



THE ASSOCIATION OF LEGAL ASSISTANTS • PARALEGALS
CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT PROGRAMS

AFFILIATES BRIEF

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DIRECTOR'S COMMENTS

"One-on-One Time"

Debbie Overstreet, ACP
NALA Affiliated
Associations Director

2010 was an amazing year and I am looking forward to great things for NALA and all of the Affiliated Associations for 2011. Many of you have elected new officers and they will have started their terms this month. Others are mid-way through your association's fiscal year. As you look ahead, remember to keep your focus on your association's mission. If your officers held a long-range planning meeting to discuss the goals for future of the organization, do your

goals relate to your overall mission?

One of the goals of each association should be to establish fellowship among association members, NALA, and members of the legal community. Without the support and cooperation of your legal community and individual members, your association would not continue to thrive. Likewise, open communication with NALA will benefit both organizations. We can learn from each other. NALA needs to know what we can do to assist you, and open feedback from you can help improve the services offered by NALA to both the associations and individual members.

As we set our sites on the 36th Annual NALA Convention and Summer Institutes in Dallas, Texas July 27-30, 2011, I hope every association has had a chance to contact us to schedule an "Affiliates Tour". I would love to report to the NALA Board of Directors that all of the NALA Affiliated Associations have scheduled a personal one-on-one time with a NALA board member to discuss the issues your association may be encountering.

I look forward to hearing from each of you. To schedule a "tour date", feel free to contact me. E-mail me at

Debra.Overstreet@usace.army.mil or my new home e-mail address of doverstreet97@gmail.com, or Marie Greninger, NALA Director of Administrative Services and Certification at mgreninger@nala.org.

SECRETARY'S COMMENTS

"Reflection and Cultivation"

Sandra Hatch, CP
NALA Affiliated
Associations Secretary

While 2010 brought many highlights for me it also brought sadness and loss, which provided an opportunity for reflection. I realized that one thing that never wavers is my pride in our profession and how glad I am that I took this path and continue to be involved in the promotion of the profession. Even as I complain about how hectic my life was last spring and is right now, I know that for many of you it is even more challenging.

Embracing change and reflecting on your life is a great way to gain a new perspective, get out of a rut, take a chance, and learn something new. We need to keep learning and

growing to stay competitive in this field. I have heard so many of my paralegal contemporaries talk about feeling stagnant in their work, longing for a new challenge. We applaud those of you who have taken new positions, gone into law firm/paralegal management, and returned to college. As evidenced by our local association's job bank, there are opportunities out there.

Time has flown and we are already making plans for the 2011 NALA Convention. My time at Convention is always exciting and motivating because spending quality time with my peers is so invigorating. Remember that cultivating connections with NALA, your local association's members, and sustaining members and legal vendors is a great way to explore these avenues for new opportunities – in fact, I found my current job through a connection with my local association, PNPA.

I've been involved with PNPA and NALA since the early 1990s. When I returned to Oregon in 2002, I was able to rely on connections with PNPA members to get job interviews and receive mentoring support as I transitioned back into Oregon law and procedure. Those connections have never failed me – they won't fail you. Aside from meeting some incredible people who have become personal friends, the professional and educational

opportunities offered by membership in this professional association are invaluable to me.

What's the catch? You need to be involved in the organization to make connections, to meet these amazing paralegals who tomorrow might help you find your dream job!

I hope you are having a prosperous New Year. I enjoy hearing from you and look forward to seeing you in July!

"Photos are Important"

**Kenneth L. Frakes
Production Editor
Facts & Findings Magazine**

Professional publicity photographs are almost always needed when you are chosen to make a presentation at a seminar or conference, when you get a promotion, or when you are named to a significant office in your affiliate or community organization. Nothing smacks of "unprofessional" more than not having a truly professional publicity photo available when it is requested.

You should have a publicity portrait made every three to five years, depending upon how much your visage changes. For women, this means keeping up with significant hairstyle changes (long-to-short or vice

versa), including dramatic color changes.

For men, the addition or removal of facial hair should prompt a trip to the photo studio. Be honest about a receding hairline. If your appearance is significantly different, or you are as bald as a whitewashed cannon ball since your last photo, get a fresh photo made (professional photographers know how to minimize the glare). A quality toupee is an alternative for some, but may have negative implications in the legal field where honesty and integrity are paramount.

You needn't spend hours in costuming and applying glamorous makeup at a "Glamour Shots" type studio (unless that is the image you wish to convey), but it is essential that your photo be a professional quality portrait. Dress conservatively for your sitting (no plunging necklines or plaid blazers), and avoid gaudy jewelry.

