

Middlesex Law Association Committee Overview

Once candidates are elected or acclaimed to the MLA Board, the incoming President, in consultation with the outgoing President, assigns board members to various committees. The committee descriptions below provide a summary of what the position(s) may entail.

Administration

The Administration Committee has a number of annual responsibilities including organizing and arranging the AGM and Election of Trustees, the Articling Guidelines, the Members' Directory, Association By-laws and Policies, MLA Board committee descriptions and the laying of a Remembrance Day wreath at the cenotaph. In addition, it is expected to deal with miscellaneous issues as they arise (e.g. drafting policies or attendance at meetings on behalf of the Association).

Bench & Bar

The Bench & Bar position is intended to be a liaison between the Bench and the Middlesex Bar to address matters raised by either side. The Bench & Bar representative liaises with the Regional Senior Justice and the Local Administrative Justice to arrange periodic meetings with the Bench and Bar to discuss the matters raised and other relevant topics. The representative attends ad hoc meetings for the Superior Court, Court of Justice and Family Court and is responsible for reporting to the membership and ensuring appropriate follow up.

CPD

The MLA has a dedicated CPD Director; the CPD Committee is responsible for strategic planning and execution of CPD activities in conjunction with the Director. The Committee aims to keep abreast of, or solicit comment on, developments that would be of interest to our members in all areas of practice (family, criminal, litigation and solicitor work) with a view to planning programs of interest to the members. The Committee shall provide guidance and assistance to the CPD Director regarding program frequency, scheduling, advertising, pricing, etc. and shall assist the CPD Director with recruitment of speakers and attendees as necessary. The CPD Committee Chair is responsible for reviewing and renewing (if appropriate) the contract of the CPD Director.

Entertainment

The Entertainment Committee is responsible for all social aspects of the Association. It plans and oversees the MLA skating party, golf tournament, fall social event, judicial receptions, and holiday party. The committee is also responsible for the reception after the AGM and for any special social events initiated by the Board of Trustees in a given year.

Library

The Library Committee oversees the functioning of the Library and includes the two library staff members. It advises on new acquisitions to the collection, general concerns of the library staff, budgeting, library use, and any matters of relevance to the functioning of the library. The committee works with the Treasurer and library staff in formulating the annual library budget and may serve as

liaison with LibraryCo. in determining budget guidelines, requests for special or capital funding and general policy concerning local libraries. The Chair is directly involved in the hiring of library staff and is responsible for responding to inquiries from persons seeking employment in the library.

Mentoring

The mentoring program is relatively new to the MLA. Its objective is to pair younger members with more experienced lawyers who will offer advice and guidance on matters of professional development and practice management, such as work-life balance, career planning, networking and practice tips. The purpose is also to assist the mentee in building contacts with lawyers outside of his or her firm. The mentoring committee will review the applications of the mentors and mentees, actively solicit mentors to suit particular mentees and will use its discretion to match mentors and mentees.

Newsletter/Website

The newsletter editor oversees the production and publication of the Middlesex Law Association newsletter, The Snail. Responsibilities include soliciting articles for publication, recommending and locating potential newsletter compilers, and reviewing the formatted electronic newsletter before it is published. The library staff handle requests for advertising and the editor ensures that the various advertisers are contacted regarding whether they wish to renew their commitments.

The website editor is responsible for reviewing the Association website and advising the library staff who maintain and update it. The editor solicits proposals for website re-design from outside companies and makes recommendations to the MLA Board.

Scholarship

The Middlesex Law Association manages and funds a \$5000.00 scholarship for Western University Third Year Law Students and the committee liaises with Western Law regarding the deadline date and communication of the scholarship to eligible law students. The committee reviews the applications and makes a recommendation to the MLA Board for approval.