

# **T** The Tanganyika Law Society

## The Bar Association Of Tanzania Mainland

### **Terms of Reference for the Members Welfare, Gender and Diversity Committee**

#### **Mandate of the Committee**

The Committee is responsible to the Governing Council (GC) on all matters pertaining to the welfare of members including senior lawyers' welfare, Gender, Advocates and Lawyers with Disability. The Committee should continually develop and implement innovative approaches to address the socio-economic needs of members and to enhance membership benefits.

#### **Responsibilities of the Committee**

##### **Members Welfare:**

- i. To develop policies and programs that address members health and wellbeing;
- ii. To develop programs to address the needs of members with special needs;
- iii. To link with DATF and review policies, benefits and develop more efficient systems;
- iv. To coordinate and oversee the TLS member projects including TLS Law firm Forum, and Women Lawyers Forum;
- v. To develop and oversee programs that promote members' specialization;
- vi. To bargain for discounted prices of services and goods for members with service and goods providers;
- vii. Develop programs to assist lawyers setting up law practice for the first time as well as those who encounter problems at post establishment stages;
- viii. Enhance the relationship and facilitate communication between members and other stakeholders including the judiciary, law enforcers and regulatory authorities on matters pertaining to the welfare of members;
- ix. To develop programs that will benefit senior lawyers' welfare;
- x. To address all matter relating to senior lawyers' welfare;
- xi. Put in place and oversee mechanisms to provide immediate assistance to members who encounter problems in relation to health and profession;
- xii. To undertake any other thing that promote the practice of law and the welfare of members;
- xiii. To develop and promote sports and leisure activities among the TLS members;

- xiv. To organize regular Sports and leisure events/activities.;
- xv. To enhance the interest of members in participating in different TLS social events and other activities;
- xvi. To support the secretariat in planning and organizing various sport competitions among advocates; and
- xvii. Support secretariat in developing fund raising for events.

### **Responsibilities Relating to Gender:**

- i. Review, assess and propose to the Council methods of implementing, where feasible, recommendations relating to gender equity in the legal profession and the community at large;
- ii. Encourage gender mainstreaming as a crosscutting issue in all programs developed by TLS;
- iii. Monitor the Society's programs for women in the legal profession;
- iv. Promote awareness on gender equality issues in the legal profession;
- v. Where applicable, identify working parties to address gender plights and discriminatory laws and make recommendations;
- vi. Develop and recommend to Council the following;
  - a) Policies for the promotion of gender equality in the legal profession of Tanzania Mainland for adoption by Council.
  - b) Programs and initiatives addressing gender equality in the legal profession and access to justice in Tanzania; and
- vii. To perform any other duties in relation to gender objectives and initiatives for the benefit of its members.

### **Responsibilities Relating to Advocates and Lawyers with Disability:**

- i. To advise the council on how best its services can benefit as well as be inclusive of and accessible by Advocates and Lawyers with disabilities;
- ii. To create and maintain a register of members with disability for the purpose of identifying the number of members with disabilities and the nature of their disability;
- iii. To ensure appropriate disability related support and services are available, affordable, and on time for members with disabilities;

- iv. To promote and protect the rights, potentials and contributions of members with disabilities within and outside TLS;
- v. To assist members with disabilities in advancing their legal education and providing better practicing conditions in courts;
- vi. To promote inclusion and adequate self-representation of members with disabilities into different bodies of the TLS and other legal institutions at national, regional and international levels;
- vii. To facilitate and give advice on appointment of members with disabilities to serve into courts as magistrates or judges;
- viii. To mobilize resources for carrying out activities of the committee; and
- ix. To perform any other duty for furtherance of TLS core functions and objectives for the benefit of its members with disabilities.

#### **Responsibilities Relating to Awards:**

- i. To identify award categories and criteria that will be used to evaluate the nominees for nomination of excellent awards;
- ii. To identify the procedure that will be used to evaluate the nominees;
- iii. Select the nominees of awards;
- iv. The committee may also call for proposal from members to propose the nominees. However, members' proposal shall not bind the committee in making its decision;
- v. To determine how many awards are to be presented annually;
- vi. Planning of awards recognition calendar of events and implementation of awards ceremony at TLS Annual General Meeting;
- vii. Liaise or direct the Secretariat to liaise with sponsors to obtain funds for facilitating the awards;
- viii. Arrange for the purchase and engraving of awards plaque to be presented at the Annual General Meeting;
- ix. Printing of Award Certificates; and
- x. Write appreciation letters to sponsors of awards, thanking them for their contribution.

#### **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:** Professional Development and Members Welfare Manager

