



2013 STANDING RULES EMPLOYMENT INFORMATION COMMITTEE PALMETTO PARALEGAL ASSOCIATION

PPA BYLAWS – JUNE 2011

Section 12.10. Employment Information Committee. This Committee shall be responsible for conducting employment surveys at least every three (3) years and assimilating and disbursing employment information to the membership.

1.0 PRIMARY GOALS AND RESPONSIBILITIES.

- 1.1 Job bank: To provide a service to members and employers which promotes the paralegal as an educated and experienced professional.
- 1.2 Job/Salary Survey: To provide information on compensation and employment trends in the paralegal profession.

2.0 MEETINGS.

- 2.1 Attendance- Member attendance is not required but strongly recommended.
- 2.2 Frequency- shall be held at least quarterly. The committee chairperson shall, by mail or e-mail, inform membership of meetings with at least 7 days advance notice.
- 2.3 Format- informal.
- 2.4 Meeting minutes - minutes will be taken by committee members on a rotating basis.

3.0 JOB BANK.

- 3.1 Marketing service to prospective employers by preparing and periodically updating lists of corporations, law firms, lobbyists, state agencies, etc.; mailing letters and brochures to educate prospective employers about PPA, stressing education and experience of **PPA** members.
- 3.2 Gather job-opening information from employers by sending a copy of the job description form with a self-addressed envelope to the prospective employer.
- 3.3 Distribute job listings to **PPA** members
 - 3.3.1 via e-mail upon receipt;
 - 3.3.2 announcement at monthly **PPA** meeting;
- 3.4 Distribute job listings to non-PPA members
 - 3.4.1 provide information free of charge while also encouraging either voting, associate or membership.
- 3.5 Fees for services to employers
 - 3.5.1 sustaining members free of charge;
 - 3.5.2 there is no fee for email and meeting announcements;

3.5.3 other services, i.e., e-mail and announcement at monthly meeting free of charge.

3.6 The Committee chairperson shall handle general job inquiries from PPA members and non-members by:

3.6.1 providing any current job listings;

3.6.2 direct non-members to the membership committee chairperson for information regarding membership.

3.7 Guidelines for Employment Posting

3.7.1 only paralegal and project assistant positions will be posted (no clerical or secretary positions)

3.7.2 there will be no job postings for an employment agency that has a paralegal position available

4.0 SALARY/EMPLOYMENT SURVEY

4.1 A survey will be taken every third year unless deemed unnecessary by the PPA Board (next survey due 2012).

4.2 Form and content of survey to be reviewed and updated as required.

4.3 Survey results shall be distributed to PPA members by handout at PPA meetings or through inquiry by member.

4.4 Distribution of survey results to non-PPA members through inquiry at \$20.00 per survey. Survey shall be free of charge to sustaining members.