

Sustaining Members Volunteering with CAPA

Please indicate the committee(s) in which you would be interested in participating. General duties of each committee are shown below. You are encouraged to assist wherever you have an interest. Please note that serving on a committee does not require you to assist with each activity for which the committee is responsible. The more volunteers we have, the less work each person has to handle.

Return this form with your completed membership application.

_____ **Community Services/PR/Social Committee.** Assist chair and committee with organizing community service outreach projects and social events, including recruiting volunteers, scheduling and arranging volunteers to assist with projects, promoting the community service event, and preparing report to Board concerning projects

_____ **Continuing Education “CLE” Committee.** Assist chair and committee with finding valuable topics of CLE for presentation to CAPA membership. Assist with obtaining qualifying CLE credit at both the state and national level. Assist with organizing and promoting CLE events, and preparing information for *CAPA Brief* concerning the CLE event.

_____ **Job Bank.** Assist chair with gathering information concerning new prospective jobs and assembling information for CAPA Job Bank.

_____ **Programs Committee.** Assist chair and committee with locating and securing speakers for the monthly luncheon. Assist with obtaining CLE credit for each of the monthly luncheon presentations.

_____ **RSVP.** Assist chair and committee with organizing RSVP for the monthly luncheons, checking in attendees at the luncheon, and working with the luncheon location to ensure the event runs smoothly.

_____ **Publication Committee.** Assist chair and committee with recruiting individuals to contribute legal articles for *CAPA Brief*. Assist with preparing and/or proofing the *CAPA Brief* for monthly publication.

_____ **Mentor Committee.** Assist chair and committee with finding and recruiting active paralegals willing to mentor new paralegals entering the profession. Assist with matching active paralegals with new paralegals in their area of concentration and interests.

_____ **Pro Bono/Volunteer Legal Services.** Assist chair and committee by volunteering at the monthly legal clinics that benefit the community by providing affordable legal services while under the direction of a licensed attorney.

_____ **Web Team.** Assist chair and committee with gathering information and updating the CAPA website. Assist with maintaining CAPA’s group email.

_____ **Nancy McLaughlin Scholarship.** Assist chair and committee with determining various scholarships to be offered to members and the best way to fund them.

_____ **Sustaining Member Liaison.** Work closely with Sustaining Members to find ways to benefit both the member and CAPA. Organize monthly spotlight vendors for the luncheons. Organize sponsors and/or door prizes for various CAPA functions as the need arises.