



## **TERMS OF REFERENCE**

### **Committee Name**

The Paralegal Committee

### **Type of Committee**

The Paralegal Committee is a CCLA standing committee with an indefinite term.

### **Mandate**

The Paralegal Committee assists the Board to ensure that issues of interest to Paralegal members of the CCLA are identified and addressed. The Paralegal Committee also develops continuing professional development opportunities and programming for paralegals in Ottawa & Eastern Ontario to which all interested CCLA members will be invited.

### **Functions/Responsibilities**

The responsibilities of the Committee are to:

- identify issues of significance regarding paralegals on which the CCLA might take action or develop a position
- monitor developments in the paralegal governance and practice regime that might be of significance to CCLA members
- ensure that the views of CCLA's Paralegal members are effectively sought out and made known to the Board of Trustees
- at the request of the Board of Trustees, recommend actions or positions that the CCLA might take on issues of significance regarding paralegals
- at the request of the Board of Trustees, assist the Trustees to take into account the particular concerns of its members when the CCLA evaluates or comments on proposals or position papers from the government, the LSUC, FOLA, LibraryCo or other stakeholders in the legal system
- Provide yearly reports to the Board of Trustees unless otherwise requested
- Play an active role in recruiting new members to the Committee

## **Accountability & Reporting**

The Paralegal Committee is accountable to the Board of Trustees. The reporting obligations of the Committee may, at the Board's discretion, be delegated from time to time to the Executive Director, the President, the Executive Committee, another Committee of the Board, or one or more of the foregoing.

## **Membership**

The Committee Chair(s) and/or Vice-Chair(s) are appointed by the CCLA President with the assistance of the existing Committee Chair/Co-Chair.

The Committee shall contain eight to twelve voting members, appointed by the CCLA President.

All Committee Members must be members in good standing of the CCLA.

Notwithstanding the foregoing, a non-CCLA member may be a member of the Committee.

The CCLA Executive Director is an *ex officio* member of the Committee.

The President shall have the right to appoint a member of the Board or of the Executive committee to sit on the Committee, either as a member or *ex officio* member.

The Chair of the Committee shall be primarily responsible for the function of the Committee and its accountability.

## **Term and Renewal**

The Committee Chair or Co-Chairs shall have an initial term of three years, commencing on February 1<sup>st</sup>, which shall thereafter be renewable on an annual basis as provided under the CCLA's Committee and Communication Policy.

All other committee members shall have a term of one year, commencing on February 1<sup>st</sup> each calendar year, renewable as provided under the CCLA's Committee and Communication Policy.

## **Vacancies**

The Committee must, in any recommendation to fill a vacancy, honour as closely as possible the membership criteria as set out in the CCLA Committee and Communications Policy, including, in particular, the commitment of the CCLA to diversity in committee memberships, as set out in subparagraph (iv) of the Vacancies section of the Policy.

### **Decision Making Protocol**

The Paralegal Committee shall make every reasonable effort to make decisions by consensus and, in all other respects, in accordance with the CCLA Committee and Communication Policy.

### **Conduct & Communications**

Each Committee member, upon becoming a member of the Committee, agrees to be bound by any Board-approved policy, including but not limited to the Committee and Communication Policy and the CCLA Committee Members' Code of Conduct posted on the CCLA website.

### **Meetings**

The Committee shall meet as frequently as is necessary to accomplish the functions/responsibilities assigned to it. The CCLA shall pay for reasonable expenses incurred for meetings of the Committee up to a maximum of ten meetings per year.

The Committee may invite guests to a meeting or a series of meetings, provided the attendance of any such guest at the meeting(s) is communicated to and approved by the Executive Director.

The President may attend, or may appoint a delegate from the Board, to attend any one or more meetings of the Committee.

### **Budget and Spending**

All spending of any committee will be controlled by and will require approval of CCLA staff, who shall be guided by the annual CCLA budget approved by the Board for each fiscal year.

Approved by the CCLA Board April 19, 2017.