



## **SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION**

**A Member of Legal Secretaries, Incorporated  
("LSI®")**

P.O. Box 90509  
San Jose, CA 95109-3627  
Organized 1940  
[www.sccolpa.org](http://www.sccolpa.org)

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# **Continuing Education Coordinator (CEC)**

### **Duties:**

- The Continuing Education Council Coordinator shall chair the Continuing Education Council, be in complete charge of all education programs, select and introduce the speaker at each such program, and assist the Executive Committee in its educational endeavors in any way possible.
- The CEC Coordinator shall have served on the Continuing Educational Council for at least one year preceding appointment. No speaker or program shall be selected without the prior approval of the CEC Coordinator.
- The CEC Coordinator shall personally attend at least one Executive Committee meeting per quarter.
- The CEC Coordinator shall conduct at least one CEC Committee meeting per quarter in preparation for quarterly educational seminars.
- The CEC Committee shall present one educational seminar per quarter. It shall be the duty of the CEC Coordinator to assist the Reservations Chair with reservations for all CEC-sponsored events. It shall be the duty of the CEC Coordinator to assist the Reservations Chair with reservations for all CEC-sponsored events. And the CEC Coordinator shall sit with and introduce the guest speaker at all CEC-sponsored events. The CEC Coordinator is responsible for presenting a gift not to exceed \$25.00 to each seminar speaker.
- The CEC Coordinator is responsible for sending flyers to newspaper agencies, the SCCoLPA membership, presidents and governors of all local LSI associations, and the LSI Vice President for posting on LSI's website.
- The CEC Coordinator shall make all arrangements, including the awarding of certificates, and shall work with the MCLE Coordinator to ensure that any course presented shall confirm to the rules and regulations of LSI.
- The CEC Committee shall present the benefits of SCCoLPA and LSI once per quarter to local community colleges.

Time commitment: Moderate to heavy.