

## ADLS Committees – Guidelines

### **Benefits of Committee membership**

There are many benefits to volunteering for a committee, including:

- the opportunity to give something back to the legal profession;
- the opportunity to contribute to the development of law and policy of New Zealand;
- collegiality and networking with other specialist lawyers;
- engagement with government agencies and other organisations;
- the opportunity to present at CPD events (gaining CPD hours for time spent in preparation);
- the opportunity to write articles for publication in ADLS' LawNews;

Active engagement in such activities on behalf of a Committee can assist raising an individual profile and establishing oneself as a recognised expert in one's field.

Please refer to the end of these Guidelines for a full list of ADLS Committees.

### **Role of the committees**

Committees undertake varied and interesting work which includes:

- making submissions to Parliament and government agencies on legal and policy reform;
- providing ongoing feedback on operational matters in the courts, tribunals and government agencies;
- educating the legal profession by contributing to CPD events;
- informing ADLS members by writing articles for the weekly ADLS publication LawNews; and
- providing expert advice and assistance to the ADLS Council on an as needed basis.

Each Committee has a Convenor to lead and chair Committee meetings. Each Committee also has the support of a Committee Secretary who assists the Convenor in the preparation of all documentation pertaining to the meetings and attends meetings to record and the minutes of the meeting.

Committee business is undertaken by consensus; unanimity is not required. There is no fixed quorum for Committee meetings. Some of the Committee's business will take place via email with one monthly face-to-face meeting.

On occasion, a sub-committee, comprised of a small group of people assigned to focus on a particular task or area may be convened, for example, to undertake the preparatory work of a submission or to assist in the planning of a committee event.

### **Duration of committee member appointments**

All Committee members are appointed for a term of two years unless advised otherwise.

Membership of the Committee ends prior to the term of two years by written resignation of a Committee member, membership of ADLS lapsing, or where conduct or regulatory issues have arisen. If an unacceptable number of meetings are missed, the member may be requested to resign from the Committee.

### **Expectations of Committee members**

Committee members are expected to:

- make every effort to attend the 10 committee meetings each year;
- notify the committee secretary if unable to attend in advance of the meeting;
- read the agenda and meeting materials in advance of the meeting;
- if attending the meeting via AVL (for example, Zoom, have the video on wherever possible to facilitate active participation;
- provide thoughtful input at committee meetings;
- commit the time required to complete assigned tasks in a timely way;
- meet reasonable deadlines;
- respond to Committee correspondence in a timely manner and meet agreed deadlines;
- be proactive in proposing new activities and services that will further the goals of the Committee, ADLS, its' members and the profession in general;
- respect the confidentiality of the business undertaken by the Committee, some of which may be commercially sensitive;
- speak to media on behalf of the committee or ADLS only with the authorization of ADLS;
- declare any conflicts of interest that would impact upon the integrity or reputation of the Committee or the ADLS; and
- endeavor to attend the annual ADLS AGM.

### **Expectations of Convenors**

Committee convenors are expected to:

- convene committee meetings;
- ensure that meetings start and end on time, that the agenda is followed and that adequate time is allocated to each agenda item;
- encourage all committee members to participate in meetings;

- ask committee members to volunteer for tasks and where required, allocate tasks to committee members;
- approve the minutes of Committee meetings before their distribution;
- arrange for another committee member to step in as Acting Convenor if unable to attend a meeting;
- be proactive in liaising with the Committee Secretary over the business of the Committee, and to respond in a timely fashion to Committee correspondence;
- seek approval from Council for joint ventures or programmes involving organisations outside ADLS or those incurring expenditure and before speaking with the media on behalf of the Committee or the ADLS;
- manage poor attendance or performance on the part of Committee members;
- attend the collegial committees' function held in October each year (to thank committee members for their contribution); and
- endeavor to attend the annual ADLS AGM.

### **Intellectual Property**

ADLS will be the owner of all intellectual property rights in any materials prepared by Committee members for it or on ADLS' behalf.

### **Confidentiality**

In the course of Committee discussions and work, Committee members may become aware of information that is not already in the public domain and the views or opinions of other Committee members. Such information, views and opinions are to be retained in confidence and to be referred to only for the purpose of advancing ADLS Committee work.

### **Meeting calendar**

ADLS committees meet once a month for one hour from February to November. Committee members can attend in person or via Zoom. Lunch is provided for those attending in person.

<b>Committee</b>	<b>Meeting day</b>	<b>Time</b>
Courthouse Liaison	First Tuesday of the month	1 - 2pm
Trust Law	First Wednesday of the month	1 - 2pm
Criminal Law	First Thursday of the month	8 - 9am
Property Law	Second Monday of the month	1 - 2pm
Technology & Law	Second Tuesday of the month	1 - 2pm
Continuing Professional Development	Second Tuesday of the month	1 – 2pm
Immigration & Refugee Law	Second Wednesday of the month	1 - 2pm

Civil Litigation	Third Tuesday of the month	1 - 2pm
Employment Law	Third Wednesday of the month	1 - 2pm
Environment & Resource Management Law	Third Thursday of every month	1 - 2pm
Newly Suited	Last Wednesday of the month	1 - 2pm
Documents & Precedents	Last Monday of the month	1 - 2pm
Family Law	Last Tuesday of the month	1 - 2pm
Mental Health & Disability	Last Thursday of the month	1 - 2pm
Health & Safety Law	Last Thursday of the month	1 - 2pm
Property Disputes	Convened on an as needed basis	1 – 2pm
Members Special Fund	Convened on an as needed basis	1 – 2pm

### **List of ADLS Committees**

At present the ADLS operates the following committees:

1. Civil Litigation
2. Courthouse Liaison
3. Continuing Professional Development
4. Criminal Law
5. Documents & Precedents
6. Employment Law
7. Environment & Resource Management
8. Family Law
9. Health & Safety Law
10. Immigration & Refugee Law
11. Members Special Fund Committee
12. Mental Health & Disability law
13. Newly Suited
14. Property Law
15. Property Disputes
16. Technology & Law
17. Trust Law