

## MT. DIABLO LPA CHAIR POSITIONS

**Every** member needs to be a part of the MDLPA team in order for this Association to thrive. Please consider the positions listed below and let your President know that you can help, either in assisting a chairperson or chairing a committee.

Bay Area Legal Forum	Act as MDLPA's representative on the Forum. Members of the Forum are required to attend at least four administrative meetings (May, June, September, December, February, May) each fiscal year, one quarterly workshop (January, July, October) and the annual seminar. Members are reimbursed for expenses related to administrative meetings and the annual seminar (mileage, bridge toll, parking, etc.). Members are entitled to attend all Forum programs free of charge. For additional information, visit: <a href="http://www.bayarealegalforum.org">www.bayarealegalforum.org</a>
Bar/Professional Liaison	MDLPA's contact with the Bar Association, the Court(s), etc. Report to the members about information concerning the Bar Association and the Courts.
Benefits	Responsible for keeping members informed about the insurance and credit union benefits available to us as members of LSI.
CCLS	Chairperson is responsible for informing members about the CALIFORNIA CERTIFIED LEGAL SECRETARY program certifying expertise in the legal secretarial field and assisting those members attempting to obtain a CCLS certificate by forming study groups, giving mock exams, etc.
Constant Contact	Responsible for creating email announcements using Constant Contact. Maintain subscriber database. Send out announcements on a regular basis as needed.
Crab Feed Committee	Plan a crab feed. Find a location, caterer (or self-cook), determine the price to be charged, ask for and organize raffle prizes and hold raffle, organize entertainment, if applicable, and all other aspects to putting on a crab feed.
Day In Court	This Chairperson would help members learn how our courts operate by presenting: a one-day demonstration such as a mock Trial held in a courtroom with members and local attorneys acting the parts; a tour of the courthouse; or arranging for a speaker from the Court (a Judge or Clerk) to come to a general meeting.
Employment Liaison	Acts as a contact for attorneys seeking legal secretaries or other support staff and for members seeking employment with attorneys.
Interclub	Chairperson encourages good will between MDLPA and other Associations of LSI by attending other Associations' meetings or special events, inviting other Associations' members to attend our meetings or special events, and arranging for joint meetings. Promote MDLPA and its events through advertising media.
Historian	Creates a History Book which is presented to the President at the end of his/her term. The Historian takes photographs, collects other memorabilia, and assembles them in a book which is a chronicle of the year's activities. At the LSI Convention, each Association may enter its History Book in a contest. Ribbons and cash prizes are awarded to the Associations with the winning books.
Installation of Officers / Member-Boss Appreciation Dinner	Two events combined into one evening of tradition since 1969. Plan the Installation including writing a script with a theme picked by the incoming President; choose a restaurant, menu, and price. Purchase gifts for incoming officers, speakers, installing officer, installing marshal.
Legal Procedure	Responsible for keeping members informed about legal procedure, including changes in law, local court rules, forms, fee schedules, etc. These changes are submitted to the Editor to be published in the newsletter and/or announced at a meeting.
Legal Secretarial Training	Responsible for promoting legal secretarial training by presenting seminars or other programs.

Newsletter Editor	Responsible for publishing our newsletter, the <i>Quid Novi</i> . The Editor creates the newsletter from articles, other items of interest, and advertising submitted, and is responsible for ensuring the newsletter is emailed to members. Strict deadlines must be adhered to. Access to word processing software is essential. Knowledge and access to graphics software would be very helpful. There is also a newsletter (bulletin) contest held at the Annual Convention. Ribbons and cash prizes are awarded to the winning Associations.
Program/Reservations	Chairperson is responsible for arranging for guest speakers, submitting speaker information to Bulletin Editor, and introducing these speakers at our dinner meetings. Responsible for making arrangements with restaurants for our dinner meetings, submitting information to Bulletin Editor, taking reservations and collecting dinner charges.
Scholarship	Responsible for sending letters to local high schools and colleges with information about MDLPA's scholarship, including accepting and reviewing applications, and presentation of the scholarship award. Chairperson also submits qualified applications to the LSI scholarship program.
Social Media/Marketing	Responsible for updating MDLPA's Facebook, Twitter and other social media accounts. Place announcements in local newspapers, radio stations, etc. Create and organize marketing events.
Sunshine/Hospitality	Responsible for sending cards and/or flowers when appropriate (hospitalization, births, etc.) To members and others special to MDLPA.
Ways & Means	Responsible for MDLPA fund-raising through projects such as Raffles, See's Candy sales, Restaurant Fundraisers, etc. Assist other committees putting on special events where a raffle will be held.
Webmaster	Responsible for maintaining MDLPA's website. Update website as needed to keep information current.
Welcoming Host	Responsible for greeting members, guests and potential new members at our monthly meetings. Attend monthly meetings, assist guests with introductions, and sit with them during dinner and meeting and answer any questions they may have.

**If you are concerned about doing it on your own – find another member to co-chair with you.**

**If you are shy about presenting information at a meeting – publish the information in the *Quid Novi*.**

**Many of the chairs have an LSI counterpart who will be corresponding with you – they can be of great assistance.**

**If you are not ready to accept a chair position but would like to be more actively involved, offer your help to a chairperson.**

**If you are interested in taking a chair position, please give me a call.**

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Alan McGinnis, author of *Bringing Out The Best In People*, once said: “The history books are full of stories of gifted persons whose talents were overlooked by a procession of people until someone believed in them. Albert Einstein was four years old before he could speak and seven before he could read. Isaac Newton did poorly in grade school. A newspaper editor fired Walt Disney because he had “no good ideas.” Werner von Braun failed ninth-grade algebra. Haydn gave up on making a musician of Beethoven, who seemed a slow and plodding man with no apparent talent.

There is a lesson in such stories: Different people develop at different rates, and the best motivators are always on the lookout for hidden capacities.”

**Let us know what your hidden talents are.**