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To Our Members

VISION STATEMENT
The preeminent resource for personal and professional success.

MISSION STATEMENT
Advancing paralegals through certification and professional development.

STRATEGIC HIGHLIGHTS
NALA’s Board of Directors evaluates the changing landscape for paralegals to ensure that we continue to be the leader for the paralegal profession. We monitor the industry closely for external factors and influences so that we are adequately prepared for change. In the fall of 2018, the Board of Directors created a new strategic plan and goals.

FINANCIAL HIGHLIGHTS
In 2018, there was a decrease in revenue primarily due to the changes in the Certified Paralegal exam and the discontinuance of the Cengage CP Review manual sales. In addition, there were increases in expenses to support the changes in the exam and for technology improvements. NALA also changed to a calendar year in 2018, thus reporting reflects calendar year data instead of the prior fiscal year timeline.
OPERATING HIGHLIGHTS
NALA constantly works on improving its technology infrastructure. We are updating our technology to serve our members and our customers more efficiently and effectively.

LOOKING AHEAD
With NALA’s dedicated and passionate Board of Directors, committees, and staff, we will continue to increase and improve our ability to lead the paralegal profession and to make NALA invaluable to all paralegals.

Jill I. Francisco, ACP     Dr. Greta Zeimetz, CAE
NALA Board President     CEO

[Signature]

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About NALA

The National Association of Legal Assistants (NALA) is the leading paralegal association in the U.S. Its mission is to provide continuing education and professional development to all paralegals. NALA provides current information about the profession, continuing education programs (publications, courses and webinars), networking opportunities, professional certification programs, and occupational survey reports to help paralegals excel in the workplace. NALA is a non-profit organization, 501(c)(6), representing more than 18,000 paralegals, who are individual members or members of NALA affiliated associations.

NALA is a membership organization. This means that the individual members of NALA are the leading force of NALA programs and policies. Through NALA, paralegals across the nation have come together to develop programs and standard setting codes to help them grow in the workplace. The association is governed by a Board of Directors and maintains an office and headquarters staff in Tulsa, Oklahoma.

NALA is a trade name (filed in Oklahoma in 2003) for The National Association of Legal Assistants which was formed on April 10, 1975 in Oklahoma.

You can find NALA online at:

- Facebook
  - CP Exam Review Study Group
- LinkedIn
  - Group
  - CP Exam Review Study Group
- Twitter - @NALA_Paralegals
NALA Presidents

Jane Terhune, ACP
Tulsa, OK
1975-1977

Dorthea Jorde, ACP
Minot, ND
1977-1979

Janis Davidson, CP
Birmingham, AL
1979-1980

Signa Treat
Seattle, WA
1980-1982

Robert F. Farrell, CP
Norfolk, VA
1982-1984

Kay Kasic, CP
NAPA, CA
1984-1986

Karen Sanders-West, JD, ACP
Wichita, KS
1986-1988

Karen B. Judd, CP
Champaign, IL
1988-1990

Connie Kretzmer, ACP
Omaha, NE
1990-1992

Karen M. Dunn, ACP
Avon, CO
1992-1994

Pamela J. Bailey, ACP
Pittsburgh, PA
1994-1996

Amy J. Hill, ACP
Raleigh, NC
1996-1997
Brenda Allensworth, ACP  
Mientka, ACP  
Colorado Springs, CO  
1997-1998

Vicki Voisin, ACP  
Charlevoix, MI  
1998-2000

Patricia G. Elliott, ACP  
Phoenix, AZ  
2000-2002

Vicki J. Kunz, ACP  
Bismarck, ND  
2002-2004

Debra J. Smith, ACP  
Bloomington, IL  
2004-2006

Tita A. Brewster, ACP  
Las Cruces, NM  
2006-2008

Linda J. Wolf, ACP  
Dallas, TX  
2008-2010

Karen Greer McGee, ACP  
Shreveport, LA  
2010-2012

Ann L. Atkinson, ACP  
Omaha, NE  
2012-2014

Kelly A. LaGrave, ACP  
Lansing, MI  
2014-2016

Cassandra Oliver-Divens, ACP  
Tulsa, OK  
2016-2018
NALA's membership is made up of several classification types. The chart below illustrates the total members of all of the classification types at the end of each fiscal year. The decline in membership is due in part to the changes in the Certified Paralegal exam, as once someone passes the exam, they receive one-year complimentary membership. NALA'S retention rate remains higher than the national average. NALA is planning on launching a new organization membership pricing structure in 2019 to increase membership.

