



THE CANADIAN
BAR ASSOCIATION
Saskatchewan Branch

SECTION LEADERS' HANDBOOK

Revised June 2021



TABLE OF CONTENTS

| | |
|---|----|
| Section Deadline Dates | 3 |
| 2021-2022 DUTIES AT A GLANCE..... | 4 |
| NATIONAL SECTIONS..... | 5 |
| BRANCH SECTIONS | 5 |
| DUTIES OF BRANCH SECTION EXECUTIVE | 6 |
| SECTION ORIENTATION..... | 7 |
| NOTICE OF MEETINGS | 7 |
| ZOOM SECTION MEETINGS | 7 |
| MEETING ATTENDANCE, MATERIALS & RECORDING | 9 |
| TERMS OF OFFICE | 9 |
| SECTION FINANCES | 10 |
| MEMBER PORTFOLIO PAYMENT OPTION | 10 |
| SECTION AFFILIATES..... | 10 |
| GUESTS..... | 11 |
| FIRST SECTION MEETING | 11 |
| LEGISLATION AND LAW REFORM..... | 11 |
| BRANCH RESOLUTIONS..... | 12 |
| POLICY FOR REIMBURSEMENT FOR ATTENDANCE AT NATIONAL MEETINGS..... | 12 |
| DIVERSITY DEFINITION | 12 |

Section Deadline Dates

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|-----------------|--|
| Jun 15, 2021 | Review Section Leader's Handbook including Zoom Meeting Guidelines |
| Jun 17 | Attend Branch Annual Meeting <ul style="list-style-type: none"> visit cbasask.org to register and receive zoom link |
| Jun 30 | Submit names and contact information of Section Executive to Branch: <ul style="list-style-type: none"> Vice-Chair LLR Representative Secretary (optional) |
| Jul 26 | Submit Section program topics and speakers for September to December 2021 based on the schedule provided by the branch. |
| August to June | <p>Prior to each Section Meeting (3 weeks):</p> <ul style="list-style-type: none"> Register for Section Meeting so you have zoom login details Confirm speaker Request bio for introduction purposes Confirm Date, Time Forward to Speaker the Zoom link from your registration In-person - confirm location <p>AV Requirements:</p> <ul style="list-style-type: none"> For in-person section meetings we ask you or your speaker provide a laptop (if required) to avoid a \$300+ AV charge. Avoid the necessity of hotel AV equipment. <p>After each Section Meeting:</p> <ul style="list-style-type: none"> Forward to the branch office any materials used by the Speaker such as PowerPoint Send a quick note of thanks to the Speaker In-Person - email the Attendance Sheet to the Branch. |
| Jan 25-27, 2022 | Attend the Virtual 2022 Mid-Winter Meeting |
| Feb TBD | Attend the Branch Council Meeting |
| May 15 | <p>Advise Branch Office of succession plan (<i>Note Section Executive positions are intended to be a two-year term.</i>)</p> <p>Submit your "Section Annual Report" to the Branch.</p> |

2021-2022 DUTIES AT A GLANCE

CBA Branch Office – Jodi Snow jodi@cbasask.org | 306-244-3898

1. Fill your Executive – determine a Vice-Chair and a Legislation & Law Reform Representative (Jodi jodi@cbasask.org can provide you with a list of section members and their emails) and notify the branch.
Deadline: June 30
2. Respond to branch emails in a timely manner (within 2 days).
3. REVIEW the Zoom Guidelines document.
4. Reminder for Sep-Dec, 2021 section meetings will remain virtual in format, make sure your speaker is comfortable with zoom and attempt to use the scheduled dates as there is limited ability to adjust dates.
5. Arrange for speakers/topics for the fall section year based on the provided meeting schedule. Deadline: **July 26**
6. Notices ideally go to members **3 weeks** prior to the section meeting – make sure Jodi has all the final details.
7. REGISTER for your section meeting so you have the zoom login information.
8. EMAIL the zoom login information to your speaker and arrange for them to join by 11:50am for a 12:00 noon meeting to ensure no technical glitches.
9. Ask the speaker if they are comfortable with recording the section meeting. Vast majority say yes. If they say no you have to inform the branch (jodi@cbasask.org).
10. Get the speaker's bio so you can appropriately introduce them.
11. DAY OF THE MEETING
 - o Join 10 minutes prior to the start of the session
 - o Act as Moderator
 - o Welcome everyone, do Land Acknowledgment, advise Q&A will be at the end through the chat feature
 - o Introduce Speaker
 - o Moderate Q&A
 - o Thank everyone, advise any materials (such as PowerPoint) will be uploaded to the CBA website for access by members
 - o FORWARD any meeting materials to the branch
 - o Send a quick note of thanks to the speaker
12. Attend national section meetings (currently virtual).
13. In late fall you will get an email of spring section meeting dates and it will address the possibility of in-person section meetings.
14. Advise branch of succession plan. Deadline: **May 15**
15. Provide section annual report. Deadline: **May 15**

