

NFPA Primary, 2nd Vice President & Director of Positions and Issues

- POSITION STATUS:** Officer
- TERM:** One Year
- ELECTION PROCESS:** The NFPA Primary Representative, 2nd Vice President and Director of Positions and Issues (“NFPA Primary”) will be elected at the Fall Membership Meeting each year by the voting members of MPA.
- FUNCTION:** The NFPA Primary will assist the President in leading MPA and the paralegal profession by addressing positions and issues that will directly affect MPA and the profession. If the President and Vice President are incapable of functioning, the Director of Positions and Issues will assume the duties of the President.
- SPECIFIC RESPONSIBILITIES:** The NFPA Primary will assume the following responsibilities:
6. In the absence of the President and the Vice President, the NFPA Primary will assume the duties of the President, including all responsibilities as reflected in the position description of the President.
 7. Support and advance the paralegal profession and be a resource for other Board members.
 8. Attend the national and regional meetings of NFPA.
 9. Monitor legislative, case law activities, and other activities initiated by the American Bar Association and other legal organizations that may affect the paralegal profession.
 10. Report positions on current issues and disseminate information to Board members.
 11. Develop articles on positions and issues affecting the profession for MPA publications.
 12. Monitor articles published in local member association newsletters and other legal and non- legal documents, as available.
 13. Act as liaison between NFPA and MPA and keep MPA’s Board of Directors advised of MPA's rights and obligations with regard to NFPA.
 14. Stay informed on all activities, matters under consideration and decisions made by NFPA.
 15. Prepare monthly reports to the Board as well as articles for the Citations.

16. Consult with the Board of Directors and then present resolutions and ideas at the regional and national meetings of NFPA and vote at those meetings as MPA's NFPA representative.
17. Act as a resource to the committee chairs by channeling pertinent information to them such as notices of special activities and notices of NFPA activities and positions.
18. Serve on Editing Committee that proofreads MPA's publications.
19. Supervise the activities of the following committees: Bar Association and Legislation and act as a liaison between the Board and these Committees.
20. Other projects and responsibilities as assigned.

- DIRECT RESPONSIBLE POSITIONS:**
- Bar Association Liaison
 - Certification Ambassador(s)
 - NFPA Secondary
 - Regulation/Legislative

RECOMMENDED QUALIFICATIONS: The NFPA Primary should have excellent communication and leadership skills such that, in the event the President or Vice President could not fulfill his or her role, the Primary is able to step in and assume those duties. In addition, the Primary shall possess the integrity and character necessary to assume the duties of President if called upon to do so. The NFPA Primary should have at least one (1) year of experience as an officer or committee chair and exhibit leadership skills. It is also recommended that the Primary have held the NFPA Secondary position in a preceding year.