylaws & Rules** – Assist Parliamentarian in preparation of Bylaw & Standing Rules amendments.

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

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

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

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

**Membership** –assist VP in recruiting duties and membership event(s).

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

**Program** - Monitor the logistics of each monthly general membership meeting.

**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.

**Service/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.

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