Our members value sections and ultimately value the work of Section executives. If you run into any issues, please contact Jodi and she will do everything she can to assist you and help resolve any concerns. Your prompt response to emails and as much advance notification of issues/changes is very much appreciated and ensures members can fully partake in sections.

MEMBERSHIP IN SECTIONS

All CBA members can join every National and Branch Section without extra payment of fees except where a Branch requires additional funds for administration, meals or other items.

When a member joins a Section in Saskatchewan, they automatically become a member of the corresponding National Section. If a member is interested in participating in a National Section that does not have a corresponding Branch counterpart, they can register for that Section at no additional charge. Online Section Registration is available at www.cbask.org.

NATIONAL SECTIONS

Each National Section elects its own Executive Officers. The Section Chair for each branch is a member of the national section executive. As there is only one voting representative from each Branch, this role alternates between North and South Chairs in Saskatchewan if necessary. The non-representative Chair is still a member of the equivalent National Section but does not have voting powers. As the voting branch representative to the national section, you will be able to attend any in-person national section meeting. Branch Sections are asked to endeavor to have representation at the annual National Section Meeting.

In 2021-2022 the voting rights rest with the South Chair who also has right of first refusal for any national in-person section meeting. As of June 2021 the indication was that there would be no in-person national section meetings for 2021-2022.

National Section Chairs are expected to provide leadership and guidance to Branch Chairs. It is recommended that Branch Chairs contact the appropriate National Chair to exchange information and maintain a relationship and advise on Section activity. The National Section Chair is responsible for advancing the work of the Section across the country as a whole, and accordingly, a Branch Section Chair is expected to cooperate with the National Section Chair on matters concerning the National program of the Section.

BRANCH SECTIONS

Due to the geographic nature of Saskatchewan, certain Branch Sections have been authorized to operate as two separate Sections (i.e. North and South) to easily accommodate in-person section meetings. As we now offer virtual meetings which can be attended by members from any area in the province, there should be coordination between corresponding Sections.

The CBASK Board of Directors, appoints Section Chairs, generally on the advice of the outgoing Chair. The Section Chair should not do all the work. Each Section Chair shall appoint Executive Officers consisting of a Vice-Chair and a Legislation & Law Reform Committee Representative. The position of Secretary is optional.

DUTIES OF BRANCH SECTION EXECUTIVE

CHAIR

- Review Section Leader's Handbook.
- Appoint Vice-Chair and LLR Representative by **June 30**.
- Determine section meeting topics and arrange speakers using the provided meeting schedule.
- Provide Topics and Speakers to the Branch Office by **July 26**.
- Respond to all branch inquiries and emails in a timely manner (within 2 days).
- Act as Moderator for Zoom webinars (or arrange an alternate moderator if you cannot attend).
- Take attendance at in-person section meetings.
- Email attendance sheets to the Branch Office directly following in-person meetings.
- Attend the annual section orientation meeting.
- As a voting member of Council, attend the Council Meeting (February) and the Annual General Meeting (June) in Regina/Saskatoon.
- Attend National Section Meetings (see reimbursement policy) and where there is more than one Section per area of law, attendance will rotate between North and South Chairs. **In 2021-2022 the voting rights rest with the South Chair.**
- Delegate and assign duties to Executive members.
- Currently the Chair's in-person section meeting cost is covered. Other executive members are responsible for any section costs.
- Submit Succession Plan and Annual Report by **May 15**.
- We ask that Co-Chairs not be chosen as Vice-Chairs are expected to assist the Chair and it provides clarity of roles for national sections.

