



2013 STANDING RULES COORDINATION COMMITTEE PALMETTO PARALEGAL ASSOCIATION

PPA BYLAWS — June 2011

Section 12.12. Coordination Committee. This Committee shall be responsible for providing membership activities or events that are primarily social in nature. This Committee shall also locate facilities for meetings and seminars, coordinate with the Education Committee for providing assistance in the way food and beverages with any seminars or workshops and with the Membership Committee for welcoming new members.

- 1.0 The Coordination Committee is responsible for:
 - 1.1 Locating facilities suitable for meetings; coordinating with facilities for speaker needs; arranging menu; submitting bill to Treasurer to pay for meetings.
 - 1.2 Registering attendees at monthly membership meetings, collecting fees and preparing, mailing and tracking invoices for "no shows". Submitting a monthly reconciliation report to Treasurer and Executive Board.
 - 1.3 Preparing and E-mailing meeting announcements through CVENT to entire membership and other interested parties. Maintaining RSVP charts for meetings.
 - 1.4 Coordinating with vendors and Sustaining Members to sponsor meetings and door prize donations for monthly meetings and December Membership Meeting/Holiday Social.
- 2.0 Meeting Sponsorship. Vendor and/or Sustaining Members may sponsor monthly membership meetings by paying \$500.00 toward the cost of the meeting. Sponsor will be allotted up to 15 minutes to speak on their company's behalf and will be allowed to disseminate brochures and promotional information at the meeting.
- 3.0 Meeting/Registration Fee Reconciliation Report. The chairman shall reconcile the meeting registration fees received with the number of actual attendees at the meeting and shall provide a report to the Treasurer each month on same to facilitate responsible accounting and billing for noshows.
- 4.0 Annual Seminar. The committee shall assist the Ways and Means and Education Committees in arranging for meeting space and refreshments for seminars and workshops on an "as needed" basis.
- 5.0 Plaque for outgoing President. The committee shall purchase a plaque for the outgoing President. The plaque will be presented to the President at the December Membership meeting.

- 6.0 Gift for outgoing President. The committee shall provide a gift ¹ for the outgoing President. The gift will be presented at the December Membership Meeting.
- 7.0 Student Networking. This committee shall assist the Community Relations Committee in planning and implementing a networking opportunity with the Paralegal Students at Midlands Technical College and South University.
- 8.0 Miscellaneous duties. Coordinating with the Membership Committee in welcoming new members. Arranging other activities or events primarily social in nature for the membership.

¹ Pursuant to a decision by the PPA Executive Board, this gift is in the form of a check made payable to the outgoing

President in the amount of \$50.00.