



## **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)

---

# **PROGRAMS**

**Are you interested in helping secure interesting and dynamic speakers for our monthly meetings?**

Duties include:

- Plan and arrange for speakers at each regular monthly meeting of the association. Try to plan your professional development programs for the entire year, securing board approval in advance, if possible.
- Reach out to attorneys, judges, legal vendors, and other professionals in the field of law to present (including county clerk, marshal, district attorney, public defender, probation office, title company officials, etc – use your imagination).
- Contact the proposed speaker well in advance of the meeting. Confirm the engagement by letter/email, setting forth the date, place and time of the meeting, directions, etc. Indicate the topic selected and time allotted. Advise when dinner will be served and extend an invitation for the social networking time prior to the start of the meeting. Request a bio for publicity and introduction purposes. One week prior to the event, call the speaker to be sure the event is on their calendar.
- After the meeting, be sure to mail/email a letter of appreciation.
- Maintain a complete list of speakers, topics, and dates to pass on to your successor.
- Report to President monthly, by email.
- Report quarterly to your LSI counterpart.

Time commitment: Moderate to heavy.