

1. Definitions**Executive**

1.1 The Chief Executive Officer (CEO) and the Vice Presidents (VPs) of Legal Aid Alberta;

VP, Legal Representation

1.2 The Vice President, Legal Representation and Advice, Legal Aid Alberta;

LAA

1.3 Legal Aid Alberta, the Legal Aid Society of Alberta;

RRC

1.4 Roster Representation Committee

2. What does the RRC do?**Purpose**

2.1 The Roster Representation Committee, an advisory Committee which reports to the Vice President of Legal Representation and Advice, provides consensus non-binding strategic advice to the management of LAA on matters, initiatives, programs, policies, and/or procedures referred to it.

Pilot Initiative

2.2 This is a pilot initiative of LAA which will be evaluated from time to time and the Executive reserves the right to set, manage, amend, alter, suspend or terminate the Terms of Reference for this committee and any sub-committee under s.4.6 hereof.

Responsibilities

2.3 The Roster Representation Committee responsibilities include:

- a. Developing an understanding of the business and business processes of LAA, and
- b. Providing wise counsel on, unbiased insights into and recommendations on implementation and/or improvement to matters, initiatives, programs, policies and/or procedures referred by LAA management.

Consideration

2.4 The Roster Representation Committee shall consider all matters referred to it from a client service, administration of justice and overall roster fairness point of view.

Confidentiality

2.5 Matters, initiatives, programs, policies and/or procedures referred by LAA to the Committee will be privileged, deemed in confidence and not subject to public dissemination.

3. Who is on the Committee?**Membership**

3.1 The Committee will be made up of these people:

- a. Eleven (11) volunteer Members at Large from the active LAA Roster appointed by the LAA Executive, geographically apportioned as follows:
 - i) three (3) members who practice primarily in Calgary or within 50 kilometres of the Calgary City boundaries;
 - ii) three (3) members who practice primarily in Edmonton or within 50 kilometres of the Edmonton City boundaries;
 - iii) one (1) member who practices primarily in Red Deer or within 50 kilometres of the Red Deer City boundaries;
 - iv) two (2) members who practice primarily in a location south of Red Deer but not in a location referenced in (i) above; and
 - v) two (2) members who practice primarily in a location north of Red Deer but not in a location referenced in (ii) above,
 - vi) all of whom shall be participating, voting members of the Committee and one (1) of whom shall be elected as a co-chair of the Committee;

- b. The Senior Director of Roster and Case

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Management or other designate of the VP, Legal Rep, who shall be a participating, voting member and a co-chair of the Committee; and

- c. The VP, Legal Rep, who shall be an ex officio, non-voting member of the Committee.

3.2 In its selection process, the LAA Executive will consider representation from the various areas of practice for which LAA provides certificate coverage for Clients.

3.3 Quorum for a meeting of the Committee shall be six (6) members, one of whom must be one of the co-chairs of the Committee.

3.4 If the number of appointed Members at Large falls below eleven (11), the Committee can continue to operate so long as it can meet quorum and/or it may, by approved Committee motion, request the LAA Executive to appoint necessary replacements.

3.5 Members at Large will be reimbursed any reasonable out of pocket expenses directly related to their participation on the Committee.

Term of Appointment

3.6 Each Member at Large appointment is for three years.

3.7 A Member at Large may be re-appointed for one additional three year term.

3.8 The Senior Director of Roster and Case Management or other designate of the VP, Legal Rep, shall be a permanent member of the Committee.

Removal from Committee

3.9 The Committee may recommend to the Executive that a Member at Large be

removed from the Committee where the Member has not, without sufficient reason:

- a. Attended three (3) or more consecutive regularly scheduled Committee meetings or less than fifty (50%) per cent of the scheduled Committee meetings in any twelve (12) month period, or
- b. Having agreed to participate on a sub-committee of the Committee, fails to attend three (3) or more consecutive scheduled sub-committee meetings or less than fifty (50%) per cent of the scheduled sub-committee meetings in any twelve (12) month period.

3.10 A Member at Large may be removed from the Committee for failure to comply with Section 2.5 hereof.

3.11 The Executive may remove a Member at Large from the Committee, in accordance with Sections 3.9 and 3.10, by a majority vote.

4. What does the RRC do?

Meetings

4.1 Meetings of the Committee or of any sub-committee constituted by it shall be scheduled on a regularly recurring basis as determined by the Committee or the sub-committee, as the case may be.

4.2 Additional meetings of the Committee or a sub-committee may be called by the Committee co-chairs or a sub-committee chair as necessary.

4.3 The RRC or any sub-committee constituted by it may meet in person, by video-conference or by tele-conference to hold meetings and make decisions on matters before it.

Chair(s)

4.4 The co-chairs will chair meetings of the Committee on an alternating basis or as agreed.

4.5 Sub-committee meetings will be chaired by the particular sub-committee chair.

Sub-Committees

4.6 The committee may constitute any sub-committees and designate members to sit on such sub committees as it deems necessary for its purposes.

Committee and Sub- Committee Responsibilities

4.7 The committee, and each member of the Committee, must consider all LAA rules, policies, procedures, values and guidelines when making decisions.

Committee Support

4.8 The RRC will be supported by such LAA employees or LAA employee groups or committees from time to time as necessary.

Conflict of Interest

4.9 a. Committee members must disclose any conflict of interest.

b. For clarity, Committee Members who accept appointments from LAA are not considered to be in a conflict of interest.

LAA Committee Operating Guidelines

4.10 LAA's Committee Operating Guidelines do not apply to the Committee.

(end)