

ROLE DESCRIPTION

Law Reform Committee convenor

Responsible to

- New Zealand Law Society

Functional relationships

- Law Reform Committee members
- NZLS specialist committee convenors (members of Law Reform Committee)
- Law Reform and Advocacy Manager
- General Manager External Relations

Prime purposes of position

- To serve as convenor of the Law Reform Committee.
- To oversee the work of the Law Reform Committee and NZLS specialist committees in preparing submissions on:
 - Bills;
 - Law Commission papers;
 - government department law reform proposals; and
 - reforms affecting the rule of law or administration of justice, on a case-by-case basis.

Tasks

- Review Bills and other law reform proposals, to determine whether NZLS will prepare submissions.
- Assign members of the Law Reform Committee to prepare specific submissions.
- Exercise quality control of submissions.
- Sign off draft submissions for approval by the President or nominee.
- Chair annual meeting of the Law Reform Committee.
- Provide advice and guidance to NZLS on reforms affecting the rule of law or administration of justice.
- Act as a spokesperson for NZLS on law reform issues.

Expected outcomes

- NZLS law reform submissions are of a very high standard (as per the NZLS Law Reform Guidelines) and support

the Law Society's reputation for producing impartial and considered submissions.

- NZLS law reform submissions support the Law Society's mandate "to assist and promote, for the purpose of upholding the rule of law and facilitating the administration of justice in New Zealand, the reform of the law" (s65(e), Lawyers and Conveyancers Act 2006).
- NZLS (President, Chief Executive, General Manager External Relations and Law Reform and Advocacy Manager) receive advice and guidance on law reform and, in particular, matters affecting the rule of law and administration of justice.

Skills & expertise

- Senior practitioner.
- Previous experience in NZLS law reform.
- Good understanding of the NZLS law reform mandate (which includes, on occasions, a dual focus on representation of the profession's interests as well as the public interest).
- Strong interest in law reform, and capacity and willingness to maintain LRC workflow, often to tight deadlines.
- Clear communicator and capable presenter.
- Facilitation and leadership skills, including the ability to manage workflow, delegate work effectively and, where necessary, use personal judgement to reach an agreed position when committee views diverge.
- Able to be objective and discuss issues constructively.
- Comfortable with electronic communication (email, internet and teleconferencing).

Notes

- This is a voluntary position.
- Appointments to this position are made biennially, by the Board or its delegate/s.
- As the convenor is an NZLS representative/spokesperson, he or she should avoid any actual or perceived conflicts that might result from other roles.
- The committee operates almost entirely by email and teleconference.