

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

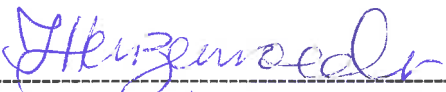
Attorneys-General

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

Role Description

SECRETARY

Date Last Updated: April 2014

Purpose of Position / Subcommittee

The Secretary is the Public Officer of the Association. She is primarily responsible for updating, maintaining and archiving the records of the Association, creating the Annual Report, and organising the Annual General Meeting and Strategic Planning Day.


Responsibilities of Position / Subcommittee

- Register with OCBA as the Public Officer of the Association
- Maintain the e-mail address registered to the Association's e-mail account for the Secretary
- Update the content of all WLA(SA) documents as required
- Save all documents relating to WLA(SA)/WLC Business in the archives (USB provided)
- Organise the Annual General Meeting
- Prepare Agenda and take Minutes at the Annual General Meeting
- Organise the Annual Report
- Update records post-AGM, liaise with newly elected committee members
- Organise Strategic Planning Day
- Prepare Agenda and take Minutes at the Strategic Planning Day
- Full procedure relating to this role set out in detail (attached)

Key Relationships

The President and any other Committee members responsible for sending or receiving correspondence in relation to the Committee must forward any such correspondence to the Secretary for archiving purposes. This includes archiving event photos, minutes, agendas, media releases and so forth.

Role Description Approved By Committee



Signed by: T Heizenroeder
Date: 29 May 2014

Role Description

Treasurer

Date Last Updated: 3 April 2014

Purpose of Position

Treasurer for Women Lawyers' Association of South Australia Inc and Women Lawyers Committee of the Law Society of South Australia.

- Monitor and report on solvency of Association and Committee
- Keep up to date membership records
- Keep financial records up to date (within 1 month)

Responsibilities of Position

1. Reporting

- Provides financial and treasurer report for Annual Report;
- Provides monthly financial report to each Committee Meeting.

2. Bank Account/Financials

- Manages and monitors bank account to enable reporting on solvency of organisation
- Balances & reconciles the bank account
- Handles incoming money for all categories of membership
- Handles any other incoming money
- Arranges payments and reimbursements for services rendered to WLASA and expenses incurred on behalf of WLASA
- Provides advice on membership and event payment methods
- Provides advice on affordability of proposed events, spends and donations
- Annually updates signatories on bank accounts and periodically as necessary
- Opens new bank accounts or other financial facilities as required by the committee
- Engages in all communications with banking institutions on behalf of the Association.

3. Membership

- Maintains up to date membership list for all categories of membership
- Manages all Individual (Ordinary) Membership enquiries
- Main person to distribute emails and invitations to Members, Past Members, WLASA Friends and other people as determined by the committee
- Monitors WLASA principal "admin" email account (admin@wlasa.org.au)
- Chair of Membership Sub-committee



Role Description Approved By Committee

T Heizenroeder

Signed by: *T Heizenroeder*

Date: *29 May 2014*



Role Description

Policy Subcommittee

Date Last Updated: 1 May 2014

Purpose of Subcommittee

To prepare submissions and other policy documents which are consistent with the Association's objectives, whether in response to requests or otherwise, in relation to various legal issues and proposed legislative or other legal reforms.

The members of the Subcommittee should include the President or Deputy President.

Responsibilities of Subcommittee

- Consult with the Committee and other relevant organisations or persons to consider appropriate submissions in relation to proposed law reforms or other legal issues
- Engage in legal research, if required
- Prepare written submission which are consistent with the Association's objectives
- Ensure submissions are provided to the relevant body within the appropriate time frame

Key Outcomes

The preparation of high quality submissions which are consistent with the Association's objectives in relation to relevant legal issues

Key Relationships

Law Society of South Australia Policy Officer

South Australian representative(s) on the Law Council of Australia's Equalising Opportunities in the Law Committee, and the Committee of Australian Women Lawyers

Other Important Information

The Women Lawyers Committee of the Law Society, whose membership in general largely overlaps with that of the Committee of the Association, is regularly requested by the Law Society to consider requests for submissions. Any submissions made by the Women Lawyers Committee are then considered by the Law Society which may determine not to adopt those submissions, or to alter or combine those submissions with those of other committees. Where there are issues which are relevant to the Association, submissions may also be made independently by the Association, or alternatively may be provided to Australian Women Lawyers to be incorporated in any submission which Australian Women Lawyers may provide.



Role Description Approved By Committee

T Heuzenroeder

Signed by: *T Heuzenroeder*
Date: *29 May 2014*



Role Description

Education Subcommittee

Date Last Updated: 29/4/14

Purpose of Position / Subcommittee

Responsible for coordinating and overseeing WLASA's "education" activities, comprising CPD events and attendance at University Careers Fairs

Responsibilities of Position / Subcommittee

- Coordinate and run 2 x CPD events per year – one in late February/early March (prior to end of CPD year) on a compulsory points topic, and the other in around September/October
- Arrange for attendance at Flinders University Careers Fair in March each year.
- Arrange for attendance at UniSA Careers Fair (first attendance to be held in 2015)
- Coordinate Adelaide Uni Alternative Careers Fair in around April/May each year by contacting Adelaide University Law Students Society
- Arrange the preparation of electronic and printed promotional material for each education event and forward electronic communications to the Treasurer for distribution to the Membership.

