

Future Leaders Committee

Charter

December 2024

Future Leaders Committee Charter

As approved by the Queensland Law Society Council on 10 December 2024.

1. Role

- 1.1. The role of the Future Leaders Committee (“the Committee”) is to:
 - 1.1.1. function as a Committee of the Council of the Queensland Law Society (“Council”);
 - 1.1.2. support full members of the Queensland Law Society (“QLS”) who:
 - 1.1.2.1. have five years post admission experience or less; or
 - 1.1.2.2. are under the age of 36 years,
- collectively known as “Future Leader Members.”

2. Responsibilities

- 2.1. The Committee’s responsibilities are to:
 - 2.1.1. through the QLS Membership Experience Manager or other nominated representative:
 - 2.1.1.1. provide advice and recommendations to Council regarding QLS strategic planning with a particular focus on Future Leaders Members;
 - 2.1.1.2. provide advice and recommendations to Council regarding matters affecting Future Leaders Members;
 - 2.1.1.3. consult with Future Leaders Members regarding this Charter, the two year Strategic Plan, the annual operations of the Committee or any item set out in this section;
 - 2.1.2. research and consult on programs of interest and value to Future Leaders Members and the community; produce newsletters or articles for Future Leader Members;
 - 2.1.3. develop and extend areas of mutual interest between the Committee and other related organisations, district law associations, and stakeholders across all parts of Queensland;
 - 2.1.4. conduct research programmes and prepare reports for the Council as requested from time to time;
 - 2.1.5. assist QLS and its other policy and advisory Committees;
 - 2.1.6. stimulate the interests and participation of Future Leader Members and their colleagues in the activities of the Committee and QLS;
 - 2.1.7. further the vision, purpose and objectives of Queensland solicitors generally, with a focus on Future Leaders Members in Queensland; and
 - 2.1.8. do anything else necessary or convenient to be done for its responsibilities.

3. Authority

- 3.1. The powers of the Committee are to advise and make recommendations to Council, through its QLS Membership Experience Manager, or other nominated QLS representative.

4. Dictionary

- 4.1. **Council** means the Council of the QLS, established by s685 of the *Legal Profession Act 2007* (the Act).
- 4.2. **Future Leaders Committee** or **Committee** means the Committee comprised of Future Leaders Members who carry out the role and responsibilities set out in this Charter.
- 4.3. **Future Leaders Members** means full members of the QLS who, during the term of their appointment, are either:
 - 4.3.1. are under the age of 36 years; or
 - 4.3.2. have five years post admission experience or less.
- 4.4. **Future Leaders Committee Members** means Future Leaders Members who are appointed as members of the Future Leaders Committee.

5. Composition

- 5.1. The Committee will consist of a minimum of eight (8) and maximum of fourteen (14) Future Leaders Committee Members.
- 5.2. Council may, in its discretion, extend the maximum number of Future Leaders Members appointed to the Committee by written resolution.
- 5.3. Future Leaders Committee Members are appointed to the Future Leaders Committee by Council.
- 5.4. In consultation with the relevant QLS Membership Experience Manager, the Committee may:
 - 5.4.1. call for expressions of interest from Future Leader Members interested in being appointed as Future Leaders Committee Members;
 - 5.4.2. recommend to Council the appointment of a President (Chair), Deputy President (Deputy Chair) or Future Leaders Committee Members.
- 5.5. The Committee will consist of Future Leaders Members appointed under this Charter, namely:
 - 5.5.1. President (Chair), Deputy President (Deputy Chair) and Future Leaders Committee Members, subject to that person or persons fulfilling the criteria of being a Future Leader Member; and
 - 5.5.1.1.
- 5.6. The Chair of the Committee holds position as Chair for a period of one (1) year, subject to:
 - 5.6.1. clause 5.9; and
 - 5.6.2. that person fulfilling the criteria of being a Future Leader Member.
- 5.7. Future Leaders Committee Members are appointed to the Committee by Council for a two (2) year term.
- 5.8. Future Leaders Committee Members may be re-appointed by Council for a further two (2) year term.
- 5.9. The maximum term any Future Leaders Committee Member can serve on the Committee is four (4) years. Council may, in its discretion, extend the term of a Future Leader Committee Member beyond four (4) years by written resolution.
- 5.10. The role of a Future Leaders Committee Member is set out at [Attachment 1 – Your role as a Committee member](#).
- 5.11. A Future Leaders Committee Member may resign from the Committee at any time upon written notice to the Chair or Council President.
- 5.12. Membership of the Committee is automatically terminated if a person ceases to be a full member of the QLS.
- 5.13. A Future Leaders Committee Member who attends no meetings of the Committee during a 12 month period, without a leave of absence granted by the Chair, shall be taken to have resigned from the Committee.
- 5.14. If:
 - 5.14.1. a committee member is absent for three consecutive meetings without a leave of absence being granted by the chair; or
 - 5.14.2. the chair, upon resolution of the committee, determines that the member is otherwise regarded as not being an effective member,