Membership Categories:

- Active
- Associate
- Student
- Sustaining
- Honorary

**Active Membership** is open to individuals who meet at least one of the following qualifications:

- Successfully completed NALA's Certified Paralegal Exam
- Graduated from an ABA-approved paralegal program
- Graduated from an institutionally accredited program with not less than the equivalent of 60 semester hours of classroom study
- Graduated from a paralegal program not listed above, but has no less than six months of in-house training as a paralegal, whose attorney-employer attests that such person is a qualified paralegal
- Holds a baccalaureate degree in any field, plus not less than six months of in-house training as a paralegal, whose attorney-employer attests that such person is a qualified paralegal
- Minimum of three years of law-related experience under the supervision of an attorney, including at least six months of in-house training as a paralegal, whose attorney-employer attests that such person is qualified as a paralegal
- Minimum of two years of in-house training as a paralegal, whose attorney-employer attests that such person is a qualified paralegal

**Associate Membership** is open to individuals who meet at least one of the following qualifications:

- Member of bar association endorsing the paralegal concept or involved in the promotion of the paralegal profession
• Individual involved in the educational field who endorses the paralegal concept or is involved in the promotion of the paralegal profession
• Supervisor of paralegals

Student Membership is open to individuals who meet at least one of the following qualifications:

• Full-time student in good standing pursuing a course of study as a paralegal
• A full-time student is defined as a student taking a minimum of 12 semester hours or who is taking all of the paralegal courses the schedule permits, provided the individual is not employed as a paralegal

Sustaining Membership is open to individuals, law firms, corporations and paralegal program representatives who endorse the paralegal concept or are actively involved in the promotion of the paralegal profession.

Honorary Membership is given to members who have been a member for 25 consecutive years.

<table>
<thead>
<tr>
<th>Total Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYE 2018</td>
</tr>
<tr>
<td>FYE 2017</td>
</tr>
<tr>
<td>FYE 2016</td>
</tr>
<tr>
<td>FYE 2015</td>
</tr>
<tr>
<td>FYE 2014</td>
</tr>
<tr>
<td>FYE 2013</td>
</tr>
</tbody>
</table>

| FYE 2018  | 6118  |
| FYE 2017  | 7060  |
| FYE 2016  | 6976  |
| FYE 2015  | 6286  |
| FYE 2014  | 6949  |
| FYE 2013  | 7006  |
NALA offers two certifications – the Certified Paralegal (CP) and the specialty certification, the Advanced Certified Paralegal (ACP).

**CERTIFIED PARALEGAL CERTIFICATION**

The charts on this page provide detail on the Certified Paralegal (CP) certification.

**Total Number of Active CPs per Year**

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Active CPs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>8575</td>
</tr>
<tr>
<td>2016-2017</td>
<td>8486</td>
</tr>
<tr>
<td>2015-2016</td>
<td>8515</td>
</tr>
<tr>
<td>2014-2015</td>
<td>8808</td>
</tr>
<tr>
<td>2013-2014</td>
<td>8857</td>
</tr>
</tbody>
</table>

**Total CP Credentials Awarded**

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of CP Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>19595</td>
</tr>
<tr>
<td>2016-2017</td>
<td>19181</td>
</tr>
<tr>
<td>2015-2016</td>
<td>18716</td>
</tr>
<tr>
<td>2014-2015</td>
<td>18289</td>
</tr>
<tr>
<td>2013-2014</td>
<td>17822</td>
</tr>
</tbody>
</table>
ADVANCED CERTIFIED PARALEGAL CERTIFICATION

During the past year, all ACP courses have gone through a rigorous review. Several of the courses have been offline longer than initially anticipated. We plan to have all courses back online by fall 2019 and new course offerings will be available beginning 2020.

The ACP Board has recommended to the NALA Board of Directors and to NALA membership that the ACP program be transferred to NALA headquarters to be handled like all other educational programs of NALA and the ACP Board itself be terminated. This recommendation was approved by the Board of Directors and NALA membership will vote on this recommendation in the July election and results will be announced during the 2019 conference.

