



# Commonwealth Lawyers Association

## **Commonwealth Lawyers Association (CLA) Office Holders - Job Descriptions**

### **President**

The President is expected to be active and play a constructive role in all aspects of the work of the CLA and thereby contribute to its growth and development.

The President presides at all meetings of the Association and Council. The President is not eligible for re-election to the Council but may serve as an ex officio member of the Council for one term after leaving office.

The President is the public face of the Association and, where possible, represents the CLA at meetings, conferences and other events that the CLA has organised or been invited to participate in.

### **Vice Presidents**

The Vice Presidents are expected to be active and play a constructive role in all aspects of the work of the CLA and thereby contribute to its growth and development.

The Vice Presidents are expected to act on behalf of the President in his absence and to carry out such other functions and duties as the President or Council may delegate to him or her.

The Vice Presidents are representatives and chairs of their region and have a special role to co-ordinate and promote the work of the CLA in their region of the Commonwealth.

### **Honorary Treasurer**

The Treasurer is expected to be active and play a constructive role in all aspects of the work of the CLA and thereby contribute to its growth and development.

The Treasurer is responsible for keeping the financial records of the Association and rendering financial statements to the directors, members and others when required.

It is important that he or she has a financial background and/or experience and is easily accessible by the Secretariat. The Treasurer works closely with the Secretariat in the drafting of budgets and monitoring expenditure as well as the production of the annual accounts.

The Treasurer, reporting to the President is also responsible for the supervision of the work of the Secretariat.

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**14<sup>th</sup> January 2019**