then the chair must recommend to the Council that the committee member's membership of the committee be terminated.

5.15. Membership of the Committee may be terminated by Council if Council considers that:

- 5.15.1. a Future Leaders Committee Member has failed to discharge their duties under this Charter, or acted inconsistently with, the role of a Future Leaders Committee Member as detailed in Attachment 1 (including breaching confidentiality of Committee discussions); or
- 5.15.2. a Future Leaders Committee Member has brought QLS, the Committee or the profession into disrepute.

6. Chair and Deputy Chair

- 6.1. The Chair will be responsible for leading and managing the Committee in carrying out its responsibilities. Further detail on the role of the Chair is at [Attachment 2 – Your role as Committee Chair](#).
- 6.2. The role of Chair and/or Deputy Chair of the Committee will cease in the event the Chair and/or Deputy Chair cease to be a full member of QLS.

7. Meetings

- 7.1. The Committee will meet at least six (6) times a year and additionally as the Committee considers necessary.
- 7.2. Committee papers are provided to Future Leaders Committee Members, wherever possible, seven (7) business days prior to the relevant meeting.
- 7.3. It is QLS's policy to encourage the participation of Future Leaders Committee Members in meetings by appropriate means, including by facilitating and encouraging attendance by telephone or electronic or digital means where attendance in person is not possible or inconvenient.
- 7.4. The quorum for a Committee meeting is eight members.
- 7.5. Councillors, staff members of QLS and invited guests may attend and speak at a Committee meeting subject to section 13 (Guests).
- 7.6. The Chair leads at all Future Leaders Committee meetings at which the Chair is present. If the Chair is not present at a Future Leaders Committee meeting, the Deputy Chair shall chair. If both the Chair and Deputy Chair are not present at a Future Leaders Committee meeting, a Future Leaders Committee Member chosen by the Future Leaders Committee Members present at the meeting will chair.

8. Voting

- 8.1. Any matters requiring decision will be decided by a majority of votes of Future Leaders Committee Members present or participating.
- 8.2. If the votes are equal, the presiding Future Leaders Committee Chair has a casting vote.

9. Flying minutes

- 9.1. The Committee may make resolutions via flying minute where:
 - 9.1.1. the QLS Member Experience Manager or nominated representative emails Future Leaders Committee Members giving notice of a motion for a resolution for consideration and determination by the Committee; and
 - 9.1.2. the majority of Future Leaders Committee Members for the time being holding office submit a vote on the motion by email which is carried by the majority of Future Leaders Committee Members.
- 9.2. Resolutions passed by flying minute will be noted by the Committee at the next Committee meeting and will be recorded in the minutes of that meeting.

10. Conflicts of interest

- 10.1. If a Future Leaders Committee Member (“the interested member”) has a personal interest, or a direct or indirect financial or familial interest, in an issue being considered or about to be considered by the Committee and the interest conflicts or could be perceived to conflict with the proper performance of the Future Leaders Committee Member’s duties about the consideration of the issue, the Future Leaders Committee Member must disclose the nature of the interest to the Committee meeting.
- 10.2. Unless the Committee otherwise directs, the interested member must not be present when the Committee considers the issue or take part in a decision of the Committee about the issue.
- 10.3. The interested member must not be present when the Committee is considering whether to excuse them from Committee discussions on the issue.
- 10.4. If a Future Leaders Committee Member is not present at a Committee meeting for considering or deciding an issue or whether to give a direction under 10.3 and there is not a quorum, the remaining Future Leaders Committee Members present are a quorum of the Committee for considering or deciding the issue or deciding whether to give a direction under 10.3.
- 10.5. Any disclosure of a conflict of interest must be recorded in the minutes of the meeting.

