



BSWG Member Position Description

If you are interested in joining the BSWG, please send an email in confidence to
bswg@onboardlegalclinics.org

The BSWG is comprised of 10 volunteer members - 8 board members of community legal aid clinics from across the province, 1 employee of LAO and 1 clinic Executive Director. Starting in 2010 there will be at least one vacancy on the BSWG – please consider joining by reviewing this position description and then writing to the email address provided in the box above.

Time Commitment

- 1 ½ hour teleconference meetings are held on average every four to six weeks
- 1 face-to-face meeting in Toronto a year
- Committee meetings if necessary are held by teleconference, usually no more than one per quarter
- There is some additional email and telephone work that may be required from time-to-time
- Regional training, should it occur, would require about 8 hours per year
- Total estimated time commitment: 2 ½ hours per month

Duties

The duties of BSWG members are as follows:

- Prepare for all group meetings in advance and attend and actively participate in all meetings
- Be a member of at least one BSWG committee should the need arise
- Act as a regional BSWG representative to clinic boards in the member’s geographic region and generally act as an ambassador of the project
- Promote learning among boards including delivering training appropriate to the member’s ability and level of interest
- Participate in the Group’s evaluation of all training, technological and communication initiatives
- Contribute to the development of the interim and final reports to PLAC including recommendations for future board development strategies and initiatives
- Send emails and other correspondence to clinic EDs and board members to promote board member engagement
- Actively solicit board member email addresses for the BSWG email distribution list

Term of Office

In order to encourage both experience and new energy, the BSWG is going to adopt a two-year term. Terms will start April 1st and continue for two years from then. Members can stand for more than one term, but there will be a maximum time for service of two full terms or four years.

Qualifications of Board Member Representatives

- Board member in good standing of an Ontario community legal aid clinic (note: the BSWG is required to have appropriate representation from all parts of the province)
- Board experience with any organization of at least three years is desired
- Training/education and communication experience would be an asset

Please note: expenses associated with participating on the BSWG are covered through funding provided by PLAC. Every effort is made by the group to make the most economical use of the funds provided to support BSWG members in carrying out their duties.