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**REAL PROPERTY,
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 TRUST LAW
 SECTION**



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www.RPPTL.org

APPLICATION COVER LETTER

November 1, 2017

Re: At Large Member for the Real Property, Probate and Trust Law Section, 2017 - 2018

Dear RPPTL Executive Council and RPPTL Committee Members:

The deadline is approaching for applications for Nomination as an At Large Member (ALM). If you are interested in assisting the Real Property, Probate and Trust Law Section (RPPTL) in carrying out the Section business and meet the requirements to qualify as an ALM, please complete the attached application and return it to me via e-mail at skfrazier@hwhlaw.com.

Each At Large Member is a member of the Executive Council for the Section. Many of us have discovered that the Executive Council weekends offer an excellent opportunity for camaraderie, professional development and relaxation. Additionally, as an ALM you will serve the important role of both communicating with RPPTL Section members and serving as an ambassador for the RPPTL Section to outside groups. For your information, I have attached a description of an At Large Member's responsibilities.

Accordingly, if you have a desire to serve as an ALM, please complete the attached Application and return it to me by December 15, 2017. Additionally, you will find a link to the application for Nomination on the At Large Members Committee Page of the RPPTL website (www.rpptl.org).

Best wishes,

Katherine Frazier

S. Katherine Frazier

cc: Andrew M. O'Malley
 Debra L. Boje

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THE SPECIFIC RESPONSIBILITIES OF THE AT LARGE MEMBERS

1. An ALM is required to attend the minimum number of Executive Council Meeting required by the Section's Bylaws to maintain that person's position on the Council.
2. An ALM is required to attend in person at least two (2) ALM meetings each Bar year.
3. An ALM is required to be active in at least one Section Committee.
4. An ALM is expected to be active in his or her Circuit's local Bar activities (especially those concerning any local real property, probate or trust law committees).
5. An ALM is required to be a communication conduit between the Section and the Section members in his or her Circuit. AN ALM must attempt to communicate Section news and activities to the Section members in his or her Circuit on a regular basis (at least after each Executive Council meeting). It is preferred if such communications are coordinated with the other ALMs in your Circuit. An ALM is also encouraged to know who the legislators and Florida Bar Governing Committee members are from their Circuit and should be available, if directed, to contact such legislators and members to communicate Section positions and requests.
6. An ALM is expected to contact new Section members in his or her Circuit, to let them know how they might get involved in the Section.
7. An ALM is expected to participate in ALM projects.
8. It is required that once each year, at a minimum, each Circuit hold an organization meeting to assign tasks and report back to the ALM Director the activities and projects that the Circuit has undertaken the past year.