11. Confidentiality

- 11.1. All Future Leaders Committee Members, attendees and invited guests are expected to observe strict rules of confidentiality with respect to Committee business. They must be conscious that from time to time:
 - 11.1.1. they may be asked to consider and comment on highly sensitive documents released to QLS by government and other authorities;
 - 11.1.2. they may be asked to consider draft policy proposals intended for debate within the Committee which should not be presumed to reflect approved QLS policy;
 - 11.1.3. they may have before them information which may affect the reputation and livelihood of practitioners and other members of the community.
- 11.2. Any breach of confidentiality could materially affect individuals, damage the trust which exists between QLS and a number of institutions and organisations, or create false impressions about QLS policy.
- 11.3. It is the responsibility of all Future Leaders Committee Members and invited guests to maintain the security of Committee papers and to treat as confidential any information received through their involvement with the Committee. Failure to maintain appropriate confidentiality of QLS information and Committee discussions may result in termination of a Future Leaders Committee Member pursuant to clause 5.15.
- 11.4. The Chair and Deputy Chair are encouraged to consider the confidentiality of any discussion or matter at the end of each meeting.
- 11.5. Failure to maintain appropriate confidentiality of QLS information and Committee discussions may breach [section 705 of the Act](#), which is an offence subject to a maximum penalty of 200 penalty units.
- 12.6. Committee papers must be returned to QLS following each meeting for appropriate retention or destruction.

12. Media

- 12.1. The Council President, or a person nominated by the Council President, is the primary spokesperson for the Committee.
- 12.2. In line with QLS’s media policy, no Future Leaders Committee Member should speak to the media or make any comment on behalf of the Committee without specific approval of the Council President.

13. Guests

- 13.1. The Committee may have at its meetings regular or ad hoc guests who may bring relevant perspectives and expertise on matters under consideration.
- 13.2. Guests do not have an automatic right of access to the Committee’s papers (which includes agendas and minutes). Access to the Committee’s papers is at the discretion of the Committee secretary, in consultation with the Chair.

- 13.3. Guests (including Society staff) have no voting rights at meetings.
- 13.4. Council members may attend any Committee meeting and have access to the Committee's papers, on request to the Committee secretary.

14. Secretariat duties

- 14.1. The QLS Membership Experience Manager, or other nominated committee representative or QLS staff representative, will be the Committee secretary and will assist the Chair by organising the venue for the meeting, producing the notice of meeting, agenda and papers, and taking and circulating the minutes of the meeting.

15. Minutes

- 15.1. Minutes must be prepared by the Committee's secretary, approved by the Chair and circulated to Future Leaders Committee Members as soon as possible and not later than two weeks after the meeting. The minutes must be ratified at the next meeting and signed by the Chair.

16. Sub-Committees

- 16.1. The Committee may establish one or more Sub-Committees, that are comprised of Future Leader Committee members, to assist in the discharge of its duties.
- 16.2. The Committee will appoint:
 - 16.2.1. a Chair to chair the Sub-Committee meetings; and
 - 16.2.2. Sub-Committee members to constitute the Sub-Committee.
- 16.3. The role, responsibilities and authority of the Sub-Committee will be set out in the minutes of the Committee meeting or as otherwise set out in writing.
- 16.4. Sub-committee members will be appointed by the Committee and will regularly report to the Committee.
- 16.5. The Sub-Committee will meet as often as necessary to discharge its duties.
- 16.6. The Sub-Committee will keep a record of Sub-Committees meetings convened and work undertaken in the discharge of its duties.
- 16.7. It is the discretion of the Chair of the Committee, in consultation with the relevant committee secretary, to retire any Sub-Committee of the Committee.