In this age of digital photography, professional publicity portraits are extremely affordable. Do not rely on a strobed snapshot taken by a colleague (with your shadow lurking behind you). Don't scissor your head out of a family photo, or buy a passport mug shot. Especially, do not be seduced by a flattering picture taken with a background of law books or azaleas.

Many photography studios, including those within department stores, offer great deals for dozens of pictures without charging a sitting fee. Even the box-store photo kiosks do acceptable work—but beware of those that specialize in passport or “ID” photos that make you look like you’ve just been booked into county jail.

Be sure your photographer understands that you will be using the photos for self promotion. Some upscale photographers have explicit pricing policies on their work. If a photographer insists on “rights and rates” that you feel are onerous, then go elsewhere. There are legions of pros who consider their work done when you have paid them (but if your photo ends up on the cover of Time, your paralegal experience may come in handy).

NOMINATIONS FOR 2011 AFFILIATE AWARDS

Many of you are busy organizing for the New Year and hosting winter seminars. While planning the agenda for your next association meeting, remember to include nominations for the 2011 Affiliated Associations Award. Each year a member of your organization may be recognized for their contributions to the goals and programs of the affiliated association, such as working with bar associations

on behalf of paralegals in the area, assisting with and organizing CP study groups, and developing pro bono or other community involvement programs for the affiliate. These examples serve only as a guideline. Your association may set its own standards for recognition. The affiliated association may designate one recipient for the award each year. There is no selection process for this award by NALA. The deadline for nominations is May 1, 2011.

Nominees will receive a framed award at the membership awards presentation held during the Annual Meeting of Affiliated Associations scheduled for Thursday, July 28, 2011. Nominations received by the May 1 deadline are automatically considered for the National Outstanding Contribution Award. Criteria for the Outstanding Contribution Award may be found in the 2011 Affiliated Associations Award Program descriptions and application forms available on the NALA website at: http://www.nala.org/aff_resources.aspx. See you in Dallas!

NALA AFFILIATE NEWS



Fairbanks Association of Legal Assistants (FALA) Our biggest and most rewarding accomplishment this quarter was to help provide a wonderful Christmas for a local

family. For the last four years, FALA has "adopted" a family through a local service organization, Love, INC. Our family this year was a disabled grandmother, her unemployed grand-daughter and her three-year old great-grandson. The family's wish list consisted of basic needs (electricity and grocery gift certificates, clothing and winter gear) and simple luxuries (Christmas decorations, educational toys, scrapbooking materials, a Bible and new cookware). The members of FALA were able to provide for most everything on the family's wish list. We spent an evening sorting and wrapping the donations, and then delivered these to the family. Our annual adopt-a-family project is just one small way our organization can give back to our local community.

The **Alabama Association of Paralegals, Inc. (AAPi)** has been working toward educating, recognizing and promoting paralegals and we have recently launched our new website:

www.alabamaparalegals.net.

In addition to the wonderful speakers we have had at our meetings throughout the state, luncheons held in Region I in October and November provided CLEs for members. Speakers in Region III shared how AAPi's 2009 and 2010 Paralegal of the Year recipients benefit their firms. Region IV has been working on

informational packets promoting the educational benefits of AAPI. Members also collected over ten boxes of donations for the Ronald McDonald House in Birmingham and participated in two "Wills for Seniors" clinics.

Central Florida Paralegal Association, Inc. (CFPA)

supported the troops again in 2010. CFPA members were welcomed by Keiser University on a bright, beautiful Saturday in October to pack up all the donations provided by Keiser students and CFPA members.

Marisa Green was the organizer of the packing party and guided the volunteers in dividing all of the donated items, packing the boxes, and completing the mailing labels. After packing and labeling a total of thirty-five LARGE flat rate shipping boxes, a five-car caravan led by Jean Hinton and her trusted GPS drove to the airport post office. CFPA was honored to send the donated items to Ricki Meers, Brent Tucker and Tyler Diamond.

Thanks to all that participated for their generous donations, time and support.

The Metrolina Paralegal

Association (MPA) was the host city of the Short Course in November. Members attended the welcome reception for attendees. The board was also able to meet with Karen McGee and Marge Dover during the Short Course. The meeting was very informative on some of

the benefits and programs that NALA has to offer affiliates. MPA's board is already working on implementing some of the things that we learned. MPA would like thank Marge and Karen for taking the time out of their busy schedules to meet with MPA!

In December MPA held its holiday luncheon Palooza & Holiday Celebration Extravaganza! Lots of door prizes were handed out from our generous patron members and MPA; and members had the option of participating in an ornament exchange.

