



Role Description

PRESIDENT / DEPUTY PRESIDENT

Date Last Updated: May 2014

Purpose of Position / Subcommittee

The President is the Chair of the Committee which manages the Association. She is also the public spokesperson for the Association. By convention, the President of the Association is also the Chair of the Women Lawyers Committee of the Law Society of South Australia, since that committee by convention meets at the same time as the Association (and is generally made up of the same members).

The Deputy President undertakes the President's duties when she is unavailable, and generally supports the President in the performance of her role.

One or both of the President or Deputy President should have a clear understanding of the policy and law reform issues relevant to the Association, and should be a member of the Policy Subcommittee.

Responsibilities of Position / Subcommittee

- Chair all meetings of the Association and, when necessary, rule on points of order or cast a deciding vote
- Together with the Secretary, prepare the agenda for all meetings, including Annual General Meetings
- Review draft minutes of meetings for approval
- Act as public spokesperson for the Association, in accordance with previously agreed policy, or in an emergency, following consultation with at least two members of the Committee
- Engage in formal correspondence on behalf of the Association, including writing to congratulate new female appointees to judicial and other office
- Receive formal correspondence on behalf of the Association and the Law Society Committee and table the same at committee meetings
- Liaising and communicating with the Patron of the Association as required
- Consult with the Chief Justice on the appointment of senior counsel, either personally or by delegate
- Consult with other key officeholders such as the Attorney-General, the Presidents of the Law Society and Bar Association, and the President of the Australian Women Lawyers Association
- Attend and speak at Association functions including the Hon Margaret Nyland AM Long Lunch and Christmas Drinks with the Judiciary
- General monitoring of the Association's and the Law Society Committee's activities to ensure obligations and undertakings are met (for example ensuring submissions to Government and non-Government bodies are lodged on time)



Key Relationships

Law Society Liaison Officer

Law Society President and other members of the Law Society Executive

Chief Justice of the Supreme Court of South Australia

Attorneys-General

President of the Bar Association of South Australia

President of the Australian Women Lawyers Association

Patron of Women Lawyers Association of South Australia

Role Description Approved By Committee

Signed by: T Heizenroeder

Date: 29 May 2014