

THE ULS COUNCIL CHARTER OUTLINES THE RESPONSIBILITIES OF THE COUNCIL MEMBERS AS INDICATED HERE BELOW FOR YOUR INFORMATION AS YOU DECIDE TO NOMINATE OR BE NOMINATED FOR ANY OF THE POSITIONS.

12. THE RESPONSIBILITIES OF THE PRESIDENT, VICE PRESIDENT, HONORARY SECRETARY, TREASURER AND THE COUNCIL MEMBERS.

12.1 President

The responsibilities of the President include but not limited to the following:

- 12.1.1 Representing the Society and the Council to the members, and at a high level to the Judiciary, JLOS Steering Committee and other stakeholders.
- 12.1.2 Provide leadership and mobilization of the legal profession in promoting and defending the rule of law, constitutionalism, good governance, human rights and access to justice.
- 12.1.3 Ensuring the integrity and effectiveness of the governance process of the Council.
- 12.1.4 Maintaining regular dialogue with the Chief Executive Officer (CEO) over important operational matters. In addition, the President will provide counsel and advice to the Chief Executive Officer where appropriate and will consult with the Council promptly over any matter that gives him or her major cause for concern.
- 12.1.5 Act as a facilitator at meetings of the Council to ensure that appropriate discussions take place and that relevant opinion amongst the members is forthcoming. The President will ensure that discussions result in logical and understandable outcomes.
- 12.1.6 Play a strategic role in ensuring that the Council is properly led.
- 12.1.7 Be primarily responsible for the working of the Council and for ensuring that all relevant issues are on the agenda and that all available information on any issue is placed before the Council.
- 12.1.8 Be responsible for ensuring that decisions are taken when required, consensus is reached and a resolution is formally passed and appropriately recorded.
- 12.1.9 The President is the Spokesperson of the Society in all matters related to the Society, and where appropriate consults with the ULS Council where appropriate before issuing a statement or communicating the position of the Society on any matter.
- 12.1.10 Preside over the AGM and all Executive Council meetings of ULS.
- 12.1.11 Provide policy guidance to the Uganda Law Society (ULS) secretariat in running of its activities and programs.
- 12.1.12 Represent the ULS in specified legal fora as required as provided by law.
- 12.1.13 In consultation with council, identify designate members to represent the ULS in appropriate fora.
- 12.1.14 Sit as a representative of the ULS on the Justice, Law and Order Sector Steering Committee, the Law Council Disciplinary Committee.

- 12.1.15 Sit on all ULS working Committees most importantly the Finance and Administration Committee and the Legal Aid Project Committee.
- 12.1.16 Safeguard, promote and protect the legitimate interests of the members of the Law Society and of ULS as an institution and of the legal profession as a whole, as well as advance the values, integrity and honor of the legal profession.
- 12.1.17 Build and maintain strategic partnership with national and international stakeholders.
- 12.1.18 Undertake any other duties as shall be necessary or incidental to leadership and good governance of the ULS.

Major functions necessitating the presence of the President include;

1. Make a presentation at the Annual Judges Conference on a select topic that is normally given to him or her by the judiciary.
2. Deliver a speech on behalf of the Bar at the opening of the new Law year in January.
3. Being the principal signatory to all ULS Bank Accounts.
4. Undertake annual law firm/ chamber inspections and tours with the law council.
5. Present an award to the second best student at the law Development centre. ULS normally presents the student with a professional gown.
6. Maintain and interact with the whole membership- in Kampala, up-country and abroad.

12.2 Vice President

The responsibilities of the Vice President shall be to deputize for the President of the Uganda Law Society (ULS) and shall chair the Legal Aid and Pro-Bono Committee during Council's term in office and chair meetings of the Council in the absence or other inability of the President to do so.

12.3 Honorary Secretary

The Responsibilities of the Honorary Secretary include but not be limited to the following:

- 12.3.1 Ensure that all records of the society and the council are secure and retrievable when required.
- 12.3.2 Ensure that the seal of ULS is in safe custody.
- 12.3.3 Convene the Society's Annual General Meeting in consultation with Council.
- 12.3.4 Assist the President in ensuring the effective functioning of the Council.
- 12.3.5 Ensure that Council procedures are followed and regularly updated, and that each Council member is made aware of and provided with clarity as to their duties, responsibilities and powers.
- 12.3.6 Together with the President, ensure that the applicable rules and regulations are complied with in the management of the affairs of the ULS and council.
- 12.3.7 Provide the Council with guidance on how their responsibilities should be properly discharged in the best interests of the Society.
- 12.3.8 Avail the Council members with information relating to the Society as required.
- 12.3.9 Keep abreast of, and inform the Council of current corporate governance best practices.
- 12.3.10 Ensure the induction of new Council members on the procedures and regulations of the Society.

- 12.3.11 Chair the ULS Research and Publications Committee and supervise all publications and publicity drives for ULS.
- 12.3.12 Prepare and present the Annual Report of the Society to the Annual General Meeting on behalf of the Council.
- 12.3.13 Be the alternate signatory to all ULS Bank Accounts.

12.4 Treasurer

The responsibilities of the Treasurer include:

- 12.4.1 Provide policy oversight over management in Financial and Administration matters, and report to Council on the same.
- 12.4.2 Chair the Finance and Administration Committee.
- 12.4.3 Support the resource mobilization function.
- 12.4.4 Oversee the procurement procedures of the Society.
- 12.4.5 Present the annual audit reports to the General Assembly on behalf of the Council.
- 12.4.6 Be the principal signatory to all ULS Bank Accounts.

12.5 Council Members

The responsibilities of General Council Members shall include but are not limited to;

- 12.5.1 Attend and offer policy guidance at all Executive Council Meetings.
- 12.5.2 Items in Section 5 of this Charter.
- 12.5.3 Mobilize members practicing in the regions to remain active in the society programs and activities.
- 12.5.4 On delegation by the President, represent the Institution at meetings in furtherance of ULS' agenda.
- 12.5.5 Attend and offer policy guidance at all Executive Council Meetings.
- 12.5.6 Identify a ULS working Committee and Chair the said Committee in furtherance of the ULS agenda.