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ROXANN REPASY PRESIDENT

Oh No-- I'm President-- Now What Do I Do? Don't Run-- Just Remember!

While your first thought may be to "run" --- please believe me when I tell you "it really isn't that bad." Just take a deep breath (or two or three) and ...

Remember: You are President -- You are in Charge! It is Your Chapter! You are responsible to conduct and preside over all meetings. As I mentioned in the last issue, Bylaws and Standing Rules are your roadmaps, so no excuses! Use your own style and utilize the many tools that are available from all levels of NALS.

Remember: Your Chapter elected you -- they want you to succeed. You succeed if they succeed. Acknowledge progress and accomplishments; establish enthusiasm, openness, and concern; follow up, congratulate, and listen.

Remember: Be visible -- be viable -- be enthusiastic. If you won't participate or support an event, why should the members? If you don't represent your chapter at area events or at State, Regional, or National meetings -- who will? Your attendance at ALL business meetings and board meetings is mandatory --but it is also an opportunity. Encourage participation by the Executive Committee as well as the members.

Remember: The Executive Committee needs to know what is expected of them. Articulate as many ways and times that you can the duties of their specific office so they can carry out their responsibilities.

Remember: As you appoint committee chairs, and delegate special projects to members, take into consideration the specific duties of the committee and the end result. The goal should be clear and attainable. Members need to be active and involved, but will not volunteer (and may lose interest) if they do not know or understand what is expected of them. Tasks cannot be completed if they are not reasonable or clearly defined. Make yourself and/or the Executive Committee liaison available by phone, or attend committee meetings. Ask a former chair of a specific committee to act as a "mentor," or appoint co-chairs so one member does not feel overwhelmed.

Remember: Be prepared and organized. Agendas are distributed prior to the meetings so participants have an opportunity to prepare. Make certain the meetings are well planned and organized, flow smoothly, and end on time. The more you can plan ahead the better. Create a calendar that not only lists events, but deadlines and "reminders" of upcoming events. Members will have a better understanding of what is expected of them, and not feel pressured or rushed. Non-members will know what is planned for the current year, and have a better understanding of what NALS is all about. Don't be afraid to send friendly "reminders" -- the President isn't the only one who forgets! Being prepared and organized are true reflections of your professionalism.

Remember: Be sure the members know that you are concerned and accessible. Seek input and explore alternatives before making important decisions. Ask for and encourage new ideas. What would the members like changed? Is there a specific event they like or dislike? Committee reports are a good way to keep informed, ensure that the tasks are being completed, and confirm the Chapter's satisfaction. The final report should include not only the accomplishments and success of the program, but recommendations and plans for improvements.

Remember: "There's No Place Like Home" -- and that home is NALS of Michigan. And you, fellow Presidents -- are embarking on the opportunity of a lifetime.

Welcome Home-- Leaders of Tomorrow! ▲.

BEVERLY BISHOP PRESIDENT-ELECT

you are ready to take over when his/her term is finished.

The Position of President-Elect

This is the time of year when members are being nominated for office. This happens on the state level as well as the local level. On the local level, this position is also called Vice President. Whatever the title, it is where you are learning from the current president so

Let's start with the local President-elect or Vice President. In your chapter, this position is also the membership chair. You are doing all you can to recruit new members and retain the ones you have. You send letters and membership packets to those interested in membership. They could contact you through your website or e-mail. Don't let them get away! Answer inquiries as soon as possible! Give them as much

information as possible and perhaps make arrangements to meet them in person. A face-to-face conversation works wonders! **Always have membership packets available at every meeting and every chapter function.**

Keep an eye on your chapter's roster. If a member is getting close to his/her renewal date, send a hand-written reminder note, e-mail or personal phone call reminding them their dues are coming up for renewal. Perhaps that note, e-mail or phone call is what will help them decide to renew. Everyone wants to feel needed. If a member decides not to renew, send them a letter with a survey to find out what your chapter could have done differently to keep that member. Whatever information you get back will help you with the next renewing member. Talk about recruiting at every meeting. You are the membership chair of your chapter, but you need the help and support of every chapter member.

You are also taking notes on how to run your chapter as the next President. Ask as many questions as you can to prepare you for that day. Be prepared to preside over a meeting if your president cannot be there. It's not hard to hold any office; it just takes dedication and enthusiasm.

The last thing you will do as your chapter Vice President is turn your files over to your successor right after your Annual Meeting or soon thereafter. Keep your files in order throughout the year so the next Vice President can hit the ground running without missing a beat!

Things are changing on the state level for the President-elect. Beginning after Annual Meeting 2010, the President-elect will not be in charge of marketing. (Read more on that later in this article). The President-elect will concentrate on being prepared to become President. This position coordinates the NALS of Michigan Outreach Program by selecting a member of the Executive Committee to visit a chapter or two during the fiscal year. If a chapter specifically requests a certain officer, that request is honored and other officers are assigned around the state at other chapters. This is an important program to have a presence at the chapter level. State officers might be asked to speak on a certain topic; you might be asked to just come and brainstorm with the chapter members to help breathe new life into that chapter. Whatever the reason, a state officer has to be accessible!

The state President-elect holds forums with other chapter directors during the regular Board of Directors' meeting. This gives all chapter directors a chance to be heard on any topic in an informal setting. Topics range from marketing, membership, and meeting formats that are working or not working.

You are required to attend Executive Committee meetings on the evening before the Board of Directors' meeting. You are also expected to be at every Board of Directors' meeting. There are three such meetings during the year. If the President holds a retreat, you are to attend that function as well. And, we can't forget Annual Meeting. The President-elect is to attend this meeting as the final meeting of the fiscal year.

You will correspond monthly with all chapter directors and committees that you are liaison to. You will be supplying them with important deadlines and other information that they are required to pass on to their chapter members. You've heard it many times, but communication is the key to great success. By communicating regularly you are building a bond with our members.

Other committees the President-elect is liaison to are Scholarship and the future Annual Meeting. You help these committees by offering assistance and guidance. The future Annual Meeting committee will be working on your Annual Meeting where you will be presiding as the president.

