

Lola J. Smith-Gentry, ACP



I am proud to say that I have worked in the legal profession for over 25 years. The last thirteen have been spent in estate planning, business organizations, and probate. I began working in a law office doing transcription and kept adding tasks. After working as overflow for several years, I was promoted to a legal assistant and worked in insurance defense. I did a short stint working in a collections office doing discovery and motions for continuance. I then took my current position.

One of Lubbock LPA's members convinced me I should become certified and we studied for nine months. I happily passed the NALA two day exam on my first try and became certified in 2007. I became a member of Lubbock LPA in 2005. As a Member of LLPA, I have served in every role—although not elected as Director, I served pro tem at one conference. I have been President four times and Legal Assistant of the Year three times. At the state level, I have served as meeting chair and meeting treasurer. I have been the Editor of *The Docket* since 2013.

On a personal note, I proudly am “Grandma Lola” to six beautiful grandkids. I have five grown kids (two biological sons, two bonus sons, and one bonus daughter). One bonus daughter is deceased. I am active at my church. Hobbies include reading, crafting, puzzling, and walking.

RESPONSES TO CANDIDATE FOR SECRETARY QUESTIONS

- 1) Explain your involvement with other associations?

It is my firm belief to be active when I am a member of an organization, committee, or social group. That includes volunteering and serving as an officer.

- 2) How would you describe your organizational skills?

If you walk in the door of my office, it might appear I am messy. However, I can tell you what is in every stack. I am proud to say that in my twenty-five year career, I have never lost a document. I often prepare complex documents that require a great deal of organization with numerous exhibits. For example, I assist in preparing Estate Tax Returns requiring corresponding documentation for each item listed on the return. I also prepare Minute Books and Notebooks which track family businesses or probate matters over decades.

- 3) Are you familiar with Robert's Rules of Order?

Yes. Robert's Rules of Order are used in Lubbock LPA and also other associations I am involved in. I am not afraid to look up procedures. I have served as Parliamentarian of several associations.

- 4) Have you ever prepared minutes for other organizations/associations?

I have served as Secretary of numerous organizations, including Lubbock LPA. I am very familiar with preparing minutes and consents as they are an important aspect of the area of law in which I am employed (business organizations, estate planning, and probate).

- 5) There are times when EC confidentiality can cause conflicts with other members, how do you think you would handle this conflict?

I believe in confidentiality. If something is to be held confidential, then I will keep it. If other members believe they have a "right" to know something, I would then take it back to the EC. My field of "estate and business planning" requires a great deal of confidentiality. I am a firm believer in what is told to me, stays with me.

- 6) Can you get along with others even when you have different opinions on a particular issue?

Although I am confident and will express my opinion, I will also listen to other ideas. As I have matured, I realize that I don't have to have my way! There is always more than one way to do things.

- 7) What has motivated you to be nominated for the EC at this time?

Texas ALP has been important in my legal career providing CLE and leadership opportunities. I am at a time and place in my life where I believe I can assist in the leadership of our association without having to sacrifice family life or interfering with my workplace.