The following chart lists the total number of Advanced Certified Paralegal specialty credentials issued. The total number of ACPs issued through the end of 2018 is 298.

- ACP certification is for Certified Paralegals and is focused on mastery of specific course material developed under the direction of the Advanced Paralegal Certification Board.
- Many Certified Paralegals seek multiple advanced certifications as their work assignments change.
ONLINE EDUCATION

NALA offers a variety of education primarily through its delivery of live and on-demand webinars and self-study courses. NALA’s Conference & Expo provides paralegals from across the country with quality education and exceptional networking in an in-person format.

Live webinar registrations were down in 2018 due to the increase in specialty topics that were provided, which were necessary to increase our depth and breadth of offerings. However, the on-demand webinar registrations grew considerably due to additional promotions and improved search capability to find content.
Members with an Active Membership type have access to the following courses for free.

**On-Demand Webinars**
- Dealing with Difficult People
- Managing Stress in a Turbulent World
- School Safety: From the Schoolhouse to the Courthouse
- The Science of Living in Balance
- Using Coaching Skills to Improve Communication

**Self-Study Courses**
- Leadership Basics
The 2018 Conference was held in St. Louis, MO, July 11-13.

### Conference Attendance

<table>
<thead>
<tr>
<th>Year</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>285</td>
</tr>
<tr>
<td>2014</td>
<td>395</td>
</tr>
<tr>
<td>2015</td>
<td>280</td>
</tr>
<tr>
<td>2016</td>
<td>392</td>
</tr>
<tr>
<td>2017</td>
<td>401</td>
</tr>
<tr>
<td>2018</td>
<td>339</td>
</tr>
</tbody>
</table>
CONFERENCE LOCATION HISTORY

2019 – Scottsdale, AZ  
2018 – St. Louis, MO  
2017 – Orlando, FL  
2016 – Las Vegas, NV  
2015 – Tulsa, OK  
2014 – Charleston, SC  
2013 – Portland, OR  
2012 – Omaha, NE  
2011 – Plano, TX  
2010 – Jacksonville, FL  
2009 – San Diego, CA  
2008 – Oklahoma City, OK  
2007 - New Orleans, LA  
2006 - Tampa, FL  
2005 – Kansas City, MO  
2004 – Reno, NV  
2003 – San Antonio, TX  
2002 – Savannah, GA  
2001 – Reno, NV  
2000 – St. Louis, MO  
1999 – Tampa, FL  
1998 – Colorado Springs, CO  
1997 – Washington, DC  
1996 – New Orleans, LA  
1995 – Tulsa, OK  
1994 – Reno, NV  
1993 – Nashville, TN  
1992 – Bismarck, ND  
1991 – Colorado Springs, CO  
1990 – Washington, DC  
1989 – Honolulu, HI  
1988 – Las Vegas, NV  
1987 – Philadelphia, PA  
1986 – Tulsa, OK  
1985 – San Francisco, CA  
1984 – Norfolk, VA  
1983 – Albuquerque, NM  
1982 – Nashville, TN  
1981 – Minneapolis, MN  
1980 – Denver, CO  
1979 – Hollywood, FL  
1978 – Indianapolis, IN  
1977 – New Orleans, LA  
1976 – San Francisco, CA
Financial Summary

These numbers are from the 2018 draft audited financials completed by Stanfield & O’Dell CPA firm in Tulsa, OK. Since NALA changed its fiscal year and went from a modified cash basis to accrual, comparisons of prior financials do not appear.

NET ASSETS AT YEAR END

<table>
<thead>
<tr>
<th>Assets</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Net Assets</td>
<td>$616,059</td>
</tr>
</tbody>
</table>

SUMMARY OF REVENUE & EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$1,655,823</td>
</tr>
<tr>
<td>Expenses</td>
<td>$1,816,343</td>
</tr>
<tr>
<td>Net</td>
<td>($160,520)</td>
</tr>
</tbody>
</table>

FOR OUR MEMBERS AND STAKEHOLDERS

- Invested countless volunteer and staff hours, and more than $50,000, to update our Certified Paralegal exam to ensure it is the best paralegal certification program in the nation.
- Invested more than $85,000 in a new association management system (AMS), moving NALA’s operations from a customized server-based platform to an updated AMS platform that is that is accessible online, has additional security, allows members to update their records, and that enables NALA to automate key processes.
- In 2018, NALA began the development of its very own Certified Paralegal Exam Fundamentals book. In all past versions of review manuals, NALA did not own or retain the copyright to the work.