17. Reporting to Council

- 17.1. The Committee must report on its operations and activities to Council annually before 21 November.
- 17.2. The Committee may, at any time, recommend any revisions or changes to this Charter or any other item incidental to its role or responsibility to Council.

18. Commencement and transitional provisions

- 18.1. This Charter takes effect from 1 January 2025.
- 18.2. To assist in the transition of this Charter and moving from elected to appointed committee roles:
 - 18.2.1. Where committee membership has not ended before the commencement of this Charter (1 January 2025), then committee membership continues to have effect under this Charter, subject to clause 5.9; and
 - 18.2.2. Any reference to Deputy President in this Charter also means any Vice President elected or appointed to the Committee and that election or appointment has not ended prior to the commencement of this Charter.

Your role as a Committee member

1. Overview

- 1.1. The position of member of a Committee is a voluntary and honorary role which brings necessary skills, knowledge and effort to support the Committee in fulfilling its role.
- 1.2. A Committee member occupies a position of trust, confidence and influence within the Committee and QLS. It is important that members conduct themselves in a manner that will maintain and enhance that trust, confidence and influence.
- 1.3. The Society's three core values underpin the performance of your role as a Future Leaders Committee Member . These are:
 - 1.3.1. respect;
 - 1.3.2. integrity; and
 - 1.3.3. service.

2. Respect

- 2.1. Demonstrating respect in carrying out the activities as a Future Leaders Committee Member involves valuing people and acknowledging their contributions. It involves:
 - 2.1.1. being polite and courteous in all actions;
 - 2.1.2. treating Future Leaders Committee Member, Society staff, stakeholders and others with dignity; and
 - 2.1.3. valuing the contributions, opinions and diversity that other members, guests and stakeholders bring to the Committee's work.

3. Integrity

- 3.1. In your role with the Committee you have a responsibility to demonstrate integrity by being honest and fair in all your actions. This includes:
 - 3.1.1. being accountable to the Committee and to QLS for your actions as a Committee member;
 - 3.1.2. being honest and fair in your dealings with the Committee, QLS, other Society members and stakeholders; and
 - 3.1.3. following through with your promises in a timely manner.

4. Service

- 4.1. By performing your role as a Committee member, you are providing a valuable service to QLS, the profession and the public. In your role you must work together with the Committee to anticipate needs, exceed expectations and honour commitments. You should:
 - 4.1.1. actively listen and respond to member and stakeholder concerns;
 - 4.1.2. play your part to ensure meetings and tasks are undertaken efficiently and with respect for others' time commitments; and
 - 4.1.3. look for new ways to do things better and work with QLS to continually improve the operation of the Committee.

5. Other obligations

- 5.1. You must be scrupulous in your use of confidential information and ensure that privacy principles are maintained.
- 5.2. You must disclose any potential, perceived or actual conflict of interest.
- 5.3. Your decision making must be fair and consistent, based on all relevant information and honest, open and impartial.
- 5.4. Harassment, discrimination and bullying are unacceptable from any Committee member or anyone involved with QLS. The duties under the *Work Health and Safety Act 2011* apply to all Committee members in the conduct of their roles.
- 5.5. Committee members are subject to QLS's policies and Code of Conduct. In particular, Committee members are subject to the following policies:
 - Acceptable use of IT Policy;
 - Bring Your Own Device – Email Policy;
 - Privacy and Personal Data Protection Policy;
 - Recordkeeping Policy;
 - Gifts Policy;
 - Grievance Policy;
 - Public Interest Disclosure;
 - Workplace Bullying, Sexual Harassment and Discrimination Policy;
 - Social Media Policy.
- 5.6. When using QLS's premises or facilities, you must ensure that you comply with all rules, directions and procedures including those relating to security and work health and safety which are in effect at those premises or in regard to those facilities.

- 5.7. Committee papers are public records under the *Public Records Act 2002* and are subject to QLS's record-keeping policies and relevant retention and disposal schedules. They are the property of QLS and not the property of Committee members. Papers must be returned to QLS for appropriate retention or destruction following Committee meetings.
- 5.8. You must act professionally at all times in the performance of Committee duties, exercising skill, care and diligence.

