**2022 Spring Region Meeting Agenda**

1. Welcome remarks and introductions
2. Responsibilities of Region Director
3. Responsibilities of Primary and Secondary Representatives
	1. Dissemination of information
	2. Review of Board Packet and attendance at Board Meetings
	3. Board Packets v. Board Minutes
	4. Purpose of Executive Sessions
4. Update association membership information on a regular basis
	1. With Headquarters
		1. Membership lists
		2. Leadership Directory
	2. With Region Director
		1. Changes to delegate and leader information
5. Future NFPA Meeting Dates
	1. **2022 Joint Conference**
		1. May 19-21, 2022 – Minneapolis, MN
		2. May 21, 2022 – Spring Board Meeting
	2. **2022 Summer BOD Meeting**
		1. Date and Location: TBD
	3. **2022 Convention**
		1. September 15-18, 2022 – Cleveland, OH
		2. Westin Cleveland Downtown
		3. Hosted by the Cleveland Association of Paralegals (CAP)
	4. **2023 Convention**
		1. Date TBD – Washington, D.C.
		2. Hotel: TBD
		3. Hosted by the National Capital Area Paralegal Association (NCAPA)
	5. **2024 Convention**
		1. September 26-29, 2024 – Portland, OR
		2. Hotel: Portland Marriott Downtown
6. NFPA Important Deadlines/Calendar of Events
	1. Non-Annual Policy Meeting (June 18, 2022)
	2. Nominations
	3. Awards and Scholarships
	4. Bylaw Amendments/Resolutions/Agenda Topics (due 60 days prior to convention)
	5. Coordinator Interest Forms
	6. Dues Statement postmark due date:
		1. First Quarter due 4/15
		2. Second Quarter due 7/15
		3. Third Quarter due 10/15
		4. Fourth Quarter due 1/15 of the following year
		5. Late Penalty/Grace Period
7. NFPA Committees (See Policies and Procedures Manual, Appendix B for descriptions/duties) (Open to all member in good standing, not just delegates)
	1. President
		1. Annual Convention Committee
	2. President-Elect
		1. Strategic Planning Committee
		2. Nominations Committee
	3. Secretary and Director of Leadership Development
		1. Governing Documents Committee
		2. Leadership Development Committee
		3. Annual Convention Policy Meeting Minutes Committee
	4. Treasurer and Director of Finance
		1. Budget Committee
	5. Director of Profession Development
		1. Education Standards Committee
		2. Pro Bono Committee
		3. State of the Paralegal Profession Committee
	6. Director of Positions and Issues
		1. Access to Justice Committee
		2. Advocacy Committee
		3. Diversity, Equity, and Inclusion Committee
		4. Ethics Board
		5. Government Affairs Committee
		6. Marketing the Paralegal profession Committee
		7. State of the Paralegal Profession Committee
	7. Director of Membership
		1. Awards and Scholarships Committee
		2. In-House Paralegal Committee
		3. Membership Growth Committee
	8. Director of Certification
		1. Certification Item Writing Committee
		2. Certification Standards Committee
	9. Director of Marketing
		1. Editorial Committee
		2. Marketing Committee
		3. Website Committee
8. Coordinators (Open to all members in good standing, not just delegates)
	1. Joint Conference Committee is put into place in November
	2. Budget Committee is appointed the summer preceding Convention
	3. All other Coordinators will be appointed at the Winter Board meeting and serve from January-December
	4. Secretary and Director of Leadership Development
		1. Leadership Coordinator
		2. Convention Coordinator
		3. Intellectual Property Coordinator
		4. Records Coordinator
	5. Director of Profession Development
		1. ABA Pro Bono Liaison
		2. Continuing Legal Education Coordinator
		3. Organizational Strategic Alliances Coordinator
		4. Roles & Responsibilities Coordinator
		5. Webinar Coordinator
	6. Director of Positions and Issues
		1. Bar Association Coordinator
		2. Paralegal Regulation Coordinator
	7. Director of Membership
		1. Armed Forces Coordinator
		2. In-House Paralegal Coordinator
		3. Law Office Administration Coordinator
		4. Student Membership Coordinator
	8. Director of Certification
		1. Certification Ambassadors Coordinator
		2. Certification Public Relations Coordinator
		3. Certification Study Materials Coordinator
	9. Director of Marketing
		1. Corporate Partners Program Coordinator
		2. Internal Marketing Coordinator
		3. Public Relations Coordinator
		4. Social Media Coordinator
		5. Strategic Alliances Coordinator
9. Report CLE & Pro Bono hours on the Website
10. NFPA Member Benefits
	1. Tangible v. Intangible
	2. How is your Association promoting them?
	3. Additional suggestions for promoting NFPA
11. National Paralegal Reporter Deadlines
	1. Summer content due: 4/30
	2. Fall content due: 7/30
	3. Winter content due: 11/1
	4. Spring content due: 1/29
12. NFPA Board Elections (Nominations open 7/7)
	1. ODD Years (2-year terms)
		1. Treasurer and Director of Finance
		2. Director of Profession Development
		3. Director of Membership
		4. Director of Marketing
		5. Region Directors (I, III, V)
	2. EVEN Years (2-year terms)
		1. President-Elect
		2. Secretary and Director of Leadership Development
		3. Director of Positions and Issues
		4. Director of Paralegal Certification
		5. Region Directors (II and IV)
	3. Non-Board Elected Positions
		1. Education Coordinator (3-year term), last elected 2021
		2. ABA Approval Commission Representative (3-year term), last elected 2019
13. Awards and Student Scholarship (Policies and Procedures Manual, Section 25)
	1. Call for Nominations
	2. Deadline for Submission
	3. William R. Robie Award
	4. Outstanding Local Leader Award
	5. Paralegal of the Year Award
	6. Association Pro Bono Award
	7. Individual Pro Bono Award
	8. Certification Ambassador Award
	9. PACE and PCCE Awards
	10. Student Scholarship(s)
	11. Justice Champion Award
14. President’s Challenge
	1. No suggestions received for 2022
	2. Bring ideas for 2023
15. NFPA Viewing Notebook
	1. Available through the Region Director to delegates only
	2. Must sign Confidentiality Agreement prior to viewing
	3. Review of content and purpose
16. Strategic Plan Overview
17. Ad Hoc Committee for Future Convention Planning (2024 and forward)
	1. Purpose of Committee
	2. Upcoming Survey
18. Delegate Survey Discussion
19. Training: Succession Planning
20. Questions/Concerns for the Board