OUTLOOK FOR 2019

The Board of Directors remain conservative with projects for 2019 focusing on the strategic plan. The Board is very optimistic about NALA’s future as the association continues to grow its non-dues revenue. NALA is working on efforts to increase membership including new recruitment campaigns and a new organization membership structure.
### NALA Board of Directors

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Jill I. Francisco, ACP</td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td>Melissa J. Hamilton, ACP</td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>Debra L. Overstreet, ACP</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Cheryl J. Nodarse, ACP</td>
<td></td>
</tr>
<tr>
<td>CEO</td>
<td>Dr. Greta Zeimetz, CAE</td>
<td></td>
</tr>
<tr>
<td>Advanced Certified Paralegal Board Chair</td>
<td>Kelly A. LaGrave, ACP</td>
<td></td>
</tr>
<tr>
<td>Certifying Board Chair</td>
<td>Nanci Lilja, CP</td>
<td></td>
</tr>
<tr>
<td>Continuing Education Council Chair</td>
<td>Jeanne M. Elliott, ACP</td>
<td></td>
</tr>
<tr>
<td>Professional Development Committee Chair</td>
<td>Carla Y. Dennis, ACP</td>
<td></td>
</tr>
<tr>
<td>Affiliated Associations Director</td>
<td>Annette R. Brown, ACP</td>
<td></td>
</tr>
<tr>
<td>Area 1 Director</td>
<td>Nancy L. Jordahl, ACP</td>
<td></td>
</tr>
<tr>
<td>Area 2 Director</td>
<td>Christine K. Lillo, ACP</td>
<td></td>
</tr>
<tr>
<td>Area 3 Director</td>
<td>Michele T. Pfeiffer, ACP</td>
<td></td>
</tr>
<tr>
<td>At Large Director</td>
<td>Jane McKinnon, CP</td>
<td></td>
</tr>
<tr>
<td>At Large Director</td>
<td>Debby Sawyer, ACP</td>
<td></td>
</tr>
</tbody>
</table>
NALA’s Board of Directors is responsible for the governance of the association.

**Highlights**

- Created a Strategic Plan and goals for 2019-2021
- Revised NALA’s Mission Statement.
- Created NALA’s Vision Statement.
- Conducted review of awards program with goal of implementing a new awards program in Fall of 2019.
- Conducted research (survey) regarding possible regional conferences. Board decision expected in Fall of 2019.
- Conducted research (survey) to improve and facilitate more interaction with paralegal schools.
- Represented NALA at tradeshows and affiliated association meetings. Period January 1, 2018 to December 31, 2018, listed below.

<table>
<thead>
<tr>
<th>AAFPE - National Conference</th>
<th>North Carolina Paralegal Association (NCPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAFPE - Regional Conference</td>
<td>Orange County Paralegal Association (OCPA)</td>
</tr>
<tr>
<td>Alabama Association of Paralegals, Inc. (AAPi)</td>
<td>Paralegal Association of NJ (PANI)</td>
</tr>
<tr>
<td>California Alliance of Paralegal Associations (CAPA)</td>
<td>Paralegal Assoc. of Santa Clara County (PASCCO)</td>
</tr>
<tr>
<td>Capital Area Paralegal Association (CAPA)</td>
<td>2018 Perfectly Paralegal Cruise</td>
</tr>
<tr>
<td>Central Florida Paralegal Association (CFPA)</td>
<td>San Diego Paralegal Association (SDPA)</td>
</tr>
<tr>
<td>CSU Los Angeles Paralegal Program</td>
<td>Sierra Nevada Association of Paralegal (SNAP)</td>
</tr>
<tr>
<td>Greater Memphis Paralegal Association (GMPA)</td>
<td>St. Louis Paralegal Association (STLPA)</td>
</tr>
<tr>
<td>Greater New York Paralegal Association (GNYPA)</td>
<td>Tulsa Community College Paralegal Day</td>
</tr>
<tr>
<td>Houston Metropolitan Paralegal Association</td>
<td>Texas Advanced Paralegal Seminar (TAPS)</td>
</tr>
<tr>
<td>Houston Paralegal Association (HPA)</td>
<td>Tulsa Legal Expo</td>
</tr>
<tr>
<td>International Practice Management Assoc.</td>
<td>University of Oklahoma College of Law (OU)</td>
</tr>
<tr>
<td>Las Vegas Valley Paralegal Association (LVVPA)</td>
<td>Virginia Alliance of Paralegal Associations (VAPA)</td>
</tr>
<tr>
<td>Los Angeles Paralegal Association (LAPA)</td>
<td>Virginia Trial Lawyers Association (VTLA)</td>
</tr>
<tr>
<td>Montana Association of Legal Assistants (MALA)</td>
<td>Western Kentucky Paralegals (WKP) - via Webcam</td>
</tr>
</tbody>
</table>
Actions of the Board for 2018-2019

