

NLA Working Groups & Networks Roles and Responsibilities Statement 2014-2016



National Legal Aid

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Working Group - Constitution / Structure

A NLA Working Group (WG) or Network is comprised of a representative from each of the eight State and Territory Legal Aid Commissions, a Director of a Commission as agreed by NLA (all Directors), and the NLA Executive Officer (EO). Each Working Group or Network has developed Terms of Reference which describe function and purpose.

Convenor Role

Each Working Group or Network will have a Convenor who is appointed by NLA. The Convenor's role will rotate from time to time as appropriate, with the aim of encouraging each Working Group representative to have the opportunity to take a leadership and initiative role within the group.

The Convenor's responsibilities include:

- liaising with EO to initiate meetings, teleconferences as required etc
- settling meeting agendas with the EO
- settling draft minutes and action list with EO - within 4 days of draft
- regularly reviewing ToR and proposing updates to the group as appropriate
- monitoring progress against 1) the NLA action plan, 2) any priorities stated in ToR, and 3) actions arising out of meetings, and keeping EO informed re progress
- being a point of reference for the EO in relation to draft correspondence/documents etc, and
- monitoring content on the NLA website in relation to Working Group or Network business and providing the NLA EO with any documents suggested for posting.

Individual Representatives - role on Working Group/Network

Responsibilities of individual representatives include:

- endeavouring to be available at times proposed for teleconferences/meetings
- reviewing draft agendas and providing feedback
- checking draft minutes and providing feedback as appropriate
- providing comment/input to draft correspondence - submissions/publications etc within requested deadlines

- providing feedback from teleconferences/meetings to others within his/her commission as appropriate
- keeping the Working Group/Network informed about initiatives/developments within individual commissions relevant to respective TsoR as appropriate
- prioritising NLA business as appropriate
- representing his/her Commission at meetings, including presenting his/her Commission's views, and participating in decisions about recommendations to be made to NLA by the Working Group/Network
- hosting meetings, and making all necessary arrangements as required, and
- completing actions arising from meetings in a timely fashion.

Director - role on Working Group/Network

Responsibilities of the Director with the Working Group/Network include:

- supporting the Working Group/Network - making the case for recommendations to NLA
- providing feedback from the Working Group/Network to NLA, and from NLA to the Network
- hosting meetings, and supporting arrangements, and
- supporting representatives of Working Groups and Networks in respective commissions and appropriate prioritising of NLA business by them.

Role of all Directors

All Directors have agreed:

- participation in Working Groups/Networks is an important part of each commission's work
- work done in contributing to Working Group/Network activities has a high priority within each commission's priorities
- work done in contributing to Working Group/Network activities will be recognised as an important part of each commission's activities, and
- Working Group/Network members will be supported by each commission to make the maximum contribution.

Executive Officer - role on Working Group/Network

Responsibilities of the EO include:

- arranging meetings and teleconferences in consultation with the Director with the Working Group/Network
- drafting Working Group/Network agendas in consultation with the Convenor
- coordinating any required meeting/background papers
- preparing and circulating draft notes of meetings within 3 days of each meeting
- finalising meeting notes in consultation with the Convenor of the Working Group/Network within 5 days of the draft notes being circulated
- supporting the exchange of information across Working Groups/Networks
- supporting feedback to and from the Working Groups/Networks and NLA
- working with convenor to ensure completion of Working Group/Network and individual actions arising
- coordinating/preparing draft correspondence/submissions etc as required, and
- arranging loading of Working Group/Network documents as appropriate onto NLA website.

End.