

The Tanganyika Law Society

The Bar Association Of Tanzania Mainland

Research, Publications, Editorial and Digital Committee – Terms of Reference

Type:

Standing Committee – Advisory to Council

Mandate of the Committee

The Committee is responsible to the Governing Council and shall be an advisory body to the Governing Council on all matters pertaining to research, publications and editorial issues. The Committee shall continually update the legal fraternity on merging legal issues in the society through Research and Publications.

Responsibilities of the Committee:

- i. To liaise with the Society committees, the Executive Director and the Management of Secretariat in which the Society needs to undertake or facilitate research in order to develop considered and effective research policy;
- ii. To recommend to council new areas for research and possible policy directions based on available research opinions and data;
- iii. To disseminate to the membership and others the results of the Society's research;
- iv. To recommend to council editorial policies for TLS publications;
- v. To conduct review and edit papers submitted to the society for publication in the Legal Aid Journal and Tanzania Lawyer Journal on time;
- vi. To issue and publish Tanzania Lawyer journal twice a year. vii. To issue and publish Tanzania Legal Aid Journal on time;
- vii. To ensure online publication of Tanzania Lawyer Journal;
- viii. To select, appoint and direct the external reviewer on every particular article to be reviewed; and
- ix. To ensure that all TLS publications are digitalized.

Composition of the committee

- There shall be seven (7) members of the Committee as appointed by the Governing Council.
- The Committee shall be assisted by Secretary from the TLS Secretariat
- The Committee may co-opt the support of a member of the Society with particular expertise to assist them and that person shall be a member of the Committee *pro-tem*
- 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

- The Committee Chair shall be appointed by the Council
- The Vice Chair shall be elected at the first meeting of the Committee.

Procedures and Work Product

- Quorum for the committee shall consist of at three (3) members.
- The Committee shall operate in accordance with TLS Policies and Council's Directives as prescribed from time to time.
- The Committee shall have a right to review these Terms of Reference and may recommend changes to Council from time to time.
- Meetings can be held in person, teleconference, or virtually, depending on the availability and location of the members.
- The Committee shall treat all discussions, documents, and proceedings with strict confidentiality.
- The Committee shall maintain signed minutes of its meetings.
- Committee members shall make serious commitment to participate actively in committee work.
- Committee shall stay informed by the Secretary about committee matters and shall prepare themselves well in advance for meetings.
- Committee members shall build a collegial working relationship that contributes to consensus.
- The secretary of the committee shall maintain minutes of all the committee meetings.

Reporting

- The Committee is advisory to the Council and reports all its matters to the Council.
- The Chair of the Committee may communicate urgent matters of concern directly to the President or the Executive Director.
- The Committee may make recommendations for policy changes to the Council and undertake specific tasks assigned by Council to the Committee.
- 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/ Secretary: Public Affairs and Protection Manager.