

POSITION DESCRIPTIONS

PRESIDENT

The Corporation's President shall be the general manager of this Corporation, and therefore, general manager of all of the Chapters, shall have general supervision of the business, shall see that all orders and resolutions of the Board of Directors are enforced and put into effect, shall be its principal officer and agent, shall be and serve as Chair of its Board of Directors, shall preside at all meetings and shall negotiate and execute all contracts, bonds, mortgages, and all other instruments whatsoever incident to the conduct of business of this Corporation as limited by Section 7.03 of these Bylaws.

The President shall have such other and further authority, power and discretion as shall be reasonably necessary, incident to or convenient for the accomplishment of the purposes of this Corporation and the Chapter, as applicable and transaction of all of its business of whatsoever nature except as shall be prohibited under the laws of Florida, or absolutely reserved to the Board of Directors in these Bylaws or hereafter limited by act of the Board of Directors.

The Chapter President shall have similar duties and authority for the Chapter President's specific Chapter. The Chapter President shall serve on the Corporation's Board of Directors as a voting member of the Corporation's Board of Directors.

FIRST VICE PRESIDENT

The First Vice President shall assist the President at the discretion of the President. The First Vice President shall perform such other duties as from time to time may be assigned by the Board of Directors or the President. The First Vice President shall exercise the functions of the President in the absence or disability of the President and, when so acting, shall have all of the power and authority of the President. Further, the Corporation's First Vice President shall act as Vice Chair of the Seminar Committee, whose role shall be to provide guidance, recommendations and overall seminar management as may be more specifically delineated in the Standing Rules.

SECOND VICE PRESIDENT

The Second Vice President shall be charged with soliciting new members. The Corporation's Second Vice President shall have the authority to approve or reject all applications for membership in accordance with all Bylaws and all Standing Rules of this Corporation. Applications shall be made upon standard forms furnished by this Corporation and submitted with annual dues, as more particularly set forth in Section 3.05 of these Bylaws. The Corporation's Second Vice President shall also oversee and coordinate with the Corporation's Headquarters the mailing of dues statements to all members and for follow-up on delinquent renewals as directed by the Board.

The Second Vice President shall cause to be prepared and kept current a Membership Roster, providing copies as required to the Board of Directors of this Corporation. Roster updates shall include both new and renewal memberships approved, and the effective date thereof. The Second Vice President shall also provide to the Board of Directors notice of deletions from the roster for non-payment of dues, and the effective date of deletion. The Second Vice President unless delegated to the Nominations and Elections Chair shall also be responsible for determining whether a quorum exists for purposes of transacting official business at any duly noticed meeting of this Corporation. Further, the Chapter Second Vice President shall perform such other duties as may be designated by the Standing Rules.

SECRETARY

The Secretary shall keep a full and accurate account of all meetings of the membership and the Board of Directors and, when directed, shall cause to be prepared and mailed notices of meetings of the membership or of the directors. Notice shall be deemed to have been properly given when delivered in person, by facsimile, by e-mail or other electronic transmission or by mail, and, if mailed, shall be deemed to have been delivered when deposited in the United States mail, postage prepaid, addressed to the appropriate recipient at his or her last known address. The Corporation's Secretary shall keep the seal of this Corporation and shall affix the same to all documents requiring the seal either upon the direction of the Board of Directors or the President. Unless otherwise directed by the Board of Directors, the Secretary shall have no duty to determine that any report or return shall have been made or any tax paid to any governmental body. Any minutes of any meeting shall be available to the NALA President upon request. If a Chapter so desires, one person may hold the dual office of Recording Secretary and Corresponding Secretary if such positions are designated in the Chapter's Rules and Regulations.

TREASURER

The Treasurer shall review and approve the full monthly account of the receipts and disbursements for this Corporation, or the Chapter including the deposit of all monies in depositories as shall be designated by the Board of Directors from time to time, and shall review, approve, and deliver a report of the finances of this Corporation whenever requested by the Board of Directors or the Corporation or Chapter's President. Delivery shall be deemed to have been properly made when delivered in person, by facsimile, by e-mail or other electronic transmission or by mail, and, if mailed, shall be deemed to have been delivered when deposited in the United States mail, postage prepaid, addressed to the appropriate recipient at his or her last known address. The Treasurer shall attend and participate in any and all budget review meetings. The Treasurer may sign checks on behalf of the Corporation or the Chapter, as the case may be, under the authority, direction and supervision of the Corporation's/Chapter's President.

DIRECTOR AT LARGE

The Corporation's Director at Large is elected by the Membership at its annual meeting and shall serve as a liaison between those individual members of Paralegal Association of Florida, Inc. who live and work in an area where no local Chapter exists. The Director at Large is also responsible for the development of new Chapters of this Corporation and such additional duties as the President may direct from time to time.