

## Position Description

Title:	Lawyer member of a Lawyers Standards Committee.
Responsible to:	The Convenor of the Standards Committee to which the lawyer member is appointed, or any other standards Committee to which he or she might be assigned or seconded.
Other functional Relationships:	Lawyer members need to relate constructively with other Standards Committee members (both lay and lawyer), the New Zealand Law Society Professional Standards Officers assisting Standards Committees, and any special investigators, legal counsel or any other individual appointed by the Standards Committee.

## Competencies

Specific competencies include:

- critical thinking, sound judgement and analytical skills which can be constructively applied to a wide range of legal topics and human behaviour generally;
- ability to communicate effectively and accurately, both verbally and in writing;
- good organisational skills;
- ability to work effectively in a team, or individually as required; and
- Microsoft Office competency and computer literacy.

## Conditions of Appointment

- An initial appointment would be made for a period of one year (or not exceeding three years), as determined by the Law Society Board at the time of appointment.
- Members are required to attend regular meetings of the Standards Committee to which they are appointed and to take direction from the convenor, whilst exercising independent judgement on matters under inquiry.
- Members may resign at any time by notice in writing to New Zealand Law Society.
- Members must be able to receive meeting papers electronically.
- Members must inform the Law Society immediately if they are charged and/or convicted of a criminal offence.
- Lawyer members must advise the Law Society if there is a finding of unsatisfactory conduct against them while appointed to a Standards Committee.
- All of the activities of Standards Committees are strictly confidential, subject to publication orders and permitted disclosure to parties.
- All lawyer members are subject to and must work in accordance with the provisions of the Act, and all Rules and Regulations made under the Act, the Standards Committee Guidelines and any practice notes.

- Lawyer members must be alert to the possibility of conflicts of interest arising during the course of their duties and must make any potential or actual conflict of interest known to the Convenor as soon as it arises.
- The Law Society Board may remove a Standards Committee member from office where it is satisfied that the member:
  - has displayed an inability to perform the functions of a Lawyer Member or has neglected his or her duties, including persistent failure to attend meetings;
  - has been declared bankrupt, or is a director of a company that is put into receivership or liquidation;
  - has been convicted of a criminal offence punishable by imprisonment and the Board considers that the conviction reflects on the fitness of the member to serve on a Standards Committee; or
  - A Standards Committee or Disciplinary Tribunal has determined that the member has been guilty of misconduct or of unsatisfactory conduct.
- All Standards Committee members are protected from civil or criminal liability in the performance of their duties unless they have acted in bad faith.

**If you wish to be considered for appointment as a Lawyer Member of a Standards Committee, and you meet these requirements, please complete the attached expression of interest form, supplemented by a full CV and any additional supporting documentation you wish to provide.**