



## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

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### **SCOPE AND PURPOSE:**

The Law Society of the Northwest Territories ("LSNT") is responsible for governing the legal profession, in the public interest, according to the NWT *Legal Profession Act* and regulations, and the LSNT's rules, policies, and Code of Professional Conduct (all of which are referred to as "the guiding documents").

Under the direction of the Executive of the LSNT, the Executive Director is responsible for the successful management and leadership of the LSNT. The Executive Director derives authority from the guiding documents and reports directly to the President, or such other Executive member as may be appointed from time to time.

The Executive Director is responsible for managing two other full time staff members and to manage any contract or term positions that may be required from time to time.

The Executive Director is also appointed as Deputy Secretary-Treasurer under subsection 6(2) of the *Legal Profession Act* (the "Act") and exercises the powers and performs the functions and duties of the Secretary and Treasurer of the LSNT as set out in the Act, Rules and Policies of the LSNT.

The salary for this position will be commensurate with knowledge and experience within the range of \$145,000 to \$155,000. A benefit package, including Northern Allowance will also be provided.

### **DUTIES AND RESPONSIBILITIES:**

The Executive Director shall perform the following functions, duties and responsibilities:

#### **Leadership:**

- Act as professional advisor to the Executive with respect to issues that arise internally, or on a territorial, national and international level that affect the organization, the regulation of lawyers and the provision of quality legal services;

- Review and assess the guiding documents to ensure all remain operationally appropriate and direct the development of proposals to address any identified gaps or required changes;
- Manage and supervise the LSNT staff;
- Identify the required resources, implementation issues and impacts of any changes to programs, services, or the guiding documents;
- Encourage effective and collaborative team work with the Executive and staff;
- Represent the LSNT on internal, territorial and national committees or advisory groups as directed including the Federation of Law Societies and national CEO's meetings;
- Act as liaison for the LSNT with all levels of Northwest Territories Courts and the Northwest Territories Department of Justice;
- Build and establish effective working relationships and communications with individuals and organizations within the legal profession, the judiciary, the courts and legal registries, and other external stakeholders;
- Communicate regularly with LSNT members;
- Administer the election of Executive members.

### **Admission of Members:**

- Oversee and manage the Admissions process;
- Respond to unique elements of applications;
- Consult and coordinate with the Admissions Committee on matters of policy;
- Assess and respond to national initiatives and requests for information;
- Ensure internal procedures meet or exceed applicable standards and legislative requirements;
- Review and recommend restricted appearance certificate applications.

### **Discipline of Members:**

- Manage the discipline process in compliance with the guiding documents, and with internal and national standards;
- Ensure appropriate and consistent responses to the practice concerns of members, employers and the public;
- Where possible, resolve public complaints without the necessity of a formal complaint ;
- Act as a resource to and support for the Chair of the Discipline Committee and those conducting investigations or hearings;
- Maintain confidential complaint files;
- Liaise with Discipline Committee Legal Counsel for any disciplinary hearings;
- Respond to unofficial public complaints with advice and direction;

- Provide the Executive a compliance monitoring report regarding the national standards as required under those standards;
- Maintain discipline reserve funds;
- Manage and maintain the Discipline database.

### **Support the Executive:**

- Ensure the meeting agenda and supporting materials are prepared and distributed in a timely fashion;
- Ensure the Executive are kept up to date with trends and changes happening nationally;
- Attend as advisor at all Executive meetings and ensure timely responses on the business arising;
- Coordinate official correspondence on behalf of or with the Executive;
- Support public releases of information from the Executive including press releases, policy statements, and reports.
- Attend appropriate committees of the LSNT as a non-voting member;
- Support the work of LSNT Committees;
- Prepare briefs and statements as directed by the Executive;
- Ensure timely, accurate and concise communication to committees, membership, staff and other relevant stakeholders about LSNT's goals and activities;
- Assist the Executive in preparing for the Annual General Meeting;
- Provide appropriate orientation information to incoming Executive members.

### **Operational planning and management:**

- Oversee the efficient and effective day-to-day operation of the LSNT;
- Maintain the security, privacy and confidentiality of personnel and member files;
- Ensure that the programs and services offered by the LSNT contribute to the LSNT's mission and reflect the priorities of the Executive;
- Oversee the planning, implementation, execution and evaluation of special projects;
- Ensure communication to members through weekly bulletins and ensure the LSNT website is maintained.