VICE-CHAIR

- Assist the Chair to determine meeting topics and arrange speakers.
- Acts for the Chair when necessary such as Moderator for a Zoom section meeting.
- Attends section meetings.
- Responds to branch emails when the Chair is unavailable.
- Assumes the role of the Chair if the Chair is unavailable.
- Advances to the position of Chair upon retirement of the Chair if applicable.
- Other assigned duties.

LEGISLATION & LAW REFORM REPRESENTATIVE (LLR)

- Sits on the LLR Committee Chaired by the CBASK LLR Director.
- Coordinates Section responses to calls for submissions and consultations.
- The Chair automatically assumes this role until a separate appointment is made.

SECRETARY (Optional)

- Consults with and assists the Chair and other Executive Officers with the work of the Section as required.

SECTION ORIENTATION

- Review all provided documentation including Zoom Guidelines.
- New and returning chairs will be contacted directly by the branch or Education Director to discuss expectations and answer any questions.
- It is expected that you will respond in a timely matter to requests and emails received from the branch or Education Director.
- It is understood that if a Section Chair is not responding to inquiries, the branch may choose to contact the Vice-Chair for a response and to fulfil the responsibilities and duties of the Chair.
- The Chair is encouraged to consult their Section Executive and/or section members regarding potential topics and speakers for the coming year.
- By **July 26**, all Section Chairs are required to submit a list of topics and speakers according to the scheduled dates to be listed in the online *Section Handbook* to **increase** Section registration.

NOTICE OF MEETINGS

- You must be a CBA member to attend section meetings.
- Notices of section meetings are emailed to section members at least two weeks prior to the meeting.
- All section meeting information is updated and posted on the CBA Professional Development website www.cbapd.org.
- The branch may choose to cancel a section meeting if the topic and speaker is not provided a minimum of 3 weeks in advance.
- The branch will notify the Chair 3 days in advance of low attendance and the section meeting may be cancelled.
- For a meeting to continue we expect a minimum of 3 attendees plus speaker and chair/moderator.

ZOOM SECTION MEETINGS

- September to December 2021 - section meetings will be conducted via zoom.
- You **MUST** register for your section meeting to receive the zoom login information **TO BE FORWARDED** to your speaker. The branch does not provide that information to the speaker that is your responsibility.
- Zoom meetings are expected to be 1 hour in duration
- The Chair is the moderator. If you are unable to moderate it is up to you to find a replacement.
- **Land Acknowledgments are to be done at every section meeting.**
- Consider incorporating Indigenous speakers to provide a robust examination of all areas of the law.
- Coordinate your topics and speakers with the alternative (North/South) section chair.
- Due to the inability to schedule multiple zoom meetings on one day, you will only have one or two section meetings to arrange in the fall section months.
- Review the Zoom Guidelines to ensure a successful meeting.
- Please adhere to the schedule provided.
- Meetings are generally scheduled for 12:00 noon but other options are available.

- In late fall current provincial guidelines will be assessed and the decision made regarding the option of in-person meetings in Spring 2022.

IN-PERSON SECTION MEETINGS

- A decision will be made in the fall of 2021 regarding the potential to schedule in-person section meetings in the Spring of 2022.
- Some sections may determine that continuing to only meet virtually provides the best opportunity for member participation.
- At this time, we do not know if there will be increased costs or limits on registration by venues.
- Section Chairs will be updated and asked to plan for Spring 2022 in late fall.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) CREDITS

- Zoom Section meetings qualify for 1.0 hour CPD credit towards the Law Society of Saskatchewan's mandatory CPD policy. If a zoom meeting is **40 min or less** the CPD allotment will be adjusted accordingly.
- Each section is encouraged to have one meeting that would qualify for an ethics/professional responsibility credit.
- In-person section meetings will qualify for 0.5 hours CPD credit.
- **If meetings go beyond 0.5 or 1.0 hour of planned discussion, they may be eligible for extra CPD credit. Please contact the Branch Office immediately if you feel a meeting qualifies for additional CPD credit.**

CANCELLATION OF MEETINGS

Zoom

- Sections are expected to schedule meetings on the dates provided.
- Please notify the branch at least one month in advance to request a changed, cancelled or new date.
- The branch may choose to cancel a meeting if topic and speaker information is not received 3 weeks prior to the scheduled date.
- Due to zoom licensing restrictions there is less ability to adjust timing of meetings.
- Cancellation of a meeting should be received by the Branch at least two (2) weeks prior to the scheduled meeting.
- Please remember that members have booked time to attend the meeting and it is incumbent upon you to do everything you can to ensure a meeting occurs.
- **Consider having a back-up meeting idea/topic prepared or use the time as a planning meeting or roundtable discussion if the speaker is unavailable at the last minute.**

In-Person

- In-person meetings are to be scheduled on the dates provided.
- The branch may choose to cancel a meeting if topic and speaker information is not received 3 weeks prior to the scheduled meeting date.
- Cancellation of the meeting should be received by the branch at least two (2) weeks in advance.