And all during the year, you have to assist the President in any way you can. You are training to be the next President of NALS of Michigan. You have to be prepared! If your current president is organized (like our President Repasy), you won't have any trouble taking that next step. Keep your ears open, learn as much as you can, and never be afraid to ask questions. You also need to know your Bylaws and Standing Rules inside and out. These are your guides that will help you during the year.

Let me explain about the Marketing Director. The new Marketing Director will handle all marketing duties along with a marketing committee. This position will also be the liaison to the Website Committee and State Publication Committee. Marketing is very important in the NALS world so it makes sense to have a Marketing Director instead of having those duties fall on the President-

elect. If we don't market our association, no one will know what we are all about. The Director will prepare and send news releases for any function that NALS of Michigan is having. This could mean helping a local chapter promote a special event or membership drive. Sometimes the local chapter will do its own news release, but be prepared to help when asked. The state level HAS to help the local chapters in order for them to thrive.

News releases will also have to be published immediately following Annual Meeting. We publish news releases announcing the new officers, the scholarship winner, and the Legal Professional of the Year. The chairs of those committees will have news releases ready to give you so the releases can be published in a timely manner.

This officer is also the chair of the Strategic Planning Committee. This is a very important committee that looks at short-term goals and long range plans. It is what will keep NALS of Michigan moving ahead for many years. The Strategic Plan and the Operational Plan are looked at every year to be sure we are doing the best we can to market this association. Remember, without goals, you have nothing to look forward to!

The last duty will be to have the files ready to turn over to the newly elected President-elect right after Annual Meeting. The current files plus the last two years are expected to be handed over. It helps to have the files in order to make it easier on the next officer. A list of the "Top Five" duties to be done right

away should be in the front of notebook for easy access.

Don't let holding an office on the local level or state level scare you. Learn as much as you can about NALS, ask questions, volunteer to serve on committees, and be ready – you never know when a fellow member will nominate you for office! ▲

SANDY J. LAVENDER FIRST VICE PRESIDENT

As your 1st Vice President, I chair the Membership Committee. As such, it is my responsibility to respond to all inquiries from those expressing an interest in NALS. Sometimes those inquiries come as a referral by a current member, sometimes as a result of an internet search or a call to NALS headquarters. Along with a folder that contains a wealth of information about NALS, NALS of Michigan and the benefits of membership, I also include a copy of the most recent association publication. As a follow up, I send an email to those potential members about upcoming events.

Each month, I forward the official roster that is maintained by NALS to the local membership chairs, and track the information on a spreadsheet, which is used to monitor the chapter's membership numbers, including retention. I also forward the information along to all Members-at-Large and to the Executive Committee. At each quarterly Executive Committee meeting, I report to the Executive Committee a full accounting of all members, whether they are in a local chapter, are a

member-at-large, a secondary member, a retired member, an associate member, or a life member.

When I receive new member information, I have the honor of being one of the first people to welcome them to the association by sending them a small personal note from me. In addition, my committee members (Ericka Gorski, ALS, Jeanette Ransom, PLS, and Cindy Comer, PP) also send cards out to our members for various reasons, whether it be to welcome a new student member, or to recognize a certification or special event in their lives.

It is also my responsibility to determine areas of the state for potential local chapters and arrange meetings with prospective members. Currently, thanks to the hard work last year of Beverly Bishop, PLS, we have one chapter "in the works" and hope to have this finalized this year.

It goes without saying that our members are the lifeline of the association, and the membership committee works very hard to try to increase and retain membership. Unfortunately, in today's economy, many people have been forced to "cut back" on expenses like membership dues. Thanks to the Resource Center, though, there is an opportunity to get your dues waived through two programs that are currently in effect.

NALS members that sign up five NEW members within a 12 month period, beginning November 1st, will get their

national dues waived for the year (this excludes state and local dues). The five new memberships must be in the same category of membership as the waived member, for example if you are a regular member who pays \$98 national dues then you must sign up five new members in that same category. The new members must report you as their sponsor when they submit their application to NALS and you must fill out the waiver that comes in your renewal notice when your Dues are due. On the waiver form you will indicate all five NEW members by name that you sponsored and submit it back to NALS. As long as everything matches up and all five new members have been acquired within a 12 month period, then your national dues will be waived for the year and you will only be required to pay your state and local dues along with submitting the completed waiver form. The five individuals you list must again be in your same category of membership and they must have listed you on their application as their sponsor.

In addition, NALS has also recognized that some of our members are facing a financial hardship due to the loss of their employment. Now more than ever, your membership is a necessary tool for future employment with the networking opportunities that are afforded you. If you find yourself in that situation, please go to www.nals.org and apply for a Waiver of Annual Membership Dues. You must be a full-time, continuing current member (no retired, student or associate dues can be waived).

I have enjoyed serving as the 1st Vice President and Membership Chair of NALS of Michigan. It is a job I highly recommend to those of you interested in serving our association.

See you in Bay City! ▲

SECOND VICE PRESIDENT TERESA M. GARBER, PP, PLS

"Become Involved as
Certification/Education Director"

Our association's annual meeting and election of officers is just around the corner. In order for NALS of Michigan (or any association for that matter) to sustain itself and be progressive, it is necessary for new ideas and points-of-view to be brought into the association, and that is accomplished through "new blood." We need to encourage more members to become involved in the association. There are people who love what NALS has to offer, but do not know what they can do to assist in taking NALS to the next level. Also, there are going to be new officer positions in place starting in the 2010-2011 fiscal year, which I am sure is causing some confusion and trepidation. To encourage those of you who have thought about running for a NALS of Michigan office but were afraid to try, let me provide you with the responsibilities of the soon-to-be Certification/Education Director.