### **Insurance:**

- Administer members' coverage under the mandatory and voluntary excess group insurance programs of the LSNT;
- Perform LSNT functions with respect to claims made against the Professional Liability Claims Fund and recommend to the Executive an appropriate annual fee for member insurance;

- Liaise with the Canadian Lawyers Insurance Association (CLIA) insurer, which includes getting advice and assistance from the Insurance Committee, attending CLIA meetings, and providing necessary information to CLIA,
- Consult with and support the Insurance Committee;
- Manage and oversee the defalcation/assurance fund in accordance with relevant rules and generally accepted practices;
- Administer claims made against the Assurance Fund.

### **Human resources planning and management:**

- Establish a positive, healthy and safe work environment in accordance with appropriate legislation and regulations;
- Apply human resource policies, procedures and practices;
- Ensure job descriptions for staff remain appropriate;
- Recruit, interview and select qualified staff;
- Ensure staff receive appropriate orientation to the organization;
- Apply a performance management process that includes ongoing monitoring of staff and an annual performance review;
- Train and mentor staff;
- Discipline staff using appropriate progressive discipline techniques;
- Release staff using appropriate and legally defensible procedures.

### **Financial planning and management:**

- Guide the Treasurer and Finance Committee to prepare an annual budget;
- Administer the funds of the organization according to the approved budget and using the LSNT accounting software;
- Manage LSNT funds in a fiscally prudent fashion;
- Approve expenditures within the authority delegated by the Executive;
- Ensure the annual audit is completed in a timely fashion and attend to any issues identified by the Auditor;
- Ensure that sound bookkeeping and accounting procedures are followed;
- Monitor the monthly cash flow of the organization;
- Provide the Executive with monthly financial reports;
- Manage unclaimed trust funds in accordance with the guiding legislation and policy;
- Ensure compliance with all required filings with CRA, Government of Canada, the GNWT Departments of Finance and Justice, the Workers' Safety and Compensation Commission, the Federation of Law Societies of Canada and others as applicable.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Experience in or knowledge of the unique elements of and obligations upon professional regulators, and in particular regulators of the legal profession;
- Experience in managing staff;
- Experience in working extensively with volunteers;
- Knowledge of all federal and provincial legislation applicable to the LSNT;
- Knowledge of current community and cultural challenges and opportunities relating to the mission of the LSNT;
- Knowledge of human resources and financial management;
- Knowledge of policy development and strategic planning;
- Familiarity with the obligations of law societies arising out of the TRC and the MMIWG inquiries and recommendations;
- Familiarity and sensitivity to the culture and values of the residents of Northwest Territories;
- Equivalencies will be considered on a case by case basis.

## **EDUCATION:**

- The Executive Director will typically hold university degree, with preference being given to candidates having a degree in law (LL.B. or J.D.);
- Equivalencies will be considered on a case by case basis.

## **TECHNICAL SKILLS:**

- Word processing
- Financial management
- Electronic mail
- Internet

## **PERSONAL ATTRIBUTES:**

The Executive Director should demonstrate competence in the following:

- Be able to work without direction;
- Excellent verbal and written communication skills;
- Ability to understand and respond to the needs of the public to ensure their interests are protected;
- Ability to understand and respond to the needs of LSNT members;
- Flexibility, strong coordination skills;
- Analytical thinking and an ability to identify and prioritize issues and tasks and to understand and apply relevant rules;
- Personnel management skills;

- Ethical behaviour and business practices, and ensure personal behaviour and that of office staff is consistent with a high ethical standard, including respect for confidentiality and the importance of discretion;
- Ability to establish and maintain positive working relationships with others, both internally and externally;
- Assess options and actions based on trends and conditions in the environment, and the vision and values of the LSNT.

## **EXPERIENCE:**

The Executive Director should have:

- Five (5) or more years of progressive management experience, and
- Two (2) years of experience in policy development or strategic planning.

Equivalencies will be considered on a case by case basis.

Preference will be given to candidates having five (5) or more years as a practicing member of the legal profession.

## **WORKING CONDITIONS:**

The Executive Director will:

- Usually work in an office environment.
- Be expected to put in the time necessary to fulfill the duties of the position. This includes working a standard work week, along with weekend and evening work to accommodate events such as Executive meetings and representing the organization at public events. Some travel throughout Canada will be required.

## **ADDITIONAL REQUIREMENTS:**

This is a highly sensitive position and may require verification of identity, reference checks and a satisfactory criminal records check.

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<b>Employee Signature</b>	<b>President Signature</b>
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<b>Printed Name</b>	<b>Printed Name</b>
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<b>Date</b>	<b>Date</b>
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.