

Section and Committee Descriptions

Chicago

The Chicago Committee shall hold three meetings to assist with obtaining speakers at the Association's education conference dinner and the annual meeting dinner and to obtain a summer outing, for instance, the spectacular boat cruise. The Chicago Committee shall coordinate with the Executive Director on the facility, menu, and expenses for the education conference, education dinner, and the annual meeting dinner.

The Chicago Committee will start coordinating with the Executive Director, and the Education Conference Committee Chairperson, relating to the education conference and education conference dinner by obtaining quotes from facilities for dinner at the end of the calendar year and at the beginning of the succeeding year, the Chairperson shall present to the board of directors an expense proposal. The Chicago Committee will begin seeking a speaker for the education conference dinner in late April.

The Chicago Committee will start coordinating with the Executive Director relating to the annual meeting and annual meeting dinner by obtaining quotes from facilities for dinner at the end of the calendar year, and no later than the beginning of the succeeding year, the Chairperson shall present to the board of directors an expense proposal. The Chicago Committee will begin seeking a speaker for the annual meeting dinner at the year end.

The Chicago Committee shall start coordinating with the Executive Director relating to the spectacular boat cruise by obtaining quotes from licensed and bonded charters for dinner at the end of the calendar year and at the beginning of the succeeding year, the Chairperson shall present to the board of directors an expense proposal. The Chicago Committee will begin seeking a speaker for the spectacular boat cruise in late April.

Commercial Finance

Commercial Finance Section members work in both law firms and corporations that provide financing to businesses. We work on traditional cashflow and asset-based loans, as well as specialized loans to healthcare providers, energy companies, media enterprises, and mezzanine debt providers. A number of our members are experienced in the area of leasing and equipment finance. We meet quarterly over the lunch hour, with guest speakers discussing various business and legal topics relating to the Commercial Finance practice.

Corporate

Corporate Section members work in both the law firm and in-house corporate environments and provide a wide range of corporate expertise to businesses. We work on merger and acquisitions transactions, as well as capital raises, private placements and corporate compliance matters. A number of our members are also experienced in the area of securities filings and compliance with respect to public companies. We have quarterly lunch meetings with guest speakers and discuss various business and legal topics relating to the corporate and securities practice.

Down State

Downstate is a geographic section of the IPA. In the past members have met in the Peoria area, in the Springfield (Sangamon County) area and in the Edwardsville area. Sangamon County has generally hosted a fall board meeting of the IPA.

Education

The Education Chair is responsible for forming a committee to help her/him plan the Education Conference each year, including selection of topics and finding speakers for the two day event. The Chair will prepare a proposed budget and present it to the Board for approval. The Education Chair also works with the Board of Directors and the Executive Director in procuring a location for the event, setting fees for exhibitors and attendees, planning the break and lunch menus, and preparing the brochure. These tasks must be completed by the set deadlines. The Education Chair will also attend the two day event and coordinate the equipment with the Executive Director. The Education Chair is further responsible for the planning of the Educator's Conference each Winter. The Chair will determine the date, location and agenda, as well as officiate the meeting of Educators. The Education Chair will also review the possibility of having workshops available to members at the Annual Meeting of the organization. This function will be reviewed on a yearly basis, depending on the schedule of the event.

Estates & Trusts

The Chair of the Estates and Trusts Section is responsible for organizing three meetings of the section per year. The Chair is responsible for providing the meeting notice for publication in *The Lookout* and submitting a written report about the meeting to the IPA office within thirty days following the meeting. The Chair must be available to answer questions from members and nonmembers about the specialty area. The Chair must also assist with the Education Conference by suggesting topics and finding speakers for the specialty area. As Chair, he/she should attend IPA social functions as a representative of the IPA.

Immigration

The Immigration Co-Chair is responsible for organizing three meetings per year of the section. She will be available to answer questions from members and non-members related to Immigration Law via e-mail or telephone. She will provide the Education Chair topic(s) related to Immigration Law for the Education Conference, if needed. The Immigration Co-Chair will maintain communication with the board liaison and/or the Board of Directors regarding the Immigration Section. She is encouraged to attend IPA social functions throughout the year as a representative of the IPA.

Information Technology

The Information Technology Section Chair is responsible for providing support and advice to the Executive Director and IPA Board in connection with the maintenance and enhancement of the look, feel, and content of the IPA website. This support and advice ranges from simple content changes to assisting with redesign efforts and vendor selection. Additionally, the IT Section Chair serves as a resource on technology matters to IPA members on issues ranging from proposed website content changes to hosting occasional meetings related to current technologies utilized in the legal profession.

Intellectual Property

The Intellectual Property Section of the IPA provides an education forum, as well as continuing education for paralegals currently working in the field of intellectual property. This forum includes current issues and upcoming changes in the law.

Golf Outing Committee

Since the Golf Committee is seasonal, this Committee only meets on a "need-to-basis," and usually commences its meetings in March or April of each year to discuss the entertainment outing. Simultaneously, the Committee prepares and presents a proposed budget to the Board of Directors. Once the board approves the budget, the Committee will work with the entertainment facility to coordinate tee times, beverages and food, and other activities. In addition, the Committee will contact vendors and obtain contributions and sponsorship from vendors. The Committee has a number of slots for the vendors' contribution and sponsorship, which would assist to offset the cost of the entertainment. For example, preferably, no less than 18 slots would be filled by vendors for each hole on the golf course. The Committee will work to revise the invitation, which would be posted in the Lookout and Outlook for three to four months prior to the event. During this time, and two weeks prior to the event, the Committee finalizes the details (i.e. putting into foursomes, coordinating with the entertainment facility, etc.). Depending on the agreement with the entertainment facility, the committee will determine the cutoff date which all members and non-members must pay the entertainment fees.