Officer Duties in General

The Certification/Education Director is a functional director of the NALS of Michigan Executive Committee ("EC"). As

a member of the EC, you will be required to attend quarterly EC meetings. These meetings are held the evening before each quarterly board of directors meetings and annual meeting (June, October/November, February, April/May). At the EC meetings you will report on what your committees have been working on during the past quarter and conduct other EC business. You also will attend the corresponding board of directors meeting and the annual meeting following your installation. At the quarterly board of directors meetings you may be asked by the President to assist at a forum during the lunch hour (membership, chapter presidents, directors, general). At these forums you hold a discussion with chapter representatives about topics assigned by the President. The board of directors meeting follows lunch and you will sit at the front table, vote (the EC members are members of the voting board of directors), and make any report requested by the President.

As a member of the EC, you will be required to participate in the chapter outreach program. The President-elect assigns each officer a chapter or two to visit. You then coordinate with those chapters on a date/occasion. This is a wonderful opportunity to visit more intimately with chapters from around the state and provide valuable insight to the members and their guests. Try to make it an event other than the chapter's installation (although it certainly is an honor to be asked to install the incoming officers). There are other activities going on in the chapters throughout the year that an EC member's presence would be appreciated.

Annual meeting is your last official act as a member of the EC (unless you are elected to another position). You will participate in the last EC meeting of the year, meet with first-timers at a special event, participate in the business portion of the meeting (this includes elections, adoption of bylaw/standing rule changes, and other business), and attend the evening banquet (installation of new officers, awards presentation, etc.). At the annual meeting, you will turn your files over to your successor (your year plus two years prior).

Duties as Certification Director

You will be the liaison to the Certification committee. You will work with the committee to have a complete and current certification library at hand. You will assist with a state cram to be offered in September and February for those around the state sitting for a certification exam. You will also communicate with chapter certification chairs about certification activities offered by the state and by NALS. These communications (which should be done monthly at the very least) should solicit discussion regarding getting study groups off the ground and getting the chapters to work with each other on getting members certified. You will also field inquiries from members and non-members alike about certification. Make sure to have a conference with the Certification committee as soon after your installation as possible to discuss ideas for the coming year, and continue that communication as much as possible.

I believe it is best for the person holding this position to be certified by NALS. It will give you a better understanding of what it

takes to achieve NALS certification. Make sure you are registered with NALS as an exam administrator (there are several areas where there are no administrators, and this could keep many from sitting for an exam).

Work with the Membership Director in promoting NALS certification. Go to colleges with legal studies courses and talk to the students about the ALS exam. Work with the Marketing Director to advertise any study groups or crams offered by NALS of Michigan and the local chapters. Most of all be ready to listen. Post information about certification on the NALS of Michigan Facebook page and the Web site. Becoming certified by NALS is a big commitment. That person must be at the right place in their life to study and sit for an exam. Many people want to just talk through what they are thinking about tackling such a challenge, and you may be able to help steer them in the proper direction.

Duties as Education Director

You are also the liaison to the Legal Education Committee. Your first order of business is to work with the committee to get a proposed budget to the EC for approval (the EC should have that budget by the summer EC meeting so the board of directors can approve it the next day). Your next item to tackle will be the education program at the summer board of directors meeting. The prior committee should have planned some of the event, but the current committee may need to finish it up. In order to complete these two tasks, you will need to have a conference with the Legal Education Committee as soon after your installation

as possible. This conference will also help set the course for the year.

Be ready to assist the Legal Education Committee in setting up the quarterly education programs (the committee is not responsible for any legal education at the annual meeting). Work with the State Bar Liaison to reserve the State Bar Building for the programs. Prepare flyers to be distributed at board meetings and to be posted on the association's web site. Arrive at the programs early to help set up the check-in table, set up any refreshments, and to greet attendees. You will also communicate with chapter legal education chairs about education activities offered by the state and by NALS. These communications (which should be done monthly at the very least) should solicit discussion regarding education ideas and getting the chapters to work with each other on bringing more education opportunities to their communities. Work with the NALS of Michigan Marketing Director to advertise our legal education opportunities throughout the state. Post information about education on the NALS of Michigan Facebook page and the web site.

Be passionate about education (after all, that is the reason NALS was created in the first place!). Work with the committee to provide education in as many methods as possible (webinars, seminars to local chapters, written materials, etc.). Be creative. Look at the strategic plan and make sure you and the committee are looking to the future.

Summary

I believe that, after President, the Certification/Education Director is the most important position on the EC. Again, NALS was created specifically to bring education and professional development to the legal community, and that is what the Certification and Legal Education committees are all about. Keep in constant communication with these committees. Promote what our association can offer. Look to the future and work on implementing those ideas. Assist our members as much as possible. Go NALS! ▲

LINDA ROSTEN, EXECUTIVE SECRETARY

DUTIES OF THE EXECUTIVE SECRETARY

You have been nominated as Executive Secretary, but you're not sure what those duties encompass. To give you a better idea, the following summarizes the role of Executive Secretary for NALS of Michigan:

1. Attend and prepare minutes of all meetings including Annual Meeting, Board of Directors meetings, and Executive Committee meetings. Provide to the Board of Directors an oral summary at each regularly called business meeting of formatters discussed at the Executive Committee meeting.
2. Reproduce and mail or e-mail Annual Meeting Minutes within 60 days of the meeting, and regular business meetings within 30 days of the meeting, to members of the Board of Directors, committee chairs, chapter Presidents, Members-at-Large, and Secondary Members.
3. Maintain the NALS of Michigan's permanent files.
4. Prepare proper seating arrangements for all meetings: (a) all elected and appointed officers shall be seated together at the front of the room; (b) all chapter directors or alternate directors shall be seated together in the first two or three rows opposite the Executive Committee at each Board of Director's meeting; and (c) all nonvoting members and guests shall be seated behind the Directors or Delegates.
5. Prepare and call roll of all voting members of all meetings, except Annual Meeting.
6. Execute any documents as officially required or as authorized by the Board of Directors or Executive Committee.
7. Certify copies of resolutions adopted at Annual Meeting, and certify the amendments to Bylaws adopted at Annual Meeting on Certificate of Adoption form prepared by the Parliamentarian.
8. Write letters of appreciation on behalf of members of NALS of Michigan.
9. Send appropriate cards on behalf of NALS of Michigan.

