

MD 201 Legal Officer

POSITION STATEMENT

Responsibilities

The National Legal Officer provides advice to the Council on all legal matters including disputes, contracts, industrial matters and the constitution and by-laws of the Multiple District and the relationship with the International Association.

The position of Legal Officer is subject to the incumbent entering into a contract with the Multiple District and attracts an honorarium.

Duties

- To provide legal advice to the Multiple District Council, Officers and Districts.
- To draft and settle commercial agreements to which the Multiple District is a party.
- To generally communicate legal matters and issues of significance affecting the Multiple District to the Council Chairperson and Council of Governors.
- To provide advice to the Council Chairperson on legal and constitutional matters affecting the Multiple District with respect to its national operation and the international association.
- To advise the Executive Officer generally on matters affecting the Multiple District, and in particular on industrial and occupational health and safety matters concerning the operation of the National Office.
- To advise the Executive Officer of disputes and actions that might affect the reputation of Lions within Australia, or come to the attention of the media.
- To report to the Multiple District Council and to attend Multiple District Council Meetings.
- To attend the Multiple District Conventions and to assist the Council Chairperson by ruling on procedural matters arising in the course of debates on the Convention floor.
- To settle the forms of Notices of Motion for presentation to the Multiple District Convention.
- To attend when required meetings and conferences of Multiple District Committees.
- To attend when required District Conventions and to participate in the Convention program.
- When invited, to address Lions at Multiple District, District and Club levels on legal matters affecting Lions.
- When required, to brief Counsel and/or Solicitor to act for the Multiple District in legal matters.
- Generally to act as Legal Officer for the Multiple District.

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- To implement Legal and Policy implications of the Organisational Plan.

Structure

The Legal Officer is supervised by the Council Chairperson.

Attendance

The Legal Officer is required to attend the following meetings and events.

- National Convention
- Meetings of the Multiple District Management Group
- Council meetings, including all Standing Committees

Travel and accommodation expenses for approved meetings are covered by the Multiple District.

Experience, Skills & Personal Qualities

- Be a qualified lawyer (either a barrister or solicitor).
- Have a sound knowledge of commercial and contract law and a working knowledge of legal remedies.
- Have a sound knowledge of industrial and occupational health and safety law affecting the operation of the National office.
- Have a sound knowledge of the constitutions of Lions Clubs International, the Multiple District, Districts and Clubs.
- Have a sound knowledge of the rules of procedure for debate at Multiple District and District Conventions.
- Have the ability and capacity to provide opinions on legal matters.
- Have the ability and capacity to draft commercial agreements.
- Have the ability and capacity to address meetings of Lions

Committees & Program Responsibilities

- Constitution and By-Laws Committee

TABLE OF REVISIONS

Rev #	Clause	Description of Change
1.1		Revision prior to advertising 2008.
1.2		Amended Duty 3 by adding words "and Council of Governors"
2.0		Applied Organisation Review outcomes

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