

Terms of Reference for the Executive Committee

These Terms of Reference should be read in conjunction with the Law Society Act, Rules and any Benchers policies relating to Committees.

Executive Committee – Terms of Reference	
Type	Statutory
Mandate	<ul style="list-style-type: none">• The Executive Committee is established pursuant to Section 23 of the Law Society Act 1999 (“Act”)
Responsibilities	<ul style="list-style-type: none">• Benchers may determine the duties of the Executive Committee and delegate authority to it (Act, S.23(2))• Subject to sub-section 2.17(3) and any specific restrictions imposed by Benchers from time to time, the Executive Committee appointed by Benchers pursuant to Rule 2.16(2) shall have, and may exercise, all the powers, duties and responsibilities of Benchers at all times when Benchers are not in meeting (Rule 2.17(1))
Composition and Quorum	<ul style="list-style-type: none">• The Committee shall consist of not less than six (6) Benchers - the president, the vice president, the immediate past president, one elective Bencher who will also serve as chairperson of the Complaints Authorization Committee, one elective Bencher who will also serve as vice-chairperson of the Complaints Authorization Committee and one Lay Bencher• Committee members shall be appointed by Benchers• A quorum for meetings of the Committee shall be not less than four (4) (Act, S.23(3))• Any vacancy shall be filled by Benchers at the next Benchers’ meeting or at such later date as Benchers determine• Lay Benchers shall be appointed annually, following the Annual General Meeting, for a one-year term and are eligible for reappointment
Committee Chair/Vice Chair	<ul style="list-style-type: none">• The Chair of the Committee shall be the President or Vice-President who are appointed annually, following the Annual General Meeting

Procedures and Work Product	<ul style="list-style-type: none"> The Committee shall operate in accordance with Section 23 of the <u>Act</u> and Rules 2.16 and 2.17
Reporting	<ul style="list-style-type: none"> The Committee shall report in writing at each meeting of Benchers all decisions taken by the Executive Committee since the preceding meeting of Benchers (Rule 2.17(2))
Staff Support	<ul style="list-style-type: none"> The Executive Director of the Society shall be an ex officio, non-voting member of the Executive Committee and shall act as secretary thereof (Rule 2.17(4))