10. Maintain possession of NALS of Michigan's United States and Michigan flags and stands to be used at Annual Meeting or other meetings, as directed by the President.
11. Prepare and maintain a roster of all Officers, Directors, committee chairs, committee members, chapter Presidents, Members-at-Large and Secondary Members immediately after Annual Meeting. A copy of said roster and all supplements must be updated regularly and furnished to all Officers, Directors, committee chairs, committee members, chapter Presidents, Members-at-Large and Secondary Members
12. Be responsible for the supply and distribution of stationery or template as requested.
13. Send monthly memos or e-mails to chapter counterparts to keep the lines of communication open and inform them of upcoming events.
14. Miscellaneous:
 - a. Participate in Chapter Officer Outreach Program (for example, this past year I visited two chapters and participated in their meeting and summer picnic.)
 - b. Become a secondary member of two Michigan chapters.

Please review NALS of Michigan's Standing Rules for further information and complete details.

It has been a pleasure serving as Executive Secretary for the 2009-2010 fiscal year. I was fortunate enough to work with a fantastic, dedicated team and hope to do so again some time in the future. ▲

JANET R. VANDENBERG, ALS TREASURER

As fiscal year 2009-2010 comes to a close and we prepare for the 2010 educational conference and annual meeting this is my final article as your state treasurer. Being a part of the executive committee for five years, I have served under several presidents during this time, all with their own particular leadership qualities and style, with the opportunity to learn more about NALS and NALS of Michigan. I have served two years as parliamentarian, two years as treasurer, and one year as executive secretary. This opportunity has given me a better idea as to how the multi-level association functions and how the bylaws and standing rules direct the officers, committee chairs and members, and the members themselves, and what can and cannot be done.

The treasurer's position is a very intricate part of the executive committee as this individual is totally in charge of all of the finances and financial accountings for NALS of Michigan. As treasurer, the first role you will take charge of is getting the treasurer's bond ordered so that the association's funds are protected. The next step is to get your name added to all of the accounts that you will be responsible for and this change over is handled by the outgoing treasurer and she/he will get the necessary paperwork in order through the bank used by the

association. For several years we utilized National City Bank. In 2009-2010 under the direction of the executive committee, I transferred all of the funds from National City Bank into new accounts with JP Morgan/Chase Bank. The Bay View branch in Petoskey, Michigan, has a group of outstanding individuals from Dennis Bluthardt, II, the branch manager, to Chandra Whiting, a personal banker, and the various tellers at that branch that have been very helpful, professional and courteous when anything needed to be done. I hope that the next treasurer is treated with that kind of professionalism and courtesy when she/he deals with a Chase branch in their area.

The next step is to get acclimated as to how the accounts are set up and getting familiar with how the accounts work closely with the various budgets recently approved by the chapter directors/trustees and/or the delegates at the annual meeting. When I say budgets, the treasurer is responsible to prepare proposed budgets annually for the General and the Scholarship Funds. Then each officer and committee has a budget per se, and certain committees (i.e. legal education, finance) prepare a committee budget on how money is raised / spent on behalf of the association. This year will be a major change in the general budget for the state association as we eliminate the first and second vice-president positions, and add three directorships with their own budget line items (director of certification/legal education, director of marketing, and director of membership) and with this change we will be closer in line with NALS. This budget will be presented for approval and the Annual Meeting in Bay City.

Each month NALS sends the state chapter a check for the members who have paid their dues. A list of who has paid is enclosed with the check and filed in a notebook. Each month the Membership Director is responsible for sending the executive committee a current list of members. With this list, the treasurer keeps track to make sure that (especially prior to the quarterly board meetings and the annual meeting) those serving on the executive committee, committee chairs, and chapter directors and/or delegates are current dues paying members. The checks are deposited in the general fund and then recorded in the general ledger as income.

Any and all checks received from NALS or members, including committee chairs, are to be deposited in a timely manner and I would recommend these deposits are done on a weekly basis. Always make a copy of the check(s) to be deposited. Once a deposit is done, record those deposit(s) under the proper line item and attach the deposit slip to a voucher form. Then these are put in a notebook and separate income from expenses under monthly tabs. This way the Financial Review chair can easily review your books quarterly to do his/her report.

All checks to be issued, directly from the checkbook, or this past year we have had the opportunity to submit them on-line, are done once the proper voucher(s) are submitted with the proper receipts. This is a must for the type of organization we are and we can be audited at any point if something isn't done properly and correctly. It is the treasurer's responsibility to let the state president know when something isn't done right, over budget, etc. before the check is written or submitted on-line.

Annually the treasurer will submit the 990 form to the IRS for both the general and scholarship accounts. The treasurer will also prepare the annual form for the State of Michigan in September which is signed by the state president and submitted with the filing fee to the state treasurer. The scholarship fund form is done by the resident agent, again with a check from the scholarship fund.

As stated in another way earlier, timeliness is of utmost importance. Working with the other executive committee members is also of utmost importance. Being a part of the executive committee, serving on a state committee as chairperson or as a member takes commitment, time, energy and determination to succeed. A book that I have read and keep as a reminder is one of John Maxwell's books, which are very informative, which stated, "**Leaders need to inspire confidence, and they do that not with charisma, but with confidence.**" Asking questions when something doesn't seem right means ask your predecessor to assist. In all the positions that I have held, I have found that asking questions of that individual will give you the answer you need. I am grateful for having Beverly Bishop, PLS, as the individual who held the office of parliamentarian, treasurer and secretary ahead of me. From the first opportunity I had to serve NALS of Michigan, Beverly always made herself available to answer any and all questions I had -- and serving as parliamentarian and treasurer for the second time she continued to be there for me. She will be there for the executive committee and committee chairs / members this year again as she serves NALS of Michigan as president. As I stated, NALS of Michigan has many talented and committed individuals presently serving or

have served the association in various capacities throughout the years, and anyone can become a part of this group with commitment, concentration, determination, and the willingness to work alongside others for the betterment of the association. ▲

RUTH M. SCHAUB, PP, PLS, AIC IMMEDIATE PAST PRESIDENT

WAS IT WORTH IT?

