



TERMS OF REFERENCE

Committee Name

The Technology Committee.

Type of Committee

The Technology Committee is a sub-committee of the CCLA's Education Committee and is a standing committee of the CCLA with an indefinite term.

Mandate

The Technology Committee is mandated to review, analyse and evaluate the technology needs of CCLA Members and the legal community in order to provide information, resources and educational/informational opportunities that support the provision of legal services and access to justice.

Functions/Responsibilities

The responsibilities of the Committee are to:

- Undertake to review & analyze the technology needs and requirements of CCLA members and Ottawa's legal community.
- Develop plans & strategies based on the needs analysis to provide information, resources and educational/informational opportunities.
- Monitor the evolving technology innovations and trends as it relates to the provision of legal services & access to justice.
- Provide advice & information to CCLA staff as it relates to provision of CCLA services, programs and products to the membership from a technology perspective.
- Provide appropriate annual reporting to the CCLA either through the Education Committee or directly to the Board.

Accountability

The Technology Committee is accountable to the CCLA Board of Trustees through the Chair/Co-Chairs of the Education Committee. 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 and/or Co-Chair are appointed by the CCLA President with the assistance of the existing Committee Chair/Co-Chairs.

The Technology Committee shall contain 5 to 8 voting members, appointed by the CCLA President and shall include at least one committee member from each of the 4 areas of practice: Civil Litigation, Criminal, Family Law, Solicitors and CCLA staff.

The selected Committee members shall be experienced and well versed in provision of technology within the provision of legal services and access to justice.

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 Committee Chair/Co-Chairs shall be primarily responsible for the function of the Committee and its accountability.

Term & Renewal

The Committee Chair and/or Co-Chair shall have an initial term of three years, commencing on August 1st, 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 August 1st 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 Technology 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 the 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 Board: April 19, 2017