

## Responsibilities of Committee Membership

Each Committee has a Chair who is appointed by the President or elected by the Committee. Secretarial support for each Committee is provided by the Young Lawyers Administrative Team.

Members are asked to volunteer to carry out tasks requested by the Chair and to complete those tasks within a set timeframe.

Committee members are encouraged to be as involved as possible in their committee and should aim to participate in at least two tasks a year.

### **Meetings**

Each Committee meets about once a month for an hour. All Committee members must regularly participate in and, where possible, attend the meetings of the Committee. All members are expected to read background materials beforehand and be prepared for Committee meetings.

We recognise that members living or working outside the Sydney CBD may find it hard or impossible to attend meetings. That shouldn't deter Committee members from becoming involved.

Arrangements can be made for them to participate in committee meetings by telephone. Alternatively, members can participate in meetings and Committee projects through email and "fax back" sheets. From time to time work and family commitments may also prevent other members from attending a meeting. Again, those members are encouraged to contribute via the telephone, email and "fax back" sheets.

Members who cannot attend meetings are asked to inform the Young Lawyers Administrative Team or the Committee Chair in advance. Where there is good reason, irregular attendance at Committee meetings will not exclude members from remaining on a Committee if they are otherwise active.

### **Confidentiality**

All Committee members are expected to treat as confidential all Committee business, including statements made in a Committee meeting, Committee minutes and Committee documents.

### **Copyright**

It is a condition of Committee membership that members assign on creation to Young Lawyers copyright in all papers and materials prepared by Committee members as part of their committee responsibilities.

