

The Tanganyika Law Society

The Bar Association Of Tanzania Mainland

Terms of Reference for the Continuing Legal Education Committee Committee - Terms of Reference

Type: Standing Committee – Advisory to Council

Mandate: The Committee supports Council by assisting in the development and implementation of the mandatory continuing legal education program of the Society and the applicable CLE regulations

Responsibilities:

- To recommend to Council MCLE policies
- To recommend any necessary changes to the CLE Regulations
- To carry out the tasks assigned to the Committee by the CLE Regulations
- To approve the CLE Curriculum
- To support and advise the Secretariat regarding CLE offerings and to advise on topics and other matters from the perspective of practicing advocates
- To advise the Secretariat regarding sponsorships for CLE programs and other ways that additional income can be generated from the Society's CLE
- At least annually participate in a CLE planning workshop which will critically review the previous year's offerings, and with staff of the Secretariat identify topics, courses, methodologies and anything else relevant to the Society's CLE Program.
 - To advise the GC on legal developments to be submitted to the Council for Legal Education
 - To give accreditation to different Seminars organized by different institutions that will attract CLE points
 - To monitor the quality and delivery model of CLE seminars to accredited institutions
 - To advise and review the curriculum of Universities and colleges that offer legal studies (Law) at all levels and recommend such institutions to the Tanzania Commission for Universities
 - To advise the GC on CLE seminars held in different chapters (quality assurance role)

Composition:

There shall be seven (7) members of the Committee

Appointments shall be made and vacancies filled by Council

Tenure:

Tenure of the Committee members shall be the same as the tenure of the Governing Council provided that the Governing Council shall have the mandate to change the

member(s) of the Committee as deem fit.

Committee Chair/Vice Chair:

- Committee Chair shall be appointed by Council
- Committee Chair should have at least one year of service on the Committee

Procedures and Work Product:

- Quorum for the committee shall consist of at least three (3) members
- The Committee shall operate in accordance with Council Policies
- The Committee shall annually review these Terms of Reference and may recommend changes to Council
- The Committee shall maintain minutes of its meetings

Reporting:

- The Committee is advisory to the Council and reports to the Council
- The Chair of the Committee may communicate urgent matters of concern directly to the President or the Chief Executive Officer
- The Committee may make recommendations for policy changes to the Council and undertake specific tasks assigned by the Council to the Committee
- The Committee may also provide additional advice to staff when requested
- The Committee shall ensure that the 6-month CLE calendars are provided to Council
- To prepare and approve the Committee's Quarterly and Annual reports before being submitted to the Council Meeting and Annual General Meeting respectively.

Staff support: Program Officer – Training and Development.