Litigation

The Chair of the Litigation Section is responsible for organizing three meetings of the section per year. The Chair must be available to answer questions from members and nonmembers about the specialty area. The Chair must also field calls from various vendors who wish to participate in section meetings. The Chair must also assist with the Education Conference by suggesting topics and finding speakers for the specialty area. As Chair, he/she should attend IPA social functions as a representative of the IPA.

Mentoring

The Mentoring Committee is to pair a paralegal with at least 5 years of experience (the "Mentor") and a student paralegal, who may still be actively in school or recently graduated (the "Mentee") for purposes of mentoring, guidance, or in some limited cases, educate, in a specific area of law for at least 90 days. The mentoring committee will have at least one social gathering for all that are interested.

Membership

Monitors membership benefits and strives to increase membership while maintaining quality member services.

North Suburban

The North Suburban Chair is required to plan and promote at least two section meetings annually in addition to a social event. The North Suburban Chair must submit a proposed budget for approval to the board of directors for any event that requires payment. The Chair must also be available to

attend IPA social functions, represent the IPA in a professional manner every day, and work toward increasing membership enrollment and awareness in the IPA.

PACE Ambassador

The PACE Ambassador is a link between NFPA and the IPA on PACE issues. She/he serves as an information conduit to members and non-members regarding PACE certification, responds to inquiries regarding PACE, coordinates PACE seminars, assists RPs in renewing/maintaining their certification, assists candidates interested in forming study groups, and writes or solicits articles regarding PACE for IPA publications.

Pro Bono

Provides opportunities to paralegals who wish to volunteer their quality paralegal services to individuals and organizations of limited means.

Publications Editor

The Lookout: The Publications Editor assists the Executive Director in publishing the monthly newsletter, *The Lookout*, by editing and proofing the publication, and by submitting material for the publication. The Publications Editor is also responsible for approving employment listings prior to posting in both *The Lookout* and online.

Outlook: The Publications Editor identifies themes for the three issues of *Outlook* each year. The Editor solicits articles and other information such as national news for publication in *Outlook*. It is the responsibility of the Editor to gather the articles and other information for each *Outlook* and to submit the complete materials to the Executive Director for formatting, proofing and editing.

Real Estate

The Real Estate Chair is responsible for organizing three meetings per year of the section. He/she is required to be available to answer questions from members and non-members related to Real Estate law via e-mail or phone. Additionally, one article per year will be written on a Real Estate related issue to be used for the Legal Employment Weekly and or/Outlook. The Real Estate Chair is also responsible for providing a Real Estate related topic for the Education Conference as well as assisting the Education Chair to locate a speaker(s) to address suggested topics. He/She is also required to attend an annual mandatory training session. He/she is also encouraged to attend IPA functions to represent the IPA.

Senior

The Chair of the Senior Paralegal Section is responsible for organizing three meetings of the section per year. He/She is to be available to answer questions from members and non-members related to issues faced by experienced paralegals. As a chairperson, he/she will be required to attend a training session each year. Furthermore, he/she is encouraged to attend IPA social functions as a representative of the IPA.

Social Events Coordinator

The Social Events Coordinator is responsible for proposing and organizing several social functions for the general membership each year. The Coordinator prepares and presents a proposed budget to the Board of Directors for approval. Once the board approves the budget, the Committee will work with the entertainment facility and the Executive Director to coordinate the event. In addition, the Coordinator will contact vendors and obtain contributions and sponsorship from vendors as necessary. Furthermore, the Coordinator will prepare a brochure which would be posted in *The Lookout*, *Outlook*, and *Legal Employment Weekly* for three to four months prior to the event (if possible).

South Suburban

The South Suburban Chair is required to plan and promote at least two section meetings annually in addition to a social event. The South Suburban Chair must submit a proposed budget for approval to the board of directors for any event that requires payment. The Chair must also be available to attend IPA social functions, represent the IPA in a professional manner every day, and work toward increasing membership enrollment and awareness in the IPA.

Standards

The Chair of the Standards Committee monitors the economic status and working conditions of paralegals in Illinois by conducting a yearly salary survey. He/She is available to answer questions from members and non-members, including schools and the public. He/She will be required to attend a training session each year. Furthermore, he/she is encouraged to attend IPA social functions as a representative of the IPA.

State and National Affairs

Keeps members informed on national issues affecting the paralegal profession and maintains liaison with the National Federation of Paralegal Associations.

Student Liaison Committee

The purposes of the student liaison committee are to foster good relations and communications between the educational institutions, their students, and the IPA with the underlying goals of increasing membership and creating a vital pool of prospective IPA leaders. In order to accomplish this, student liaison committee members will be assigned particular schools to contact and to arrange speaking engagements. The committee members will give informal talks to the students with a sufficient amount of time afterwards for Q & A, and will have IPA applications available for the students who wish to enroll.

Rockford

The Rockford Section of the IPA was formed in 1997 by a group of paralegals working in Winnebago and Boone counties. The purpose behind the formation of the Rockford Section is to provide networking opportunities, education and to promote the paralegal profession. Monthly meetings are held to discuss "hot topics" in the legal community. A goal we have is to raise awareness in our area and to educate judges/attorneys on how to utilize paralegals to benefit the legal system as a whole. The Rockford Section is a small group, but we are mighty!