

Position Description

Title:	Lay Member – Practice Approval Committee
Reports to:	<p>The Convenor of the Practice Approval Committee to which the Lay Member is appointed</p> <p>Practice Approval Committee Secretary for administrative matters</p>
Other relationships:	Lay Members need to relate constructively with other Practice Approval Committee members (both lay and lawyer), the Committee Secretary and other advisors assisting the Committees – this includes any special investigators, legal counsel, or any other individual appointed to a Committee

Competencies

Specific competencies will include:

- critical thinking, sound judgement and analytical skills;
- the ability to communicate effectively and accurately, both verbally and in writing;
- good organisational skills;
- the ability to work effectively in a team, or individually as required; and
- Microsoft Office competency and computer literacy.

Conditions of Appointment

- The position is on a part-time basis and for a fixed term as specified by the New Zealand Law Society Te Kāhui Ture o Aotearoa Board (the Board) at the time of appointment.
- Appointment is for a term of three years, with the opportunity to be reappointed for a further two three-year terms (a total of three terms/nine years service).
- The appointment and remuneration of Lay Members is the responsibility of the Board.
- Remuneration is paid at rate of \$200 (gross) per meeting, which includes all pre-meeting preparation work.
- Reasonable travel expenses will be reimbursed on a case-by-case basis.
- Lay Members must have the ability to receive meeting papers electronically.
- Lay Members are required to undergo a criminal conviction history check before being appointed and must inform the Law Society immediately if they are charged with, and/or convicted of, a criminal offence.
- Lay Members must inform the Law Society immediately if allegations of workplace bullying or sexual harassment arise against them or their employer.
- Lay Members are required to attend meetings of the Committee to which they are appointed and to take direction from the Convenor, whilst exercising independent judgement on matters under inquiry.
- Committees meet typically once per month on a date where a quorum of the Lay Member plus three lawyers is confirmed.

- All the activities of the Committees are strictly confidential, subject to publication orders and permitted disclosure to parties, the Lawyers and Conveyancers Disciplinary Tribunal and the courts.
- All Lay Members are subject to, and must work in accordance with, the provisions of the Lawyers and Conveyancers Act 2006 (the Act), and all rules and regulations made under the Act, the Practice Approval Committee Guidelines, and any practice notes; including the Privacy Act 2020.
- Lay Members must be alert to the possibility of conflicts of interest arising in the course of their duties and must make any potential or actual conflict of interest known to the Convenor as soon as it arises.
- A Lay Member may resign at any time by notice in writing to the Law Society.
- The Board may remove a Lay Member from office where it is satisfied the Lay Member is unable to fulfil their role properly, including for:
 - persistent inability to competently perform the duties of a Lay Member; or
 - persistent neglect of those duties, including the failure to attend meetings or to be adequately prepared for meetings, or to undertake such work as is reasonably delegated to them.
- A Lay Member may be removed in circumstances where they have engaged in serious misconduct or have been convicted of a criminal offence punishable by imprisonment and the Board considers that the misconduct and/or the conviction reflects on the Lay Member's fitness to continue to serve on a Committee.
- A Lay Member may removed in circumstances of bankruptcy.
- All 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 Lay member of a Practice Approval Committee, and you meet these requirements, please complete the application form and Criminal Conviction History form, supplemented by your full CV, and any additional supporting documentation you wish to provide, and submit it to the Practice Approval Committee Secretary.