

## ROLE DESCRIPTION

# Specialist committee convenor

### Responsible to

- New Zealand Law Society
- NZLS Law Reform Committee Convenor

### Functional relationships

- Specialist committee members
- Law Reform Committee members
- Law Reform and Advocacy Manager
- Committee secretary (NZLS law reform staff)
- General Manager External Relations
- Key staff in government departments

### Prime purposes of position

- To act as convenor of a specialist committee, and to serve as a member of the NZLS Law Reform Committee.

### Tasks

- To convene and oversee the specialist committee's contribution to NZLS law reform submissions.
- To serve as a member of the LRC and to prepare, as required, 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.
- To act as an NZLS spokesperson on law reform issues within the specialist committee's scope. This may include appearing before select committees on behalf of the Law Society.
- To lead and encourage contributions from committee members and facilitate the committee reaching an agreed position.
- 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 within the committee's area of expertise.
- 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.

### Skills & expertise

- Recognised expertise in specialist area.
- Strong interest in law reform.
- Good understanding of the NZLS law reform mandate (which includes, on occasions, a dual focus on representing the profession's interests as well as the public interest).
- Awareness of the key issues affecting the legal profession.
- 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.
- 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.
- 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.