



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.scolpa.org

EMPLOYMENT / PROFESSIONAL LIAISON

Employment Chair Duties:

- Respond to email inquiries from employers received via the SCCoLPA website.
- Prepare email of the job posting to be sent to the members, with copies to the President and Website Coordinator, so that the Website Coordinator can post the listing on the website.
- Keep a chart of job listings with the contact information for the employer and noting the dates they are emailed and posted and the date when they are removed.
- Report monthly to the President, via email.
- Respond to quarterly directives from LSI counterpart

Time commitment: Minimal to moderate

Professional Liaison Chair Duties:

- Send congratulatory letters to the new Executive Board of the Santa Clara County Bar Association, following the installation of new officers in January of each year.
- Secure at least 2 volunteers to assist with the Santa Clara County Bar Association's Annual Judge's Night in November. Offer to participate in other bar association events.
- Ask your bar association to participate in SCCoLPA's special events, such as mock trials, or entertainment at Bosses Night, etc.
- Assist in the planning and execution of SCCoLPA's Annual Boss of the Year event in October.
- Report monthly to the President, via email.
- Respond to quarterly directives from LSI counterpart.

Time Commitment: Minimal to moderate