

## ROLE DESCRIPTION

## Specialist committee convenor

### Responsible to

- New Zealand Law Society Te Kāhui Ture o Aotearoa

### Functional relationships

- Specialist committee members
- In-house Law Reform and Advocacy Team
- Key external stakeholders (including, for example, key officials in Government departments and other representative organisations, and select committee chairs)

### Responsibilities

- To convene and oversee the specialist committee's contributions to the Law Society's law reform and advocacy work.
- To maintain good working relationships with the in-house Law Reform & Advocacy Team, and key external stakeholders (which may involve attending meetings with Government departments, participating on working groups, and working with other representative organisations).
- To act as a Law Society spokesperson on law reform issues within the specialist committee's scope. This may include appearing before select committees, and speaking to the media, on behalf of the Law Society.
- Where required, to approve and sign off official correspondence from the committee.
- To lead and encourage contributions from committee members and facilitate the committee reaching an agreed position (particularly where committee members' views differ).
- To identify important emerging issues to allow the committee to work proactively.
- To engage with lawyers interested in law reform in the specialist committee's area.

### Expected outcomes

- The committee actively engages in law reform and advocacy within the committee's area of expertise.
- Law Society submissions and advocacy are of a very high standard, and support the Law Society's reputation for producing independent, impartial and considered submissions.

### Skills & expertise

- Recognised expertise in specialist area.
- Strong interest in law reform and advocacy.
- Good understanding of the Law Society's law reform and advocacy mandate (which includes, on occasions, a dual focus on representing the profession's interests as well as the public interest).
- Awareness of key issues affecting the legal profession.
- Facilitation and leadership skills.
- Clear communicator and capable presenter.
- Able to be objective and discuss issues constructively.
- Capacity and willingness to lead and contribute to the committee's work, sometimes to tight deadlines.

### Notes

- This is a voluntary position.
- Appointments to this position are made biennially, by the Board or its delegate/s.
- The committees operate almost entirely by email and videoconference.