As I prepared to write my final article as a member of the Executive Committee, I spent a considerable amount of time reflecting on the last five years. The same question boomed in my ears, over and over again, "Was it worth it?" The late hours in meetings, the countless hours in the car, struggling over the appropriate wording for articles and speeches, the time away from my work, my family and my chapter – was it worth it? **Without a doubt, it was worth every moment!** In fact, I feel guilty that I have received more than I have given.

I recognize that am not the same person I was five years ago. I have learned that I love public speaking, writing articles, and brainstorming with people who think outside the box. Preparing for and attending executive committee and strategic planning committee meetings has been a lot of work – but much was accomplished and there was a lot of laughter – and my organizational skills have improved. I was blessed to work with Annual Meeting Committee members who were so organized and prepared that I had little more to do than show up for Annual Meeting on time – and my ability to trust and depend on others has deepened. I have worked with diverse individuals with differing

personalities and life experiences – who share a common love for NALS of Michigan and its members. Each one has left their mark on our Association, and my heart.

My circle of friends has expanded to include incredible legal professionals across Michigan who are not just my peers, but my mentors, my motivation, and my joy. I have learned that NALS members are as diverse as the differing fields in which they work, yet they share so many common desires and goals. We spend our “spare time” learning more about our profession and we aspire to ethical and professional excellence. We love NALS of Michigan and its members. We learn together, work side-by-side to improve our association -- and we laugh loud and often. We are young and old, single and married, new to the profession and retired, and work in every imaginable legal field and job title – yet, somehow we find common ground and common goals.

In an attempt to leave my mark on this association, I discovered that each of you have left your mark on me. Who I am today is the person each of you has inspired me to become. I am a better person and better employee because of my experiences over the last five years. I am sincere when I say that I love you all and thank you for “molding” me. Your support, patience, kindness, and friendship are gifts I will spend my life attempting to repay.

To those who have yet to become involved outside your own chapter, I encourage you to step outside your comfort zone and get involved. There is a committee that could use your talents -- and the experience will expand your skills. The members of this association are there to help you succeed! Become actively involved in NALS of Michigan – it is worth it! ▲

CYNTHIA A. TAYLOR, PP, PLS CERTIFICATION CHAIR

WHY DID I GET CERTIFIED?

First of all I would like to apologize to those of you who wanted a cram before the March exam. I mixed up members of two chapters (one who wanted a cram and one who was going to handle it themselves) and I dropped the idea of a cram thinking that there was only one other member interested in the cram. This was my mistake and mine alone. I can't tell you how sorry I am and how much I wanted to be there for you. With that said, I hope that all of you are successful in the March examination.

People ask me why I got certified; was it for my job, my search for a new job; or what? I got certified for one reason: me. My employer didn't have a reason for me to be certified, as he believed I was a great secretary. I had a great job and I was not looking for different employment. The reason I got certified was something that my grandfather said to me repeatedly as I was growing up – **never give up and keep challenging yourself; you can be whoever you want to be.**

My grandfather lived in Pittsburgh, PA and always used public transportation. My grandmother was bedridden for the last 20 years of her life. After my grandmother died (I was 12), my grandfather decided to learn how to drive a car (he was almost 60 at that time). When I was 14 (maybe 15), my grandfather drove to Michigan with my uncle (who never learned to drive because he worked in the automotive industry; that might be a prolific

statement today) to take my brother and me to Pennsylvania for the summer months. I have to say my grandfather was a horrible driver, but he got us to Pennsylvania and back that summer. He continued to drive for a couple more years until he was told not to. He died of a massive heart attack after hurrying from his home to the bus stop (approximately 10 blocks) because he was asked not to drive; but he never gave up.

It doesn't matter where you are in your legal career; there is a certification for each of you. The ALS is available to those of you who have a year or more of legal experience or have completed the Legal Training Course; the PLS for those of you who have worked in the legal field for three years or more; the PP for those of you who have performed work as a paralegal for five years. There are also some other variances to these requirements that are available on the website at www.NALS.org.

When I received my certifications, there were no on-line study groups, no free legal education, and no resources other than the local and state chapter for studying. I took every educational opportunity available to me to assist in my goal to be certified. I encourage each of you to likewise take advantage of everything that NALS has available to you to assist you in your personal quest for certification.

Whether you have started your quest for certification or not, I encourage each of you to never give up on continuing your legal education and certification. Once I received my PLS, I was so proud of my

own accomplishment that I began studying for my PP. My employer, at that point, was suddenly interested in my success, and assisted me in certifying me for the PP exam. You never know when or where certification is going to assist you in your career, but I guarantee you that the personal satisfaction is something you will never lose wherever life leads you. And you never know what opportunities are ahead of you that certification will make happen.

And, in the words of my grandfather, never give up and keep challenging yourself. I followed his advice, will you?



KAY J. NEUMANN, PLS PARLIAMENTARIAN

The office of parliamentarian is an excellent place to "get your feet wet" if you are interested in serving on your chapter's executive committee or on the NALS of Michigan Executive Committee. If you volunteer to serve as parliamentarian and are appointed by your chapter president or the NALS of Michigan president, there are some things you can do to help make your term less stressful and to make you more comfortable in the office you hold.

First, you should become familiar with the Bylaws and Standing Rules. These documents will help you to understand the operation of the association as a whole as well as the duties of each office. Another important step is to begin to familiarize yourself with Roberts Rules of Order. One of the most important areas to become familiar with is the section on motions. As you have probably seen when attending our Board of Directors' meetings, the process of

making a motion can become complicated. It is the responsibility of the parliamentarian to be able to advise and assist the president if she requests your advice.

When your appointment as parliamentarian is approved, it will be helpful to review the records from previous years. That will give you some background on what has been done previously.

Probably one of the most important things to keep in mind is that you are never left on your own. Those who have preceded you will be more than willing to answer questions and help you out. ▲

**WHAT HAVE YOU ACCOMPLISHED?
KEEPING A CHRONOLOGY OF YOUR
WORK**

By: Linda S. Jevahirian

Do you have a list of your career accomplishments? Can you quantify what you have done since you graduated, except to know what you've deposited and what you've spent? If someone asks you what your work involves can you describe in detail what it is that you do?

