



## **Board of Directors/Officers** **Nomination Form 2016**

Any SFPA member may place in nomination the name of any SFPA voting member. If you are a voting member you may place your own name in nomination. Each person who is nominated for office will be contacted by the Elections Officer, Diane Rames, and asked to accept or decline the nomination. If a person is nominated for more than one office, the nominee will be asked to choose the office for which they wish to run.

Please complete this form (you do not have to nominate someone for every office) and return it to [info@sfpa.com](mailto:info@sfpa.com) or via USPS to the address below no later than October 10, 2014. If sending via email, please type **Elections** in the subject line. Nominations will also be taken from the floor at the Annual Meeting on October 23, 2015, after which nominations will be closed.

The following Officers and Directors currently serving are eligible for nomination for re-election as Directors-At-Large, or election to the office of President, Vice-President, Treasurer or Secretary in 2016:

(Please note that Ian Elkus served the maximum 2-year term as President and will not be running for 2016 office in any capacity)

Elizabeth Olvera (ineligible for Vice-President/two-term max)  
Sarah Herbert (incumbent Secretary)  
Susan Jaffe  
Hillary Pearsall  
Arlene Soulette  
Devasta Dede De'Toles-Dugan  
Gloria Cheng  
Colita McCullough  
Trinh Doan Johnson  
Christopher Zavrel  
Thomas Farrell (incumbent Acting Treasurer)

I, \_\_\_\_\_, NOMINATE THE FOLLOWING  
INDIVIDUAL(S) AS CANDIDATES(S) FOR THE 2015 SFPA BOARD OF  
DIRECTORS (please print or type clearly):

PRESIDENT: \_\_\_\_\_

**Nominees for President must have served on the Board of Directors for at  
least six months over the last three calendar years (SFPA Bylaws 8.2-2(b))**

VICE-PRESIDENT: \_\_\_\_\_

TREASURER: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

DIRECTORS-AT-LARGE:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

(6) \_\_\_\_\_

(7) \_\_\_\_\_

(8) \_\_\_\_\_

**Return this form no later than October 15, 2015:**  
**Via email to [info@sfpa.com](mailto:info@sfpa.com) (subject line: Elections)**

**Via USPS to:**  
**Elections**  
**San Francisco Paralegal Association**  
**1 Sansome Street**  
**Suite 3500**  
**San Francisco, CA 94104**

Nominations will be tabulated and ballots provided to the membership by email and at the Annual Meeting. One set of nominations per member. One vote per voting member.

Questions or concerns? Email to [info@sfpa.com](mailto:info@sfpa.com), subject: Elections Q&A

**Duties of Officers described below:**

**President**

The San Francisco Paralegal Association's President's responsibilities are governed by section 8.4-1 of the Association's [Bylaws Supplement](#).

The President is the chief executive officer of the Association, the chairperson for all Board meetings, the administrator of all internal affairs, and the *ex officio* member of all committees and practice sections. The President's responsibilities include:

Advancement of the paralegal profession in the San Francisco Bay Area, the State of California, and elsewhere;

The main job of the President is to advance the paralegal profession by overseeing the operations of the Association and continuing to expand its influence. Overseeing the operations of the Association means active involvement in the day-to-day affairs of the Association, as well as effective delegation of responsibilities to other Association leaders. Day-to-day affairs include continued financial solvency of the Association in coordination with the Treasurer, maintained compliance of the Association with federal and state nonprofit laws in coordination with the Secretary and Treasurer, and targeted communication with interested parties to advance the official positions of the Association with the Board.

Networking with interested parties from corporations, law firms, and other nonprofits to expand the reach of the Association;

In coordination with the Marketing and Membership Committee Chair or Co-Chairs, the President shall develop a comprehensive marketing plan aimed at expanding the Association's reach into corporations, law firms, and other nonprofits in the San Francisco Bay Area. The President may also coordinate with other committee and practice section chairs and co-chairs to advance professional initiatives with these interested parties.

Networking with leadership for other paralegal associations;

The other two paralegal associations in the San Francisco Bay Area are the [Paralegal Association of Santa Clara County \(PASCCO\)](#) and the [Redwood Empire Association of Paralegals \(REAP\)](#). Another important legal professional association in the San Francisco Bay Area is the [Mount Diablo Legal Professionals Association \(MDLPA\)](#). The President is responsible for maintaining positive relationships with these associations for future legislative efforts and professional development projects. Part of the Association's budget may be allocated for the President for networking, **but only with the approval of the Board.**

Drafting agendas for all Board meetings; and,

A template Board meeting agenda is available at [Stationery](#) under [Directors](#). The template will need to be updated if a new committee or practice section is adopted by the Board.

Once the agenda is drafted, the President will be required to forward this agenda to the Secretary for inclusion in the Board meeting materials no later than one (1) week before the upcoming Board meeting.

All other responsibilities as assigned by the Board.

The President must respect the decision of the Board of Directors to assign additional responsibilities.

## Secretary

The San Francisco Paralegal Association's Secretary's responsibilities are governed by section 8.4-3 of the Association's [Bylaws Supplement](#).

The Secretary shall be the custodian of all records of the Association. The Secretary's responsibilities include:

Circulation of immediate and monthly email blasts;

Drafting correspondence for the Board and President;

Drafting minutes for all Board meetings;

Maintain nonprofit compliance with the California Attorney General and the California Secretary of State

Publish all membership notices, including waiver notices; and

All other responsibilities as assigned by the Board or President

The Secretary must respect the decision of the Board of Directors or President to assign additional responsibilities.

## **Treasurer**

The San Francisco Paralegal Association's Treasurer's responsibilities are governed by section 8.4-4 of the Association's [Bylaws Supplement](#).