Key Outcomes

Providing beneficial services to members in the form of interesting, relevant, topical and accessible CPD events.

Engage with student population at the university level and raise awareness of WLASA and its activities/benefits.

Key Relationships

Julia Parker (Careers and Employment Liason Centre, Flinders University)

– (08) 8210 2832 or julia.parker@flinders.edu.au

Adelaide University Law Students Society contact details available at <http://aulss.org.au/contact/>

Role Description Approved By Committee

Signed by:  T Heuzenroeder

Date: 09 May 2014



Role Description

Events Subcommittee

Date Last Updated: 26 May 2014

Purpose of Subcommittee

To prepare arrange events, including but not limited to:

- Annual Margaret Nyland Long Lunch;
- End of Financial Year Drinks;
- Bar Readers Drinks (if applicable);
- Christmas Drinks with the Judiciary;
- Networking functions for members.

The members of the Subcommittee should include a member of Executive.

Responsibilities of Subcommittee

- Consult with the Committee and other relevant organisations or persons to consider appropriate events, venues, sponsorship opportunities etc.

Key Outcomes

The preparation of high quality events which are consistent with the Association's objectives in relation with particular regard to advancement of women in the law.

Key Relationships

Law Society of South Australia Membership Services/Events Co-Coordinator

Corporate Membership contact persons

Australian Women Lawyers' South Australian Representative

The Judiciary

The Independent Bar

Other Important Information

The Women Lawyers Committee of the Law Society, whose membership in general largely overlaps with that of the Committee of the Association, is regularly requested by the Law Society to consider requests for functions/networking possibilities and from time to time the functions, in particular the Margaret Nyland Long lunch will overlap.



Role Description Approved By Committee

Heizenroeder

Signed by: *T Heizenroeder*
Date: *29 May 2014*

Role Description

Membership Subcommittee

Date Last Updated: 20 May 2014

Purpose of Subcommittee

To ensure the Association is meeting the expectations of its membership, including Individual (Ordinary), Corporate, Honorary and Associate with regards to the members having one main point of contact for all enquiries, to distribute communication to members in a timely manner and to maintain and develop the membership of the Association.

The members of the Subcommittee should include the Treasurer and Corporate Member Liaison Officer.

Responsibilities of Subcommittee

1. Developing Membership

To encourage members of the legal profession to join the Association by:

- regular, planned formal invitations to join by writing to prospective members directly, in particular firms and organisations; and
- ensuring printed Membership material is available at all Association events.

2. Maintaining Membership

To enable and encourage members to continue their membership with the Association by:

- circulating annual invitations to renew membership via email, website and social media prior to the commencement of each financial year; and
- ensuring Membership forms are available to download from the website and providing links in our social media pages to the membership forms.

3. Communication with Membership

Be primarily responsible for written correspondence with the membership including:

- providing the membership with contact details for the Association for enquiries;
- responding to any enquiries in a timely manner;
- distributing / sending all email messages to the membership and other recipient(s) in a planned and timely manner;
- receiving all written enquiries and correspondence unless another committee member or subcommittee has taken specific responsibility for certain communications;
- forwarding enquiries to relevant committee members (as appropriate);



- maintaining an accurate email distribution list of all types of current members, past members and friends of the Association; and
- providing members with the opportunity to update their contact details with the Association.

4. Receiving Feedback from Membership

To encourage the membership to direct the business of the Association by:

- providing the membership with contact details for the Association to provide the Subcommittee with feedback and suggestions for activities and events;
- preparing surveys (in conjunction with the committee and subcommittees) and circulating such surveys to the membership and/or profession; and
- analysing feedback provided by the membership, reporting to the committee or relevant subcommittee and preparing recommendations in response to the feedback.

5. Reviewing and Maintaining Membership Information and Forms

To maintain accurate and up-to-date Membership Information and Forms by:

- regularly reviewing all membership forms and flyers (see list of documents under *Documents* heading below) as required to ensure information is current, accurate and informative; and
- consider the development of new forms as required or as recommended by the committee.

6. Reviewing Member Benefits

Ensure that the benefits attaching to each category of membership meet the expectations of members and are relevant to the legal profession by:

- periodically reviewing member benefits; and
- making recommendations to the committee about the activities of the Association.

7. Corporate Member Liaison Officer

In addition to the responsibilities outlined of the Membership Subcommittee, the Corporate Member Liaison Officer is the designated contact person responsible for any communications specific to Corporate Members, including corporate membership enquiries, solicitation and renewal.