Keeping track of who, what, where, when, why and how of your education and experience is a tedious task but one that is well worth it. It makes sense to keep a detailed chronology of your career in the same way you track the facts of a case. A chronology is a tool that can be presented at an interview, at a performance review, and as a way for you to remember what you have accomplished as the years pass. Otherwise, you are going to forget the

details and the significance of your achievements.

Pick a format that you can load into your word processor and update on a regular basis. Consider using a table or a database program that can be searched and manipulated for presentation purposes. Categorize your activities to include degrees, certifications, continuing education, achievements in technology, significant work projects, association memberships, speaking engagements, articles you have had published, and anything else that occurs as a result of furthering your career.

For significant work projects keep track of who you worked for, the clients your firm represented, where you traveled, the names of all the parties and their counsel, where you worked, the tasks you performed, your work product, vendors your worked with, judges you encountered, and the disposition of the matter. Remember to keep track of things that worked, as well as things that did not work for your future reference. For benchmark projects have the responsible attorney draft a memo memorializing your accomplishment on the assignment and attach it to your chronology.

The chronology should be very detailed, keeping in mind that if you give the document to a prospective employer or other third party, you can eliminate some of the detail for appropriateness. For instance, if you apply for a new position you may want to use the chronology as a way to refresh your memory on projects you would like to highlight. If you are asking for a raise you may want to give the entire detailed copy to your boss.

Being able to quantify and qualify your accomplishments is as important as goal setting. It is an excellent way to keep track of what you have done, but it is also a way to recognize your own achievements and

determine objectively if you are heading down the right path.

Printed With Permission: This article was originally printed in the Summer 2003 issue of the NEWSBrief, the Legal Assistants Association of Michigan. ▲

FREE FULL TEXT OPINIONS NOW ON GOOGLE SCHOLAR

Federal and state court opinions available dating back to 1791

There is a new free service from Google, which can help you find state and federal cases dating back to 1791.

Google has added free full-text opinions from both federal and state courts. Google's database contains published state appellate and supreme court opinions since 1950, published federal district, appellate, tax and bankruptcy court opinions since 1923, and U.S. Supreme Court opinions since 1791. Some, but not all, unpublished opinions are available as well.

The database is searchable by keyword. Cases cited within an opinion can be accessed via hyperlink when available. Also, Google features a "cited by" feature, which permits a user to link out to other cases that have cited an opinion. Unfortunately, the service does not provide a true citator service akin to Shepard's or KeyCite.

The advanced search feature allows for narrowing the search to either federal or state cases as well. Furthermore, one can limit the search to specific states, but, unfortunately, not to specific federal circuit courts.

Below is the link to the advanced search Google Scholar web page. You will need to scroll to the bottom of the page to search for legal opinions. Don't forget to save it to your favorites!

http://scholar.google.com/advanced_scholar_search?hl=en&as_sdt=2000



Call to 2010
NALS of Michigan
Annual Meeting

The 49th Annual Meeting of NALS of Michigan will be held April 22-24, 2010 at the Doubletree Hotel, Bay City, Michigan

2010 CALENDAR OF EVENTS

March 11 - 13

**NALS Professional Development and Education Conference
Tulsa, Oklahoma**

March 31

Deadline for Certification of Delegates/Alternates

April 1

**Annual Meeting Registration Deadline
Officer & Committee Chair Annual Reports due to Sherri Bowden**

April 15

Deadline for filing application for June 5 ALS or PLS Examinations

April 22 - 24

**NALS of Michigan 49th Annual Meeting and Education Conference
Doubletree Hotel
Bay City, Michigan**

May 15

Deadline to submit articles for the Summer Issue of *The Official Record*

June 5

**Board of Directors Meeting
State Bar Building
Lansing, Michigan**

July 23 & 24

**NALS Region 3 Retreat
Hilton Gardens Hotel
Perrysburg (Toledo), Ohio**

August 15

Deadline to submit articles for the Fall Issue of *The Official Record*

October 21 - 24

**NALS 59th Annual Education Conference and National Forum
[Chateau on the Lake Resort Spa & Convention Center](#)
Branson, Missouri**

SEARCH

Cynthia A. Taylor, PP, PLS
NALS of Michigan Certification Chair

1. A paragraph at the end of a complaint asking that judgment be entered for plaintiff and appropriate relief be granted is called _____.
2. Intended to compensate, or reimburse, a plaintiff for actual losses, or to make the Plaintiff whole in a tort suit is called _____.
3. The first ten amendments to the Constitution of the United States are known as _____.
4. A contractual agreement under which a property owner agrees to rent his or her property to another for a specified period of time is called a _____.
5. An order by a person to their bank not to pay a certain check is called a _____.
6. The movement and location of evidence from the time it is obtained to the time it is presented to the court is called _____.
7. A question that suggests to the listener the answer to a question is called a(n) _____.
8. Anything that is used to prove the existence or nonexistence of a fact is _____.
9. A three-ring binder (or more) in which trial related materials are separated by tabbed divider sheets is called a(n) _____.
10. The testimony of eyewitnesses called to the stand and asked to tell the court about the sequence of events that lead to an accident is called what kind of testimony?