- Ratified appointments of Jeanne M. Elliot, ACP as Continuing Education Council Chair; Caroline C. Wilkerson, CP; Deborah M. Paula, CP; Michelle D. Caracci; and Melanie D. Hicks, CP as committee members, each with a 3-year term.

- Ratified appointment of Shannon C. Rezanina, ACP to a 1-year unexpired term to the Continuing Education Council.

- Ratified appointments of Carla Y. Dennis, CP as Professional Development Committee Chair; Barbara E. Mills, CP; and Cindy E. Schmidt, ACP; as committee members, each with a 3-year term.

- Ratified appointment of Jennifer R. Finch, FRP, to a 1-year unexpired term to the Professional Development Committee.

- Ratified appointments of Vicki L. Kasper, ACP as Ethics Chair for a 1-year term and Melissa M. Klimpel, ACP and Amy S. Johnson as committee members for a 1-year term.

- Ratified appointments of Jane D. McKinnon, CP and Nancy L. Jordahl, ACP as additional members of the 2018-2019 Executive Committee.

- Ratified appointment of Jaye L. Koch, ACP as the 2018-2019 Credentials/Nominations Elections Chair.

- Approved the designated depositories, authorized signers, loan authorization, and CPA firm.

- Approved minutes of the July 12, 2018 meeting.

- Approved the elimination of the ACP Board.

- Adopted the 2019 budget.

- Approved addition of Antitrust policy to the Policy and Procedure Manual.

- Approved removal of Section XV of the Policy and Procedure Manual, contingent on approval by the membership at the 2019 Annual Membership Meeting.

- Approved revisions to the following sections of the Policy and Procedure Manual: Sections XVIII, VIII, XVI, IV, and XXIX.

- Approved proposed revisions to the NALA Bylaws: Articles IV B-4.3, IV Section 4.4; IV Section 4.12; VIII Section 8.3; and XI Section 11.2.

- Approved grammatical and/or scrivener’s error revisions to the NALA Bylaws.

- Approved the implementation of the Nomination Committee.

- Approved Fremont College Paralegal Studies Student Association as a NALA Affiliated Association.

- Approved revised mission statement and new vision statement and goals.

- Approved October 13, 2018 meeting minutes.

- Declared Jill I. Francisco, ACP as President for the 2019-2020 fiscal year.

- Approved changes to the NALA group membership program.
• Approved title change of NALA Executive Director to NALA Chief Executive Officer.
• Rejected resolution from NALA member requesting that all board members be voting members.
• Approved proposal regarding implementation of fees for late payment of affiliate dues and suspension of affiliate benefits for failure to submit required roster and reports.
• Approved changes to Policy and Procedure Manual Section XXXIII regarding campaign guidelines.
NALA Certifying Board

The Certifying Board is responsible for the administrative rules and regulations of the Certified Paralegal program. They ensure that exam rules and regulations are carried out in compliance with the law and generally accepted certification testing practices, and in a way that ensures the financial stability of the program. These rules and regulations must be consistent with the goals and philosophies of NALA.

