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COMMITTEE TERMS OF REFERENCE

Each Committee was created for a specific purpose. The Terms of Reference (TOR) define the purpose and structures of the committee comprised of member volunteers who work together to accomplish a shared goal.

Tenure depends on the volunteer's desire and ability to contribute, with the exception of the Conference Committee (members are requested to commit a minimum of 18 months).

1. TOPICS Editorial Committee

The broad purpose of the Topics Editorial Committee: plan and publish a tri-annual digital newsletter that focuses on subjects and events relevant to the legal profession, including news and developments specific to the nine BCLMA subsections. The newsletter also profiles or commemorates BCLMA members and their movements across the industry, and reports on association events and professional learning opportunities.

Roles & Responsibilities

Membership is open to any member of BCLMA, and to subject matter experts within the legal profession.

Designated roles of the Topics Editorial Committee:

1. Committee Chair
2. Editor
3. Advertising Coordinator
4. Committee Members comprising writers
5. Administrative Support
6. Liaison to third-party Design and Publication team

Responsibilities:

- Individual group members are responsible for reporting back on their activities to the Committee Chair.
- The Committee is reviewed by the Board once a year for its contribution to the newsletter.

Topics Editorial Committee methods of working

- **Frequency:** Three times per year (TBC: September to June, excluding December)
- **Venue:** Meeting location is determined at the end of each meeting and generally held at a law firm. Virtual means include Webex, Zoom, etc.
- **Agenda**: The Committee Chair generates the agenda
- **Format**: Generally roundtable

Topics is produced by a third-party contractor and distributed digitally through *mail chimp.*

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2. Website Committee

The broad purpose of the Website Committee: keep the association website current with up-to-date information and resources, as well as ensure that the technology remains robust and supported. The Committee also pursues upgrades to online technology as required. Sub-groups are sometimes formed to pursue submissions for particular subject matter or theme.

Roles & Responsibilities

Membership is open to all current members of the BCLMA. Third-party website designers and developers get invited to participate with mutually agreed-upon terms (e.g., scope of work, timeline, cost, etc.).

Designated roles of the Website Committee:

1. Committee Chair
2. Members

The responsibilities of the Committee

– Individual group members are responsible for reporting back on their activities to the committee chair.
– The Committee is reviewed by the Board once a year for its contribution to the Website.

Website Committee methods of working

– **Frequency:** Generally monthly
– **Venue:** Meeting location is determined at the end of each meeting and generally held at a law firm. Virtual means include Webex, Zoom, etc.
– **Agenda**: Subjects are generated by the Committee Chair
– **Format**: Generally roundtable, with additional communication by way of *slack* and email

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3. Conference Committee

The broad purpose of the Conference Committee is to design and execute a bi-ennial conference with wide appeal to all BCLMA members. Considerations covered by the Conference Committee include but are not limited to:

- Date
- Conference theme, title, tagline, logo
- Venue (including main meeting room, breakout rooms, blocks of hotel rooms)
- Conference Speakers, including themes, topics
- Breakout sessions, including topics, discussion leaders, activities
- Catering (breakfasts, lunches, snacks)
- Social events (cocktail reception, dinner)
- Entertainment, music
- Vendor participation (social events, trade show)
- Door prizes
- Mini trade show (vendors, contests, prizes and gifts, SWAG)
- Technology (audio / visual)

Roles & Responsibilities

Membership is open to all current members of the BCLMA.

Designated roles of the Conference Committee:

1. Conference Chair
2. Treasurer
3. Speaker Liaisons
4. Marketing and Promotion Liaison
5. Sponsorship and Vendor Relations Liaison
6. Social Liaison
7. Technology Liaison
8. Administration / Hotel Liaison / Registration

The responsibilities of the Committee

- Individual group members are responsible for reporting back on their activities to the Conference Chair.
- The Committee is reviewed by the Board once a year for its contribution to the Conference.

The length of membership is 18 months.

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Conference Committee methods of working

- **Frequency:**
  - Once a month for the first six months
  - Twice a week for the next six months
  - Once a month for the last six months
- **Venue:** Meeting location is determined at the end of each meeting and generally held at a law firm. Virtual means include Webex, Zoom, etc.
- **Agenda**: Subjects are generated by subsection members
- **Format**: Generally roundtable, with significant communication by way of email

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4. Salary Survey Committee

The broad purpose of the Salary Survey Committee: to execute on nine surveys that provide specific data to help law firm managers design business plans for their law firm.

Surveys conducted:

1. Law Firm Economic analysis
2. Staff ratios
3. Associate salaries
4. Support Staff Compensation information
5. Charge-Out Rates
6. Litigation Support
7. Biennial Disbursement
8. Small & Medium Firm Administrator's Salaries
9. Management Staff Salaries

Roles & Responsibilities

Membership is open to all current members of the BCLMA.

Non-members are invited (e.g., if the survey is in partnership with the CBA or our contractor Western Compensation Benefits)

Designated roles of the Salary Survey Committee:

1. Committee Chair
2. Members

The responsibilities of the Committee

– Individual group members are responsible for reporting back on their activities to the Committee Chair.
– The Committee is reviewed by the Board once a year for its contribution to the Website.

Salary Survey Committee methods of working

– **Frequency:** Once per year
– **Venue:** Meeting location is determined at the end of each meeting and generally held at a law firm. Virtual means include Webex, Zoom, etc.
– **Agenda**: Subjects are generated by the Committee Chair (and industry partner, if applicable)
– **Format**: Generally roundtable