Key Outcomes

1. Grow membership numbers in a sustainable way.
2. Effective communication with membership.
3. Ensure benefits of membership meet member expectations and remain relevant to the legal profession.



Key Relationships

WLASA Treasurer

WLASA Corporate Member Liaison Officer

Individual Members

Corporate Member nominated contact

Documents


The following membership documents are maintained by the Membership Subcommittee:

- Individual, Corporate and Associate Membership Flyers
- Individual, Corporate and Associate Membership Forms
- Letter of Invitation to Join as a Corporate Member
- Letter of Welcome to new Corporate Members
- Corporate Member Information Sheet for staff of New Members
- Invitation to renew Membership (email)
- Thank you for renewing Membership (email)

Other Important Information

Treasurer is required to be a member of this subcommittee to monitor incoming membership applications and payment of membership fees.

Role Description Approved By Committee



Signed by: THEUZENRAEDER
Date: 29 May 2014



Role Description

(a) Administrator – Website

(b) Administrator – Social Media

Date Last Updated: 20 May 2014

Purpose of Positions

To ensure relevant, accurate and current information about the Association and its activities is available to the membership and the public via the Association's website and social media platforms. To also disseminate, via the Association's website and social media platforms, information about other organisations which are relevant to the Association's objectives.

(a) Responsibilities of Position – Website

1. Maintaining Accurate Information on Website

Ensuring information contained on the website is current and accurate, including (but not limited to):

- current committee information;
- latest news about events, publications and announcements;
- Find a Female Lawyer listing;
- Corporate Membership listing;
- Honorary Membership listing;
- Membership information (joining/renewing, benefits, fees, forms); and
- links to other websites.

2. Maintaining Relevant Website Content

Ensuring content of website is relevant to the membership by:

- creating new content in response to requirements of the committee and membership;
- uploading photos from events into new photo album pages;
- periodically reviewing structure of web-pages to ensure ease of navigation and logical access of information;
- receiving feedback from the committee and membership regarding the website and making changes as appropriate

3. Publishing Relevant Reports, Submissions and Articles

Publishing the following information on the website and social media (as appropriate and in



accordance with the policy and direction of the committee):

- Reports and articles prepared by the Association;
- Reports produced by other organisations which are relevant to the Association's objectives (eg Law Council of Australia, Australian Human Rights Commission, Australian Women Lawyers, other State Women Lawyer Organisations);
- Submissions prepared by the Association to government and non-government bodies;
- Submissions and Articles prepared by other publishers which are relevant to the objectives of the Association; and
- Any other publication which is relevant to the furtherance of the objectives of the Association.

4. Maintaining Website Hosting Software

Ensure Wordpress (or other hosting software) is maintained by regularly downloading updates and plug-ins. Note that, due to hosting access specifications, Andy Ide needs to be asked to download the updates when they appear.

5. Email Addresses

Ensure Association email address operate correctly by :

- periodically sending test emails
- updating the redirection of the following Association email addresses when committee members change:
 - president@womenlawyerssa.org.au (president)
 - treasurer@womenlawyerssa.org.au (treasurer)
 - admin@womenlawyerssa.org.au (secretary)
- maintaining access code and password for principal email account: admin@wlasa.org.au

6. Website Appearance

Each two years review the overall appearance and functionality of the website with assistance of Andy Ide and make changes as required.

7. Website Hosting

- Ensure appropriate fees for Website and email account hosting are paid on time to Oliver Ransom of Ransom IT.
- Upgrading hosting specifications as required to meet the needs of the Association.

8. Use of Website and Managing Access

Educate committee members on use of website to enable regular updating of information. Regulate and monitor who has access to the website.



9. Reporting

Regularly report to the committee on the status of the website and associated issues.

(b) Responsibilities of Position – Social Media

10. Maintaining Information on Social Media

Ensuring information uploaded to Social Media sites is current and accurate, including (but not limited to):

- events and photos;
- membership renewals; and
- relevant publications (see more below).

11. Publishing Relevant Reports, Submissions and Articles

Publishing the same information as listed at item **3 above** on the social media sites (as appropriate and in accordance with the policy and direction of the committee).

12. Managing Access to Social Media

Ensure sufficient number of committee members have access to and know how to update social media sites.

13. Reporting

Regularly report to the committee on the status of social media and associated issues. Make recommendations about changes to use of social media.

Key Relationships

WLASA Treasurer

WLASA Corporate Member Liaison Officer

Andy Ide (Website designer)

Primoweb

P: (08) 8534 4263

F: (08) 8125 5835

M: 0402 955 438

Andy Ide <andy@primoweb.com.au>

Oliver Ransom (Website Host)

RansomIT

oliver@ransomit.com.au

<https://www.ransomit.com.au>

Role Description Approved By Committee

T Heuzenroeder

Signed by: T Heuzenroeder

Date: 29 May 2014