Highlights:

- The new Knowledge Exam opened on June 1, 2018, and is now available year-round on demand. Examinees receive preliminary results immediately upon completion of the exam, with official notification from NALA Headquarters to verify those results.
- The new Skills exam opened on July 1, 2018, and is administered four times each year in February, April, July, and October. Results are available by the end of the month following the testing window.
- Over 967 examinees participated in the Certified Paralegal examination program since last July’s report.
- The annual report for the Certified Paralegal program was filed with NCCA by June 1 in compliance with accreditation requirements.
- The board continues to increase accessibility for examinees by offering 134+ non-PSI testing locations, in addition to the 250+ testing centers through the PSI testing center network. The number of non-PSI locations increases each year as interest increases in serving as a testing center.
- The board continues to review and refine examination items with the assistance of PSI Psychometric Consulting Services.
Advanced Certified Paralegal (ACP) Board

The ACP Board is responsible for the administrative rules and regulations of the advanced certification program. The ACP Board ensures that the rules and regulations are carried out in compliance with the law and generally accepted certification testing practices in a way that ensures the financial stability of the program. These rules and regulations must be consistent with the goals and philosophies of NALA.

Highlights:

- Revised and approved policies related to the ACP Board.
- Conducted a major overhaul of ACP courses to update them and make them more engaging.
- Recommendation approved by the Board of Directors to eliminate the ACP Board.

ACP BOARD MEMBERS

Kelly A. LaGrave, ACP (Chair)
Edward L Armstrong, Esquire
Janie Boswell, ACP
Catherine R. Durgin, ACP
Dr. Ron Goldfarb
Dawnne Linenbrink, ACP (Past Chair)
Dorothe Schuch, ACP
Belinda Ann Thomas, ACP
Deana Waters, ACP
Jill I. Francisco, ACP
NALA President

Dr. Greta Zeimet, CAE
NALA CEO
NALA relies on its volunteer base to provide exceptional products to the paralegal industry. To learn more about NALA’s standing committees or its members, please view our website.

**CONTINUING EDUCATION COUNCIL (CEC)**

The CEC is responsible for selecting NALA’s educational offerings, along with determining the content for NALA’s publication, *Facts & Findings*.

**Highlights:**

- Published 4 print issues of *Facts & Findings* along with 2 issues of *Facts & Findings Digital*. In 2018 we began offering the potential to earn CLE through NALA’s magazine. The CLE opportunity is in each issue and NALA members can use this to earn 2 CLE’s per year or up to 5 during their certification renewal cycle.

- The CEC requested and received proposals for 2019 Conference topics and selected speakers from the proposals as well as from reaching out for particular topics, such as this year’s “Mock Trial” presentation.

- There has been a continued focus on quality education in both print and webinar formats. This has been successful as we have increased attendance for our webinars.

- The CEC has provided assistance for CP review topics by selecting CP review speakers for conference and provided NALA with CP review content for online practice exam. The CEC recently worked with the CEO and NALA President to restructure publication schedule of *Facts & Findings*. We begin our first quarterly issue, Q3, after the 2019 NALA Conference. Along with the quarterly issues, there will be a career issue going out at the beginning of 2019 that will be created by the Professional Development Committee.

**CEC MEMBERS**

Jeanne Elliot, ACP (Chair)
June Brown, CP
Michelle Caracci
Donna Donavant, ACP
Kaila Glaros, ACP, FRP
Melanie Hicks, ACP
Angela Oberle, ACP
Deborah Paul, CP
Shannon Rezanina, ACP
Caroline Wilkerson, CP
Jill I. Francisco, ACP
NALA President
Dr. Greta Zeimetz, CAE
NALA CEO
PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)

The PDC is responsible for reviewing and maintaining the NALA Model Standards and Guidelines for Utilization of Paralegals, maintaining the NALA Code of Ethics and Professional Responsibility, providing professional development content for Facts & Findings, overseeing the development of professional development and organizational leadership courses, and keeping up to date on activities affecting the paralegal profession.

Highlights:

- Comprehensive review and revisions to the organizational leadership development courses
- Provided professional development and leadership articles for Facts & Findings
- Recorded professional development and networking videos for NALA’s YouTube Channel
- Reviewed the:
  - NALA Code of Ethics and Professional Responsibility
  - Model Standards and Guidelines for the Utilization of Paralegals

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