



NOVA SCOTIA BARRISTERS' SOCIETY

## **POSITION DESCRIPTION Second Vice-President**

Council Policy 13 prescribes the role of the Vice-Presidents as follows:

- 13.1 The Vice-Presidents act in the place of the President as prescribed by the Act and the Regulations, and when requested to do so by the President.
- 13.2 The Vice-Presidents assist the President by assuming a progressive degree of leadership in the Society commensurate with their time in office and the issues delegated to them by the President or Council.
- 13.3 The Vice-Presidents consult and work closely with the President to achieve the Society's purpose and Council's objectives.
- 13.4 The Vice-Presidents assist the President in overseeing the management of volunteers and ensure that their efforts are well directed and effective to achieve the tasks they have undertaken.
- 13.5 The Vice-Presidents may be appointed as full members of any Society committee, other than the Hearing Committee and may attend meetings of any committee, even though not an appointed member, in which case they may fully participate in the discussions of the committee but do not have a vote.

Therefore, the Second Vice-President works collaboratively with the President and First Vice-President fulfilling the role of an officer of the Society.

In addition to the roles of Council and Executive member, the Second Vice-President is usually appointed as a member of a number of Society committees in order to gain experience with the various functions undertaken by the Society.

The Second Vice-President frequently attends meetings with the President and First Vice-President at various County Bars, meetings with representatives of the judiciary, meetings with Department of Justice representatives, and meetings with a variety of other individuals and organizations.

### **Expected time commitment**

The time commitment as Second Vice President varies depending on the number of committees where the Second Vice President may be serving. Approximately 500 hours has been spent by Second Vice Presidents in recent years. The time commitment averages between 500 and 750 hours per year as the Second Vice-President progresses through the roles of First Vice-President and President.

### **Desirable qualities for Second Vice-President**

When reviewing potential candidates for the office, the Governance and Nominating Committee will consider the following factors. None are determinative, but a selected candidate must possess most of them and in totality have the sum of the required qualities.

- Unquestionable integrity
- Respectful of others' points of view
- Dependability and conscientiousness
- Strong oral and written communication skills
- Consensus builder
- Strategic thinker
- Other strong and identifiable leadership skills
- Complementary skills and attributes to those of the President and First Vice President.
- "Personality fit" with other officers

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- Combination of President, First and Second Vice-Presidents should be broadly representative of various practice areas and roles for lawyers (e.g., firm size, area of practice, corporate counsel, government lawyers, legal aid, prosecution service, etc.)  
Appropriate geographic representation recognizing the requirement in the Act to have one officer at all times from outside HRM
- Gender and race of candidate should be considered in light of gender and racial make-up of remaining or recent officers
- Seniority - it is helpful for members to have a minimum of approximately 15 years of experience as a lawyer, although experience in other fields may also be relevant
- Experience on NSBS committees or Council
- Ability to chair meetings
- Leadership experience in other organizations: Management experience in other organizations or aptitude for management (in context of role in managing Council and ED)
- Understanding of public interest organization and statutory mandate of NSBS
- Understanding of regulatory functions