The Treasurer shall have charge and custody of and be responsible for all funds of the San Francisco Paralegal Association. The Treasurer's responsibilities include:

Depositing monies in all appropriate Association depositories;

The Association maintains two depositories: a checking account and a savings account with [Chase Bank](#). The Chase Bank account number is 8610279239. The log-in information for these two depositories is contained in the Accounts spreadsheet in info@sfpa.com's [Google Documents](#). Checks forwarded by Premier Business Centers to the Treasurer must be deposited in the checking account with Chase Bank no later than two (2) weeks from receipt.

Maintain merchant service accounts for the Association;

The Association maintains a merchant service account with [PayPal](#). The log-in information for this account is contained in the Accounts spreadsheet in info@sfpa.com's [Google Documents](#). Online payments made to the merchant account with PayPal automatically deposit into the checking account using Auto Sweep.

Maintain nonprofit compliance with California Franchise Tax Board and Internal Revenue Service

The Association is required by the California Franchise Tax Board to file an Exempt Organization Annual Information Return ([FTB Form 199](#)) every year by May 15 (adjusted for holidays and weekends). The fee to file an Exempt Organization Annual Information Return is \$10.00. It is the responsibility of the Treasurer to prepare and file the Exempt Organization Annual Information Return with a \$10.00 check.

The Association is also required by the Internal Revenue Service to file a Short Form Return of Organization Exempt from Income Tax ([IRS Form 990-EZ](#)) if gross receipts for the nonprofit organization remain under \$200,000 annually and assets remain under \$500,000 annually. The Short Form Return of Organization Exempt from Income Tax must be filed every year by May 15 (adjusted for holidays and weekends). There is no fee to file a Short Form Return of Organization Exempt from Income Tax.

Here is some information for use when filing the California Franchise Tax Board's Exempt Organization Annual Information Return and the Internal Revenue Service's Short Form Return of Organization Exempt from Income Tax:

California Corporation Number: C0821668  
Federal Employer Identification Number (FEIN): 95-3149593  
Fiscal Year: Calendar Year (January 1 - December 31)  
Tax Exemption Status Internal Revenue Service Code § 501(c)(6) (Federal)  
Revenue and Taxation Code § 23701e (State)

Pay all invoices for the Association

The Association creates invoices using [QuickBooks Online](#) and pays invoices using [Chase Bank](#) Bill Pay. The log-in information for these two accounts is contained in the Accounts spreadsheet in info@sfpa.com's [Google Documents](#).

The Association pays invoices for the following services:

Service	Description	Method	Price	Due Date
Google Apps for Business	Cloud Document Storage and Email	Automatic Payment	\$50.00 / Year	Automatic Credit
LoopUp	Conference Calls and Recording	Charged as Used	\$0.04 / Minute (/ Line)	Paid as Used
PayPal Web Payments Pro	Online Payment System	Automatic Payment	\$30.00 / Month	Automatic Credit
Premier Business Centers	Conference Rooms and Virtual Office	Automatic Payment	\$200.00 - 300.00 / Month	Automatic Credit
QuickBooks Online	Online Bookkeeping Software	Automatic Payment	\$31.96 / Month	Automatic Credit
Storage Pro	Self Storage Unit	<a href="#">Automatic</a> Payment	\$95.00 / Month	Automatic Credit
Wild Apricot	Website Management System	Automatic Payment	\$540.00 / Year	Automatic Credit

Publish Annual Report of the Association:

The Annual Report is a snapshot of the financial health of the Association presented by the Treasurer at the Annual Meeting. The Treasurer will need to summarize the following financial information for that report:

- A summary of the financial health of the Association;
- A sheet showing current depository balances for the past and current fiscal year;
- A sheet showing year-to-date profits and losses for the past and current fiscal years;
- The revised budget from the July revision meeting for the past and current fiscal years; and
- Visual aids to show the distribution of income and expenses.

The Annual Report must be presented to the Board of Directors at the Board meeting immediately preceding the Annual Meeting. All revisions of the Annual Report requested by the Board of Directors must be addressed before the Annual Meeting.

Submit monthly report to Board with current depository balances and monthly profits and losses; and

Monthly depository balances and profits and loss statements must be provided to the Board of Directors to help Association leadership assess the current financial health of the Association. These reports can be created using [QuickBooks Online](#). The log-in information for this account is contained in the Accounts spreadsheet in info@sfpa.com's [Google Documents](#).

All other responsibilities as assigned by the Board or President.

The Treasurer must respect the decision of the Board of Directors or the President to assign additional responsibilities.

## Vice President

The San Francisco Paralegal Association's Vice President's responsibilities are governed by section 8.4-2 of the Association's [Bylaws Supplement](#).

The Vice President, in the absence of the President, shall assume the duties of the President. The Vice President shall also assist in the administration of all committees and practice sections. The Vice President's responsibilities include:

Collect and forward to the Secretary all written reports of the chairs or co-chairs of all committees and practice sections;

The Vice President is charged with soliciting, collecting, and presenting all written reports for chairs and co-chairs of all committees and practice sections. The Vice President must solicit all written reports no later than one (1) week before the upcoming Board meeting. The Vice President must collect and forward to the Secretary all written reports no later than two (2) business days before the upcoming Board meeting. If the chair or co-chair is unable to attend the upcoming Board meeting, the Vice President will present on their behalf.

Providing all needed resources to the chairs of all committees and practice sections; and  
All resources needed by the committees and practice sections for the performance of their duties, including the organization of monthly or bimonthly practice section meetings, must be provided by the Vice President. These resources may include communication with interested parties, event planning, and help finding speakers. All requests unable to be completed by the Vice President alone may be brought to the attention of the President and, if necessary, the Board of Directors.

All other responsibilities as assigned by the Board or President.

The Vice President must respect the decision of the Board of Directors or President to assign additional responsibilities.