Look for Metrolina Paralegal Association on Linked In and Facebook!
<http://www.charlotteareaparalegals.com>

Southeastern Association of Legal Assistants (SEALA) had a busy fall with all of its activities. This year we organized our annual Thanksgiving Brigade (for needy families) in conjunction with our monthly meeting to allow the entire membership to help with the organization and distribution of the baskets. We were able to supply Thanksgiving dinners for 5 families and had enough food left over which we donated to America's Second Harvest of Coastal Georgia. Also in November SEALA made a contribution to Extreme Makeover and the Simpson family as Ty Pennington and the Crew ascended on

Savannah to build them a new home. On December 11 SEALA held its annual Christmas Wish Gift Wrapping for those families affected by cancer and raised over \$1,300.00. This year was very special as we met 6 year old Lawrence and his family that day. We had no idea who he was until his Father came over to us and asked if we were the group that was wrapping for the families. After they left, none of us working had a dry eye and even though it was a cold day for those of us wrapping it really put things in perspective as to why we were there and that we were really helping those in need. Our annual Holiday Social and Cookie Exchange was held on December 16 with many of our members participating and partaking of all the homemade cookies. With spring just around the corner we are currently planning for those events and our monthly meetings.

J.L. Turner Legal Association – Paralegal Section (JLTLA) On Saturday, October 9th, the Paralegal Section attended the J.L. Turner Legal Association's 58th Anniversary Scholarship & Awards Gala/Masquerade Ball held at the Dallas Sheraton Hotel. The Gala is an annual event held by the association to award scholarships to minority law students, and to recognize and present awards to certain members for their contributions to the success of the association during the past

year. The Paralegal Section was presented with the President's Award for the second year in a row for its dedicated service to the association.

On October 16th, the Paralegal Section held its 2nd Annual Employment Workshop. Presentations on What to Do after Paralegal School, Prepping for an Interview, Resume Writing & Critiquing, Dressing for Success, Business Cards and Follow-up after the Interview, Social Networking Websites, and Networking & Best Practices were given by attorneys and paralegals, and a few employment agencies spoke about the current job market. Mock interviews were also conducted at the workshop.

At the Annual Meeting and Election of Officers/Board of Directors held on November 13th, the following officers were elected for the 2011 membership year: Tangela Jackson, President; Toya Walker, Vice President-President Elect; Sandra Key, Secretary; Phyllis Cephas, Treasurer; Loren Gilbert-Smith, Parliamentarian; Carla Dennis, Historian/NALA Liaison; Vivian Duren, Membership Chair and Denisha Adams, Events Planning/ Fundraising Chair. A presentation by Alicia Perkins and Monique Scott, paralegals with the Dallas Volunteer Attorney Program was given on volunteering at the legal aid

clinics located throughout the city.

On December 2nd, the Paralegal Section held its 1st Holiday Luncheon and Awards Ceremony. The occasion for the luncheon was to recognize members that made a substantial contribution to the success of the Section in 2010, and to present honorary memberships to El Centro College paralegal instructors Carole Olson, J.D. and Dudley Knox, J.D. The 2010 Outstanding Paralegal of the Year Award was presented to Toya Walker, Treasurer and 2011 Vice President-President Elect for her hard work and dedication in helping make the Paralegal Section a success this year. The officers for 2011 were installed by the Honorable Chief Justice Carolyn Wright of the 5th District Court of Appeals for Dallas County. The Paralegal Section's final event for the year was the End of the Year Happy Hour and Membership Drive held at Buttons Restaurant in Addison, Texas. This event is held at the end of each year to celebrate the holidays and recruit new members for the upcoming membership year.

North Texas Paralegal Association (NTPA) On October 21, 2010, Dallas Area Paralegal Association, Paralegal Division of the State Bar and North Texas Paralegal Association hosted the 8th Annual Paralegal Day Celebration at Avanti

Restorante at Fountain Place in downtown Dallas. Paralegal Day was officially set by the Texas Senate for October 23rd. Among the guests and speakers at the Paralegal Day Celebration was the 2010 President of the Dallas Bar Association, Ike Vanden Eykel, who spoke on the importance of the role of the paralegal, along with the Immediate Past President of NALA, Linda Wolf, who spoke on the camaraderie of the NALA affiliates and their willingness to assist a fellow paralegal requiring medical attention in Little Rock, Arkansas far from her home state. Carla Y. Dennis, President of the newly formed NALA affiliate J. L. Turner Legal Association, was recognized at the event.



(Pictured above: Linda Wolf, Past President of NALA, speaking at the 2010 Texas Paralegal Day celebration.)

Legal Assistants of Wyoming (LAW) Prepared a bluebook update in October. They

adopted a family from the
Salvation Army for Christmas

and collected canned goods
during the Christmas season.

KEEP IN TOUCH!



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