2009-2010 COMMITTEES

2010 Annual Meeting

Gloria Gonzales, *Mid-Michigan, ALSP*
Marion R. Stone, PP, PLS *NALS of Jackson County*
Jennifer Meade *NALS of Jackson County*
Rosanne Schaub, ALS *Grand Traverse Area LP*
Linda Rosten, *NALS of Detroit*
Lucinda Malocha *NALS of Washtenaw*
Lorraine Nemecek, CLA, PLS *Genesee ALSP*
Julie Cowles, PLS, *Mid-Michigan, ALSP*
Traci Joseph, PP, *NALS of West Michigan*

Certification

Cynthia A. Taylor, PP, PLS *NALS of Northern Michigan*
Members of NALS of Northern Michigan

Credentials

Sharon E. Bradley, PLS, CER, *NALS of Calhoun County*
Pamela J. George, PLS, *NALS of Calhoun County*

Finance

Janice Staudacher, PLS & Diane Berry , PLS *NALS of Greater Kalamazoo*
Members of NALS of Greater Kalamazoo

Financial Review

Julie Boelter, PP, *NALS of Northern Michigan*

Legal Education

Joyce Soule, PLS, CLA, & Barbara A. Stone, PP, PLS, *NALS of Lansing*

LPY

Betty J. Knoll, *Berrien-Cass LSP*

Marketing/Public Relations

Beverly A. Bishop, PLS, *NALS of Lansing*
LeeAnna R. Klock, PLS, *NALS of Jackson*
Janette M. Olexa, PP, PLS, CPS *NALS of West Michigan*
Lisa Boyd, *NALS of West Michigan*

Membership

Sandy J. Lavender, *NALS of Detroit*
students - Ericka Gorski, ALS, *NALS of Detroit*
new member recognition- Cynthia A. Comer, PP, *NALS of Greater Kalamazoo*
member achievements- Jeanette L. Ransom, PLS, *NALS of Lansing*

Nominations

Janette M. Olexa, PP, PLS, CPS, *NALS of West Michigan*
Samantha Smith, *NALS of Calhoun County*
Janice Staudacher, PLS, *NALS of Greater Kalamazoo*

Past President's Council

Ruth Schaub, PP, PLS *Grand Traverse Area LP*

Permanent History

Marion Stone, PP, PLS, *NALS of Jackson County*

Scholarship

Joan Schaub, PLS & Renee M. Stout, PP, PLS, *Grand Traverse Area LP*
Donna Theriault, PLS, *NALS of Northern Michigan*

Scholarship Endowment Fund

Ruth Schaub, PP, PLS *Grand Traverse Area LP*

State Bar Liaison

Debra Pieczynski, PP, PLS, & Lisa Boyd, *NALS of West Michigan*

State Publication

Jacqueline Livernois, *NALS of Washtenaw*
Advertising- Jodi Snyder, *NALS of Jackson County*
Circulation- Lucinda Malocha, *NALS of Washtenaw*
Articles- Diane Berry, PLS, *NALS of Greater Kalamazoo*

Strategic Plan

Sherri Bowden, PP, PLS, *NALS of West MI*
Ruth Schaub, PP, PLS, *Grand Traverse Area LP*
Beverly A. Bishop, PP, PLS, *NALS of Lansing*
Kay J. Neumann, PLS, *Mid-Michigan ALSP*
Kathie Amirante, PP, PLS, *NALS of Lansing*
Roxann Repasy, *NALS of Jackson County*

Website

Barbara Stone, PP, PLS, *NALS of Lansing*
Patricia Emerson, PP, PLS, *NALS of West Michigan*
Reports- Lucinda Malocha, *NALS of Washtenaw*
Member news & bulletin board, Jeanette L. Ransom, PLS, *NALS of Lansing*
Upcoming events, Chapter legal education & info-
Loriann Tanis, PP, *Grand Traverse Area LP*
Proofing- Jeanette L. Ransom, PLS & Loriann Tanis, PP

Resident Agent (NALS of Michigan Scholarship Fund)

Jane Slider, PLS, *NALS of Washtenaw*

SEARCH ANSWERS

1. A paragraph at the end of a complaint asking that judgment be entered for plaintiff and appropriate relief be granted is called _____.
ANSWER: Prayer for relief. West Paralegal Today: The Legal Team at Work, Fourth Ed., p. 461
2. Intended to compensate, or reimburse, a plaintiff for actual losses, or to make the Plaintiff whole in a tort suit is called _____.
ANSWER: Compensatory damages. WPT: The Legal Team at Work, 4th Ed., p. 235
3. The first ten amendments to the Constitution of the United States are known as _____.
ANSWER: Bill of Rights. WPT: The Legal Team at Work, 4th Ed., p. 179
4. A contractual agreement under which a property owner agrees to rent his or her property to another for a specified period of time is called a _____.
ANSWER: Lease. WPT: The Legal Team at Work, 4th Ed., p. 319
5. An order by a person to their bank not to pay a certain check is called a _____.
ANSWER: Stop payment order. WPT: The Legal Team at Work, 4th Ed., p. 373
6. The movement and location of evidence from the time it is obtained to the time it is presented to the court is called _____.
ANSWER: Chain of custody. WPT: The Legal Team at Work, 4th Ed., p. 495
7. A question that suggests to the listener the answer to a question is called a(n) _____.
ANSWER: Leading question. WPT: The Legal Team at Work. 4th Ed., p. 511
8. Anything that is used to prove the existence or nonexistence of a fact is _____.
ANSWER: Evidence. WPT: The Legal Team at Work, 4th Ed., p. 531
9. A three-ring binder (or more) in which trial related materials are separated by tabbed divider sheets is called a(n) _____.
ANSWER: Trial notebook. WPT: The Legal Team at Work, 4th Ed., P. 551
10. The testimony of eyewitnesses called to the stand and asked to tell the court about the sequence of events that lead to an accident is called what kind of testimony?
ANSWER: Direct examination. WPT: The Legal Team at Work, 4th Ed., p. 560

NALS OF MICHIGAN 49TH Annual Meeting and Education Conference April 22 – 24, 2010 – Doubletree Hotel in Bay City, Michigan

REGISTRATION INFORMATION

There will be a late fee for any registration postmarked after April 1, 2010. Full Registration includes all educational seminars and events