- Last-minute speaker cancellations must be **made within 3 days of a scheduled in-person** meeting, otherwise the meeting **must occur** due to cancellation policies with venues and would be a planning or roundtable session if a back-up speaker was not located.

The Branch Office makes all meeting arrangements (i.e. scheduling, facility arrangements, confirmations, and fee collections). Any concerns regarding meeting arrangements should be raised with the Branch Office via email using info@cbasask.org.

MEETING ATTENDANCE, MATERIALS & RECORDING

Zoom:

- Please request permission from the Speaker to record the presentation, it is very seldom that someone says no so please ask as this ensures recordings are available for members who cannot make the meeting.
- If the speaker does not agree to a recording, you **must notify the branch office**.
- Forward any materials used during the presentation such as a PowerPoint to the branch office immediately following the meeting.

In-Person

- Please take the emailed attendance sheet to your section meeting and have everyone in attendance sign.
- Attendance sheets are matched to the venue invoice so it is important that everyone in attendance sign the sheet (speaker is optional).
- Email the completed attendance sheet to info@cbasask.org immediately following the meeting.

TERMS OF OFFICE

The Board of Directors supports active and dynamic Sections and the importance of regular turnover to ensure volunteer engagement and to avoid volunteer burnout.

Subject to the exceptions set out in the following paragraphs:

A Chair's, Vice-Chair's, LLR Representative's and Secretary's initial term is for 2 years; they are eligible to be re-appointed for a second 2-year term. For clarity, the maximum term for each of these offices is 4 consecutive annual periods.

The term of the Chair and Vice-Chair of Family Law North is 2 years. They are not eligible to be re-appointed for a second term. The term of the Chairs and Vice-Chairs of Young Lawyers North and South is 1 year. They are not eligible to be re-appointed for a second term.

After the expiry of the applicable maximum term, a Chair, Vice-Chair, LLR Representative and/or Secretary of a Section is eligible to be re-appointed to the same office after a break in service if that is the desire of that Section and that volunteer. If there is no break in service, a Chair, Vice-Chair, LLR Representative and/or Secretary of a Section may be re-appointed to the same office only upon the approval of the Board of Directors if that is the desire of that Section and that volunteer.

Chairs are expected to fill the role of Vice-Chair, LLR Representative and Secretary (optional) by **June 30** to ensure an orderly transition and to encourage volunteer engagement. The Board of Directors asks that Executive Section members govern themselves by the maximum terms imposed for the Chair.

SECTION FINANCES

- CBA members can register for any Section at no cost.
- Section Registration ensures notification of section meetings.
- To attend a FREE virtual section meeting, you must register your attendance to get the zoom link.
- In-person meetings require confirmed attendance due to venue costs.
- Section Chairs are automatically registered for their in-person section meeting at no cost.
- Guests who accompany a Speaker are responsible for any in-person meeting fee, only the speaker's fee is covered by the CBA.
- Exceptions can be made for Ministerial or Judicial speakers who wish to bring an assistant, provided the CBA is given advanced notice of the guest.
- The branch handles all financial transactions.

FINANCIAL SPONSORSHIP

It is the policy of the Canadian Bar Association that funds, contributions, or financial benefits of any kind should not be sought, nor accepted, from sources outside the Association for carrying out any function or undertaking of the Association, without the **prior approval** of the Branch Board of Directors. Please provide, by email, your request at least on month prior to the event. Please note this also includes non-PD events.

MEMBER PORTFOLIO PAYMENT OPTION

- Members are given the option to upgrade their membership at any time during the year to Portfolio (\$200) or Portfolio Plus (\$400), which grants an education credit (\$250 & \$500 respectively).
- Portfolio option allows members the convenience of one upfront cost and discount for members who wish to avoid multiple transactions throughout the section year.
- Credits can be purchased through the National Office (www.cba.org) and **DO NOT** expire.
- However, given the recent cancellation of all in-person section meetings it is suggested you purchase and use your Portfolio Credits for our Mid-Winter meeting or for online PD offered by other CBA branches that have a cost associated with the event.