Committee members should:	Committee members should not:
Attend meetings (in person or via technology) wherever possible	Consider meeting attendance optional
If unavailable to attend, provide a written apology to the meeting organiser two clear business days prior to the meeting	Be a 'no show'
Review all relevant materials and papers in advance of the meeting	Turn up unprepared
Provide thoughtful and timely input	Ignore emails circulated between meetings
Work toward fulfilling the Committee and Society's objectives	Run their own agenda
Carry out tasks assigned by the Chair and respect the Chair	Commit to contributing and then not follow through
Respect the role of the President of the Queensland Law Society and CEO as primary public spokespeople for QLS	Represent personal views as the views of QLS
Focus on QLS's best interests	Pursue personal, stakeholder or firm interests

Your role as Committee Chair

1. Role

- 1.1 The Chair/President's role is to lead the Committee in fulfilling its role, responsibilities and authorities and complying with its Charter.

2. Responsibilities

- 2.1. Accept and support the Committee Charter.
- 2.2. Plan meetings and agendas in collaboration with QLS's staff member assigned to support the Committee (Committee secretary / QLS Membership Experience Manager).
- 2.3. Attend all meetings and maintain awareness of Committee work between meetings.
- 2.4. Ensure meetings are efficiently and effectively administered to achieve Committee objectives.
- 2.5. Maintain records of Committee work with the assistance of QLS's staff member assigned to support the Committee (Committee secretary / QLS Membership Experience Manager).
- 2.6. Facilitate Committee members' active participation and decision-making.
- 2.7. Resolve Committee member issues and complaints wherever possible.
- 2.8. Ensure that the Committee reports to Council in accordance with the Charter.
- 2.9. Lead self-assessment of Committee performance.
- 2.10. Tips for meetings:
 - 2.10.1. Begin on time.
 - 2.10.2. At the commencement of each meeting, quickly complete the following administrative tasks:
 - 2.10.2.1. confirm the attendees (whether in person or via teleconference or other electronic means) and the apologies;
 - 2.10.2.2. ask the Committee to review and confirm the minutes of the previous meeting, or agree on any changes to be made before they are confirmed;
 - 2.10.2.3. ask Committee members if there are any material interests or conflicts of interest to be declared relating to any of the agenda items.
- 2.11. Do not pass out a lot of new material during the meeting. People will not have time to read it, and it distracts from good discussion.
- 2.12. Focus on the resolutions required of the meeting, ensure that all participants have adequate time to contribute, listen carefully to all contributions, and obtain agreement on decisions taken and future plans.
- 2.13. Remind Committee members and guests of their confidentiality obligations at the beginning of the meeting.

2.14. Close the meeting on time.

2.15. Using teleconferencing or videoconferencing:

2.15.1. As the Chair/President, call on the people on the telephone or videoconference to express a view on each agenda item: "Sarah, what do you think about this?"

2.15.2. Do not allow side conversations. Ask Future Leaders Committee Members to speak one at a time.

2.15.3. If using teleconferencing, ask Future Leaders Committee Members to say who they are before they make their point.

2.15.4. Make sure those calling or linking-in have access to all of the materials being referred to at the meeting.

A Chair/President is encouraged to:	A chair should not:
Value all Future Leaders Committee Members	Be the person who talks most at the meetings
Enable everyone to voice their view	Allow one or two people to dominate meetings nor exclude any Future Leaders Committee Members from discussions
Strive for consensus	Make all the decisions
Ensure discussions are targeted to achieving a resolution or outcome	Allow meetings to become unproductive
Welcome Future Leaders Committee Members	Make people feel uncomfortable
Allow others to take responsibility	Coerce members to contribute to discussions
Keep calm	Lose his/her temper
Take the lead in Committee work, if necessary	Be afraid to delegate matters to appropriate Future Leaders Committee Members
Be responsive to QLS's staff to resolve issues in a timely way	Assume QLS's staff will do all the work
Value all Future Leaders members	Be the person who talks most at the meetings