

# MD 201 Deputy 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 Deputy Legal Officer is to support and assist the National Legal Officer in the execution of his duties as described in the attached position statement.

The position is voluntary and subject to the Multiple District General Reimbursement Policy.

### Duties

- To support and assist the National Legal Officer in the execution of his duties.

### Structure

The Deputy Legal Officer reports to the National Legal Officer and acts at his or her direction.

### Attendance

The Deputy Legal Officer will, from time to time, attend various meetings of the Association including: National Convention

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

The requirement to attend will be at the direction of the National Legal Officer. 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.

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Revision Date	9 Nov 2017	Applies to	Position Holder
Author	Rob Oerlemans	Authorised by	Council Chairperson

- 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
1.0		New position

Revision No.	1.0	Relates to:	Human Resources
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Author	Rob Oerlemans	Authorised by	Council Chairperson