SECTION AFFILIATES

The goal of Affiliate status is to allow individuals not eligible for CBA membership to participate in Section meetings allowing an exchange of information between lawyers and non-legal professionals.

- Affiliates are a person, organization, or interest group, interested in an area of law **and not eligible for CBA membership.**
- Section Affiliate status must be approved by the Board of Directors.

- Affiliate membership status allows individuals who are not lawyers to regularly attend Section meetings.
- Affiliates will be charged a Section Levy and like Section members, Affiliates will also be responsible for any section meeting fee. Currently the Branch Sections with affiliates are:
 - Alternative Dispute Resolution/Insolvency/Family/Privacy & Access/Taxation

GUESTS

*Guests are defined for these purposes as a **non-lawyer** individual who is not eligible for membership in the CBA and is intended to accommodate a non-lawyer with a specific interest in a topic who could enhance the discussion.*

- The Section must receive branch approval to include guests.
- Guests, like Section members, are responsible for any in-person meeting fees.
- This is intended as a one-meeting opportunity (if the guest is seeking continual attendance at a section – the section should apply for affiliate status). Guests who accompany a Speaker are responsible for any in-person meeting fee, only the speaker’s fee is covered by the CBA.
- A Speaker’s office staff is considered a guest and therefore, responsible for lunch or, alternatively, they can accompany the speaker and choose not to eat in which case there would be no charge.
- Exceptions can be made for Ministerial or Judicial speakers who wish to bring an assistant, provided the CBA is given advanced notice of the guest.

FIRST SECTION MEETING

- You can invite lawyers who are not CBA members to the **first** section meeting of the year.
- This first meeting should cover a topic and speaker that has broad appeal.
- Goal of this policy is to encourage non-CBA member lawyers to join the CBA to be able to participate in sections.
- These non-lawyers are responsible for any in-person meeting fees (lunch costs).

LEGISLATION AND LAW REFORM

- Branch LLR Director coordinates the Branch’s submissions to the Legislature, requests for intervention and responds to consultation requests.
- The Chair automatically fills the position of LLR until an appointment is made.
- You are expected to consult with your section and respond to LLR Director inquiries in a timely manner.
- Any contact directly regarding changes to legislation or consultation requests, should be coordinated with the branch and the LLR Director.
- A section can also initiate action and recommend changes in the areas of law reform, please coordinate all activities with the LLR Director.

BRANCH RESOLUTIONS

If a Section should wish to put forward a resolution for consideration, resolutions can be made at the Branch Council Meeting and Branch Annual Meeting on an informal basis from the floor or contact the branch at info@cbasask.org.

POLICY FOR REIMBURSEMENT FOR ATTENDANCE AT NATIONAL MEETINGS

- Currently there are no scheduled National Section Meetings due to COVID_19.
- CBASK has set aside limited funds to financially assist Section Chairs or their designate to attend National in-person Section meetings.
- Full policy is outlined on our website <http://www.cbasask.org/Who-We-Are/Governance/Policies>.
- Generally, National covers the cost of airfare and one meal and occasionally, covers the cost of hotel accommodation.
- Branch monies are intended to aid with the cost of accommodation, cabs and extra meals.
- **No funding is available to cover registration fees for PD conferences/sessions** held in conjunction with the section meeting.
- Determination of funding is at the sole discretion of the Board of Directors, please contact the branch for further information.

DIVERSITY DEFINITION

The following policy was passed at the National Annual Meeting held on February 17, 2021:

“diversity” means the inclusion of members from a variety of backgrounds, with particular attention to representation in the Association of members from equality-seeking groups, including but not limited to women, LGBTI2S (lesbian, gay, bisexual, transgender, intersex and two-spirit) communities, Indigenous peoples, racialized, ethno-cultural and religious groups, and persons with disabilities. Diversity is to be interpreted consistent with the evolving nature of equality issues.

We would ask that you consider diversity when booking speakers for section meetings.

CBA SASKATCHEWAN

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Toll Free: 1-800-424-8288 (SK only)