

**PIKES PEAK PARALEGALS**  
**CALL FOR NOMINATIONS**

**Available positions open for nominations:**

SECRETARY, TREASURER, PROGRAM DIRECTOR AND NOMINATIONS CHAIRMAN

**SECRETARY**

Attend all board meetings and prepare minutes of the meetings to be distributed to the board members for final approval prior to next monthly board meeting. Forward approved minutes to Webmaster for inclusion in the webpage.

**TREASURER RESPONSIBILITIES:**

1. Coordinate with ANB Bank for access to PPP bank account
2. Prepare monthly Treasurer Report for board meeting and annual Report for annual membership meeting
3. Reconcile monthly Report with bank statement
4. Pay all bills and reimburse board members for out of pocket expenses
5. Deposit all funds to bank account
6. E-file Form 990-N with the IRS in March every year

**PROGRAM DIRECTOR**

Program Director solicits ideas for speakers from the board or other members and reaches out to the community to find speakers for either two-hour dinner meetings or 1-hour brown bag lunch meetings. This takes planning and follow through with the speakers to determine what their needs might be i.e., materials copied or any computer/screen available for presentation.

Program Director coordinates the location and food for each dinner meeting, verifies registration and check-in of attendees, and collects the money to be given to the treasurer after the meeting. Send thank you notes to each speaker.

Plan and coordinate the location, food and speakers for the annual meeting to be held in October and the summer social event usually held in August.

**NOMINATIONS CHAIRMAN**

Attend all meetings and assist other board members as needed. Recruit members for the board as terms expire. Send out a Call for Nominations prior to the annual meeting and include the slate of candidates with the Notice of the Annual Meeting. Assist with the voting process during the annual meeting for new board positions. Prepare ballots if necessary for voting.

**Please contact Kim Rieck ([kmr@sparkswillson.com](mailto:kmr@sparkswillson.com)) if you are interested in any of above positions or would just like more information. If you wish to be added to the ballot please let me know as soon as possible and for which position. Step up and take a turn on the board to let your voice be heard. WE WANT YOU!!!**