<p>Name _____</p> <p>Local Chapter _____</p> <p>Certification(s) _____</p> <p>Badge Name/Nickname _____</p> <p>Address _____</p> <p>_____</p> <p>City _____ State/Zip _____</p> <p>Work # _____ Home # _____</p> <p>Email _____</p> <p>*Guests _____</p> <p>Would you like Men's Auxiliary Information? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please describe be any special needs you have (disability, dietary restrictions, etc.) _____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">(Please check all that apply)</p> <p><input type="checkbox"/> Past State President <input type="checkbox"/> State Officer</p> <p><input type="checkbox"/> Delegate <input type="checkbox"/> Alternate</p> <p><input type="checkbox"/> State Chairperson <input type="checkbox"/> Candidate</p> <p><input type="checkbox"/> First Time Attendee</p> <p><input type="checkbox"/> I will be attending the First Timer's Reception on Friday (First Timers and Officers)</p> <p>CHECK PAYABLE TO: NALS of Michigan 2010 Annual Meeting Fund</p> <p>Amount of check enclosed \$ _____</p> <p>MAIL REGISTRATION FORM TO:</p> <p>Rosanne Schaub, ALS provemont1@aol.com 7991 East Rosie Drive Suttons Bay, MI 49682 (231) 256-3543</p> <hr/> <p><i>IN CASE OF EMERGENCY PLEASE CONTACT:</i></p> <p>Primary Contact Name: _____ Relationship: _____ Daytime Phone: _____ Evening Phone: _____</p> <p>Primary Contact Name: _____ Relationship: _____ Daytime Phone: _____ Evening Phone: _____</p>
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SCHEDULE OF EVENTS (Check all events that you plan to attend.)

<p>Please check all that apply: <input type="checkbox"/> Full Registrant <input type="checkbox"/> Partial Registrant</p> <p>Full Registration Fee Schedule:</p> <p><input type="checkbox"/> Postmarked on OR BEFORE April 1, 2010</p> <p><input type="checkbox"/> Member \$115 <input type="checkbox"/> Non-member \$175 <input type="checkbox"/> Student \$100</p> <p><input type="checkbox"/> Postmarked AFTER April 1, 2010</p> <p><input type="checkbox"/> Member \$135 <input type="checkbox"/> Non-member \$205 <input type="checkbox"/> Student \$125</p> <p>GUEST</p> <p><input type="checkbox"/> Friday Exhibitor/Candidate Lunch (\$30)</p> <p><input type="checkbox"/> Saturday Certification Lunch (\$30)</p> <p><input type="checkbox"/> Saturday Banquet (\$55)</p> <p>NOTE: If more than one guest will be accompanying you, please attach a separate sheet with information. If your guest is attending meal functions, please refer to the partial registration fee schedule.</p>	<p>Partial Registration Fee Schedule – Please check all that apply</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Member/Student</th> <th style="width:50%;">Non-Member</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Friday Seminar #1 (\$25) Leadership Training</td> <td><input type="checkbox"/> Friday Seminar #1 (\$35) Leadership Training</td> </tr> <tr> <td><input type="checkbox"/> Friday Seminar #2 (\$25) Professional Development</td> <td><input type="checkbox"/> Friday Seminar #2 (\$35) Professional Development</td> </tr> <tr> <td><input type="checkbox"/> Friday Lunch (\$25)</td> <td><input type="checkbox"/> Friday Lunch (\$30)</td> </tr> <tr> <td><input type="checkbox"/> Friday Seminar #3 (\$25) Real Estate</td> <td><input type="checkbox"/> Friday Seminar #3 (\$35) Real Estate</td> </tr> <tr> <td><input type="checkbox"/> Friday Seminar #4 (\$25) Homeland Security</td> <td><input type="checkbox"/> Friday Seminar #4 (\$35) Homeland Security</td> </tr> <tr> <td><input type="checkbox"/> Friday Evening (N/C) Educational Spelling Bee</td> <td><input type="checkbox"/> Friday Evening (N/C) Educational Spelling Bee</td> </tr> <tr> <td><input type="checkbox"/> Saturday Breakfast (\$15)</td> <td><input type="checkbox"/> Saturday Breakfast (\$20)</td> </tr> <tr> <td><input type="checkbox"/> Saturday Cert. Lunch (\$25)</td> <td><input type="checkbox"/> Saturday Cert. Lunch (\$30)</td> </tr> <tr> <td><input type="checkbox"/> Saturday Banquet (\$50)</td> <td><input type="checkbox"/> Saturday Banquet (\$55)</td> </tr> </tbody> </table>	Member/Student	Non-Member	<input type="checkbox"/> Friday Seminar #1 (\$25) Leadership Training	<input type="checkbox"/> Friday Seminar #1 (\$35) Leadership Training	<input type="checkbox"/> Friday Seminar #2 (\$25) Professional Development	<input type="checkbox"/> Friday Seminar #2 (\$35) Professional Development	<input type="checkbox"/> Friday Lunch (\$25)	<input type="checkbox"/> Friday Lunch (\$30)	<input type="checkbox"/> Friday Seminar #3 (\$25) Real Estate	<input type="checkbox"/> Friday Seminar #3 (\$35) Real Estate	<input type="checkbox"/> Friday Seminar #4 (\$25) Homeland Security	<input type="checkbox"/> Friday Seminar #4 (\$35) Homeland Security	<input type="checkbox"/> Friday Evening (N/C) Educational Spelling Bee	<input type="checkbox"/> Friday Evening (N/C) Educational Spelling Bee	<input type="checkbox"/> Saturday Breakfast (\$15)	<input type="checkbox"/> Saturday Breakfast (\$20)	<input type="checkbox"/> Saturday Cert. Lunch (\$25)	<input type="checkbox"/> Saturday Cert. Lunch (\$30)	<input type="checkbox"/> Saturday Banquet (\$50)	<input type="checkbox"/> Saturday Banquet (\$55)
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HOTEL INFORMATION: Reservations should be made directly with the Doubletree Hotel. **Please identify yourself as a member of NALS of Michigan.** Room rates are \$99 plus tax. **QUOTED ROOM RATES ARE AVAILABLE UNTIL APRIL 10, 2010.**

REFUND POLICY: Full refund of registration if notification is received on or before April 2, 2010. Fifty percent (50%) REFUND IF RECEIVED BETWEEN April 3 – 15, 2010. No refund after April 16, 2010.

NO SMOKING POLICY: In consideration of attendees, smoking is not allowed.

