

## **British-Albanian Lawyers Association (“BALA”)**

### **Roles and responsibilities of the BALA officers**

#### **The Chair**

The Chair shall undertake the following tasks:

1. Setting the vision, goals and objectives of BALA and working for their achievement.
2. Ensuring that BALA pursues its objectives as set out in its constitution.
3. Ensuring that the officers of BALA carry out their tasks.
4. Ensuring that BALA's funds are prudently managed and used in pursuit of the objectives of BALA.
5. Convening and running meetings with other groups and external bodies and representing BALA, reflecting BALA's views.
6. Ensuring that the committee meetings and the general meetings are planned and conducted efficiently and fairly.

## **The Secretary**

The Secretary shall undertake the following tasks:

1. Dealing with the day-to-day correspondence of BALA.
2. Dealing with general administration and planning.
3. Sending notifications of BALA events and meetings (where appropriate) to members.
4. If necessary, compiling agendas for meetings with the Chair.
5. Taking minutes of meetings and sending the minutes to the rest of the committee.
6. Assisting with the organising of BALA events.
7. Keeping all records relating to BALA including details of members, which the Secretary shall obtain from the Membership Officer. As most records are kept in electronic form and as each officer keeps his/ her own record relating to his/ her task the Secretary shall be aware of what records each officer holds, in what form (e.g. email account, computer files) and shall keep a copy of the usernames and passwords of the shared BALA social media accounts including the log in details for the BALA website.
8. Ensuring all members know how to add items for discussion to meeting agendas, where applicable.
9. Writing letters/ emails for BALA.
10. Keeping copies of letters/ emails written and received, informing the Committee of these and reading out correspondence at meetings if necessary.
11. Keeping members informed about what's happening between meetings as appropriate.
12. Assisting other committee members with other tasks as and when necessary.

## **The Treasurer**

BALA must be able to properly account for its finances and the committee shall review its financial affairs. The Treasurer is responsible for the following tasks:

1. To keep an appropriate record and monitor all money received and paid out by BALA.
2. To manage the BALA bank account.
3. To handle and account for BALA's money.
4. To prepare budgets, if necessary, which are to be approved by BALA and to monitor income and expenditure against them.
5. To keep receipts for what has been spent.
6. To prepare the books for an annual audit, if appropriate.
7. To have the accounts audited by approved accountants once a year, if required.
8. To keep the accounts up to date so that members know exactly the state of their finances.
9. For any BALA expenses and prior to any payments being made from the BALA funds, to complete the BALA Transaction Form, which shall be approved by 2 members of the BALA committee.
10. To keep all BALA records safe and secure.
11. To assist other committee members with other tasks as and when necessary.

## **Membership Officer**

- To process all applications received for BALA membership in accordance with the procedure set out below.
- To assist other committee members with other tasks as and when necessary.

### *Procedure for processing membership applications*

1. Membership application received by the Membership Officer (MO).
2. The MO acknowledges receipt of the membership application within 7 days of receipt of the application and informs the applicant that a decision will be made within 2 weeks.
3. The MO checks that applicant fulfils membership criteria and, if necessary, advises the applicant in relation to the type of membership for which the applicant qualifies.
4. The MO consults other committee members if the MO is not sure whether any applicants qualify for membership.
5. If the applicant fulfils the membership criteria the MO sends the Payment Instructions form to the applicant and confirms that the membership application is approved subject to payment of the membership fee. At this point the BALA Treasurer is copied in, so that he knows that payment is expected and from which person. The Secretary is also copied in so that she can keep a record of member names and contact details, which she will need in order to communicate with members regarding BALA events and activities.
6. The MO gives a membership reference number to each applicant.
7. The MO saves the details of all members on a computer folder, with appropriate safeguards in place to keep all data/ information relating to members safe and secure.
8. The MO also shall keep all membership documents in a separate physical folder, with appropriate safeguards in place to keep all documents and data safe.
9. The MO sends membership renewal reminders to members whose membership is due to expire or has expired.

## **Liaison Officer**

The Liaison Officer shall have the following tasks:

1. To promote BALA and to disseminate BALA's mission and objectives.
2. To invite eligible individuals/ organisations to apply for BALA membership when in contact with such parties and where appropriate.
3. To seek out new opportunities for BALA to get involved in, which contribute to the achievement of the BALA objectives.
4. To consult the BALA Committee before any meetings are arranged and conducted with outside individuals or organisations where the Liaison Officer speaks on behalf of BALA. The Liaison Officer shall make clear the reason for the meeting, the issues to be discussed and why the attendance of other Committee members is not necessary if he proposes to attend on his own. The Liaison Officer shall report back to the BALA Committee on the full details of what is discussed at such meetings.
5. To assist other committee members with other tasks as and when necessary.

## **Advisor**

The Advisor shall undertake the following tasks:

1. To advise the Chair/ Committee on all legal aspects of running BALA as a non-profit organisation.
2. To identify any legal issues that arise during the course of all BALA activities and to advise accordingly.
3. To advise the BALA Chair/ Committee when it is necessary to seek advice from external counsel/ experts in relation to any legal issues at hand and to instruct and liaise with such external parties for the purposes of obtaining their legal advice.
4. To advise BALA Chair/ Committee on all aspects of registering BALA with the relevant institutions as a charity.
5. To liaise with relevant institutions and to prepare all required paperwork for the purposes of registering BALA as a charity.
6. To liaise with the relevant institutions regarding all matters relating to BALA's legal status and tax matters.
7. To assist other committee members with other tasks as and when necessary.