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**LANCASTER AREA  
PARALEGAL ASSOCIATION  
(LAPA)**

We hope this brochure will provide you with information regarding the current committees within LAPA. This information is provided as a guide to inform you of some of the opportunities available to you as a member of LAPA. We hope you will carefully consider the committee that best suits you.

## LAPA COMMITTEES

**Community Relations Committee** promotes LAPA in the Lancaster area community as well as determines several community projects for LAPA members to participate in each year. This committee meets on an as-needed basis, generally by email, to discuss community projects for the year.

**Subcommittee** – The Wills for Heroes Committee is responsible for planning, organizing, and hosting 2-3 events each year to provide essential legal documents, free of charge, to our nation’s first responders, including wills, living wills, and powers of attorney. The 501(c)(3) charitable non-profit Wills for Heroes Foundation supports these events, giving back to the community and “protecting those who protect us.” Active participation from LAPA member volunteers is typically day of the event. On the day of the event volunteers will assist in capacities such as notaries, witnessing signatures, and additional administrative duties.

**Education Committee** secures speakers for LAPA’s General Business Meetings which are attended by

paralegals and paralegal students. Regular meetings of the committee shall be held at such time and at such place as determined by the chairperson. The Education Committee also includes two (2) subcommittees consisting of the Criminal Law and Forensics Conference and the Civil Law Conference. The subcommittees have their own Chair and the full Education Committee assists the subcommittees, as needed and requested by the subcommittee chairs in planning and carrying out whatever is necessary for the success of every conference. The subcommittees meet on an as-needed basis to plan and coordinate each of the conferences.

**Subcommittee** – The Criminal Conference Subcommittee is responsible for the organization, planning, and execution of LAPA’s annual Criminal Law & Forensics Conference. This conference is held in Lancaster each spring and is a critical event for LAPA’s criminal law community. The Subcommittee members are primarily involved in email correspondence with occasional in-person meetings. However, their participation during the week leading up to and the day of the conference is

essential to the success of the event. If you have an interest in criminal law, joining the Criminal Conference Subcommittee offers an excellent opportunity to network with other professionals in the field and to broaden your understanding of various aspects of the criminal justice system.

**Subcommittee** – The Civil Law Conference Committee is responsible for organizing, planning and hosting the annual LAPA Civil Law Conference held in Lancaster each Fall. Committee members participate mostly through email with occasional in-person meetings. Participation the week leading up to and the day of the conference is extremely important and crucial to the success of the conference.

**Marketing Committee** promotes LAPA using various marketing tools at all LAPA-sponsored conferences/seminars. This committee also obtains marketing materials to be distributed, as needed, to LAPA members. Committee members participate mostly through email with occasional in-person meetings.

**Membership Committee** reviews all new and renewal membership applications for compliance with LAPA By-Laws and Policy & Procedures. The Chair of this Committee will scan and email the new member applications to the members of this committee for approval. The new member application upon approval of the committee is forwarded to LAPA's Board of Directors for final approval. Committee members participate mostly through email.

**Newsletter Committee** publishes a minimum of two (2) Newsletters and a maximum of four (4) Newsletters per year. The Newsletter consists of articles published from outside sources, LAPA members and students. The Newsletter contains valuable information for all members including upcoming events, past events, human interest stories, and summaries of general meetings and conferences. Committee members participate mostly through email with occasional in-person meetings.

**Special Events Committee** plans all social events for LAPA. LAPA hosts a Fall Dinner in October which includes an interesting speaker, game night or

networking opportunity to get to know fellow LAPA Members. LAPA also hosts a Holiday luncheon in December in a popular downtown restaurant and includes gifts for all in attendance. LAPA's elections dinner is held each spring to elect new officers and directors for LAPA. LAPA hosts a Paralegal Day event each July in conjunction with the Governor's Proclamation of Paralegal Week. LAPA also hosts additional events as an opportunity for members to network with each other. Committee members participate mostly through email with occasional in-person meetings.

**Student Liaison Committee** provides paralegal mentoring, education and guidance to ABA approved college paralegal programs, including providing speakers upon the request of any educator in the Lancaster area. This committee also plans and conducts an annual Student Conference. This committee is the liaison between the LAPA student members and LAPA's Board of Directors. This committee primarily communicates by email with limited meetings to plan the Student Conference.