

COMMONWEALTH LAWYERS ASSOCIATION (CLA)

Secretary General (Maternity Cover) £30,000 pro rata Fixed Term 7 month contract starting late – July Central London

Job Description

The Commonwealth Lawyers' Association (CLA) is an international organisation which exists to promote and maintain the rule of law throughout the Commonwealth by ensuring that an independent and efficient legal profession, with the highest standards of ethics and integrity, serves the people of the Commonwealth. In the pursuit of these objectives, the CLA participates in a wide range of activities including advocacy, organising the biennial Commonwealth Law Conference and providing services to our members. The association is looking for an experienced individual to provide maternity cover for the Secretary General for 7 months starting mid-July 2010.

1. PURPOSE OF THE ROLE

Reporting to the Chair of the Executive Committee (Ex-Co) the Secretary General (SG) is responsible for the development, co-ordination and administration of all the activities carried out by the CLA including administration, finance, membership, events, projects and public relations. The SG is also the CLA representative at seminars, events, meetings and receptions of and relevance to CLA's work and profile.

2. SPECIFIC RESPONSIBILITIES

Each of the areas of responsibility listed below have numerous detailed administrative processes and procedures which require diligence and timeliness in order to provide effective administrative support and ensure progress.

Council

Tasks include:

- Draft and distribute materials required for annual Council Meeting and securing appropriate venue;
- Draft and distribute of materials required for quarterly teleconference Council meetings and provision of teleconference facilities;
- Draft minutes and follow up actions from the meeting thereafter;
- Draft timelines in accordance with Constitutional requirements, and ensuring adherence on these, on issues falling within the Council's remit such as nominations, amendments and membership;
- Organisation of Council dinner.

General Meeting-

- Draft, collate and distribute all materials required for General Meeting in accordance with Constitutional requirements and in a timely manner;
- Secure appropriate venue and ensuring adequate notice given to members of such;
- Draft minutes (including list of apologies and attendance) and follow up of actions from the meeting thereafter.

Executive Committee (Ex – Co)

Tasks include:

- Facilitate regular meetings, including the drafting, collation and distribution of all materials required for the meeting in a timely manner;
- Secure appropriate venue for meeting and ensuring adequate notice given to members of such;

- Draft minutes (including list of apologies and attendance) and follow up actions from the meeting thereafter.

Membership

Tasks include:

- Process applications for membership and responding to queries;
- Update membership database to ensure that all contact details/subscription information is up to date;
- Maintenance and update membership information on website;
- Draft and circulate Bulletin to members.

Finance

Tasks include:

- Receipt and processing of invoices, including issuing CLA invoices and payments to Inland Revenue;
- Entry of income and expenditure items into manual and Excel cashbook;
- Reconcile cashbook income/expenditure with monthly bank statements and follow up on outstanding items;
- Handle petty cash, including receipts and petty cash book;
- Liaison with the association's bank manager and card processing provider;
- Providing regular briefs on all financial matters to the Treasurer.

Commonwealth Law Conference (CLC)

Tasks include:

- Provide information on all aspects of the organisation of the CLC to the PCO and/or the Local Organising Committee (LOC) (particularly in relation to logistics and programme development) where appropriate;
- Work closely with PCO on all aspects of organisation of the conference and report regularly to the Ex – Co and Council on progress made in relation to the organisation of the CLC;
- Attend CLC;
- Provide assistance to CLEA Moot Coordinator on all aspects of organisation of Commonwealth Moot Competition;
- Coordinate parallel meetings taking place in wings of conference;
- Organise materials and CLA exhibition stand at conference;
- Facilitate publicity to the CLA members, legal institutions and the wider Commonwealth through website, post and email shots.

Projects & Activities

Tasks include:

- Co-ordinate drafting and submission of interventions on matters related to CLA mandate.
- Continue to work on publicity and distribution of Commonwealth (Latimer House) Principles in all aspects of association's work;
- Regularly attend meetings of Latimer House Working Group (LHWG) and undertake activities as identified and agreed by LHWG and report on progress and follow – up to Ex – Co and Council.

Publications

Tasks include:

Commonwealth Lawyer, Clarion & Bulletin

- Provision of assistance and liaison with Editors as and when required in production of Commonwealth Lawyer & Clarion particularly in relation to contributions, content and timeframe;
- Draft and circulate of Bulletin of CLA activities for members;
- Facilitate distribution of journal & e-newsletter and Bulletin to all members and interested organisations.

Website

Tasks include:

- Maintain regular contact with web team and provide updated material for uploading onto website on regular basis e.g. new issues of Clarion, statements and/or interventions and links.

3. MISCELLANEOUS

Commonwealth Legal Forum

- Co-ordinate quarterly meetings of Commonwealth Legal Forum including the drafting, collation and distribution of all materials required for the meeting in a timely manner;
- Secure appropriate venue for meeting and ensuring adequate notice given to members of such;
- Draft minutes (including list of apologies and attendance) and follow up actions from the meeting thereafter.

Other

- Draft annual CLA activity report;
- Attend other 'official' and 'unofficial' Commonwealth, legal and other meetings where appropriate to the CLA.

Commonwealth Lawyers Association (CLA)

1st July 2010