

Director of Greater Minnesota Chapters

- POSITION STATUS:** Director
- TERM:** One Year
- ELECTION PROCESS:** The Director of Greater Minnesota Chapter will be elected at the Fall Membership Meeting each year by the voting members of MPA.
- FUNCTION:** The Director of Greater Minnesota Chapters shall serve as a liaison between the Greater Minnesota Chapter members, the Chapter Directors, and the Board of Directors. The Director of Greater Minnesota Chapters will facilitate networking among paralegals outside the Twin Cities area, encourage participation in MPA, and be a resource for Greater Minnesota members.
- SPECIFIC RESPONSIBILITIES:** The Director of Greater Minnesota Chapters will assume the following responsibilities:
1. Work closely with Greater Minnesota Chapter Directors and contact these individuals monthly to address issues and concerns prior to Board meetings.
 2. Provide information and referral to paralegals in Greater Minnesota regarding paralegal education, careers, professional issues, and associations.
 3. Present concerns, needs and goals of Greater Minnesota paralegals to the Board of Directors.
 4. Assist Chapter Directors in preparations of each Chapter's annual budget, attend (in person or telephonically if outside the seven county metro area) Association meetings and functions, and participate in such other activities as required by the Bylaws.
 5. Attend at least one Chapter meeting of each Greater Minnesota Chapter yearly.
- DIRECT RESPONSIBLE POSITIONS:**
- Duluth Chapter Director
 - Rochester Chapter Director
 - Southern Minnesota/Mankato Chapter Director
 - St. Cloud Chapter Director

RECOMMENDED QUALIFICATIONS: The Director of Greater Minnesota Chapters should have an understanding of the unique needs and situations of the paralegals in Greater Minnesota and have the ability to open and maintain lines of communication between the paralegals in greater Minnesota and the Board of Directors.