



NANCY L. JORDAHL, ACP

Candidate for the office of: Treasurer

Paralegal, since: 1994

NALA Member, since: 1995

QUALIFICATIONS

EDUCATIONAL BACKGROUND: B.A. Russian Studies, Stetson University and Paralegal Studies Program with honors, Rollins College

PROFESSIONAL CERTIFICATION/AWARDS: Certified Paralegal 1995, Advanced Certified Paralegal Trial Practice 2015, Florida Registered Paralegal 2008, Florida Certified Paralegal 2005

VOLUNTEER ACTIVITIES: 2018-2020 Area 1 Director, 2012-2017 Continuing Education Council (2014-2016 Chair), 2016-2017 NALA Board Liaison, 2011 LEAP Graduate, Authored two chapters of the *NALA Certified Paralegal Exam Fundamentals Textbook* (Torts and Clarity of Expression)

MEMBERSHIP IN OTHER ASSOCIATIONS: Central Florida Paralegal Association, Inc. ("CFPA") member since 2000, NALA Liaison 2001-2002, 2009-2012 and 2016-2018; Secretary 2000-2001 and 2006-2007; Auditor, Florida Registered Paralegal Enrichment Committee 2018-2020 (inaugural group), Orange County Bar Association (OCBA) Paralegal Section member, 2017, 2018 (and 2021) Perfectly Paralegal Cruise attendee (speaker 2018)

OTHER QUALIFICATIONS OR COMMENTS: Contributor to Sixth Edition of *NALA Manual for Paralegals and Legal Assistants* and Instructor Book Companion, Frequent writer of articles for *Facts & Findings* magazine, CLE presenter on trial preparation, discovery, ethics and NALA, 2010 CFPA Paralegal of the Year Award, 2017 CFPA Affiliates Award, I am passionate about NALA, reliable, trustworthy, and have an eye for details.

QUESTION RESPONSES

WHY DO YOU WANT TO SERVE ON THE NALA BOARD OF DIRECTORS?

I want to continue to give back to NALA for giving so much to me. NALA has been a major part of my life for the past twenty-five years. I earned my certification and advanced certification through NALA. I attended many outstanding continuing legal education presentations at NALA conferences all over the United States. I received leadership training and experience from NALA. I met many of my best friends through NALA. I am now and have been a member of a NALA affiliated association (Central Florida Paralegal Association, Inc.). It is important to me to ensure that NALA's future leadership continues to rely on the strong traditions of the past while embracing all the exciting changes and possibilities in the future. I sincerely enjoy working as a team with other inspiring leaders to improve the paralegal profession. The Board of Directors is the voice of the NALA membership. I will work hard to be the voice of excellence, enthusiasm, and innovation. I love being a paralegal and I love being a part of NALA.

WHAT ARE SOME OF YOUR PRIOR BOARD OR SIMILAR LEADERSHIP EXPERIENCES?

I have the perfect amount of board and leadership experience – enough to be thoroughly familiar with NALA's policies and procedures so that I know what is going on without so much time served that I am entrenched in a "this is the way we always did it" mentality. I am proud to have served on NALA's Continuing Education Council (CEC) 2012-2017 (2014-2016 Chair); as NALA Board Liaison 2016-2017; and NALA Area 1 Director 2018-2020. As Chair of the CEC, I was responsible for leading the committee that plans and coordinates all of NALA's continuing education efforts. I led CEC meetings; edited *Facts & Findings* magazine; coordinated the educational programs at NALA's annual conference and live and on-demand webinars; maintained and updated NALA's publications; and developed and facilitated certification review courses. I am also a LEAP graduate 2011. A crucial part of NALA is its Affiliated Associations. I have experience on the Central Florida Paralegal Association board as well. I was NALA Liaison, Secretary and Auditor (of the Treasurer). I was honored to be appointed to the inaugural Florida Registered Paralegal Enrichment Committee 2018-2020. I have national, state, and local experiences.

WHAT SPECIFIC SKILLS AND STRENGTHS WOULD YOU BRING TO THE BOARD TO HELP NALA MOVE FORWARD?

NALA celebrates its forty-fifth anniversary in 2020. NALA members have a proud history and an exhilarating future. My specific skills and strengths prove that I am uniquely qualified to be a part of the leadership that starts in 2020 for NALA's next forty-five years (and beyond). I have worked as a paralegal for over twenty-five years. During that time, I have built on my existing strengths and created new skills. I have always enjoyed learning. I think part of the reason I love being a paralegal is because it is the type of job where you are constantly learning new things. I am not afraid to dig in and investigate a topic or subject that I am not familiar with. Prior to working as a paralegal, I was a retail manager. The customer service skills I developed as a retail manager have served me well throughout my career. I aim to please and I am a problem solver. I am extremely organized and a hard-worker who comes prepared for anything with an eye for detail. I would further describe myself as flexible, dedicated, reliable, trustworthy, and loyal.

WHAT MAKES NALA'S MISSION MEANINGFUL TO YOU?

NALA's mission of advancing paralegals through certification and professional development is particularly meaningful to me because I was on the NALA board when we created the statement. Advancing has several definitions and all of them are important. Advancing can be defined as moving forward; accelerating growth or progress; or raising in rank, position, or performance. Moving forward, accelerating growth and raising in rank, position, or performance are all valuable goals for the paralegal profession. Paralegals is all paralegals – not just NALA members but the entire profession. Certification has been NALA's pride and the backbone of the organization since November 1976. Certification through NALA is intended to identify paralegals that have passed a demanding examination of the knowledge and skills needed to provide excellent paralegal services. NALA has the only National Commission for Certifying Agencies (NCCA) accredited paralegal certification program. Professional development is NALA's comprehensive approach to improving competencies. The more competent we can be as paralegals the more value we bring to our bosses, our co-workers, and our clients. I find that those seven concise words capture so much meaning.

WHAT DO YOU SEE AS ANY POSSIBLE DISRUPTIVE FORCES IMPACTING NALA?

A disruptive force is something that interrupts the normal course of business or throws it into disorder. NALA leaders need to always anticipate and understand possible disruptive forces and have strategies prepared to tackle them. Generally, disruptive forces can be things such as technology, data, or other major changes. An obvious disruptive force in Spring 2020 is Coronavirus. A less obvious disruptive force affecting professional associations is changing generations in the workplace. A possible disruptive force that NALA has begun addressing and needs to continue addressing is Diversity, Equity and Inclusion. In the Fall of 2019, NALA President Jill Francisco appointed a task force to investigate Diversity, Equity and Inclusion issues that resulted in the creation of a committee and guidelines for NALA. A strong diversity and inclusion strategy will help NALA attract members and create innovative new programs. NALA needs to be forward thinking and make active (not reactive) decisions regarding any disruptive force. If NALA prepares for change, anticipates change and embraces change it will continue to survive and thrive for the next forty-five plus years.

Each candidate was also asked to create a video with their own personal message to voters.
Those videos can be found on the NALA Youtube channel.



NALA - The Paralegal Association