

**ULCC | CHLC**

**UNIFORM LAW CONFERENCE OF CANADA  
CONFÉRENCE POUR L'HARMONISATION DES LOIS AU CANADA**

**ULCC Guide**

**THE ROLE AND RESPONSIBILITIES  
OF THE  
EXECUTIVE DIRECTOR**

## **THE ROLE OF THE EXECUTIVE DIRECTOR**

The Executive Director (for whom the current official title is “Executive Director and Administrator”) administers the day-to-day affairs of the ULCC and is the key liaison between the Executive Committee, the Budget and Finance Committee, the Jurisdictional Representatives (JRs), the ULCC’s financial contributors, and the local organizing committee for the annual meeting.

The Executive Director is not a member of the Executive Committee and Budget and Finance Committee however does participate in their meetings.

## **THE RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR**

### **General organizational administration**

- Manage the day-to-day affairs of the ULCC.
- Conduct official correspondence on behalf of the President and Executive Committee.
- Communicate with stakeholders to keep them informed of the work of the organization.
- Coordinate, publish and distribute ULCC publications.
- Maintain and update lists of organizational contacts, including JRs, committee members, working group members, and stakeholders.
- Ensure that new JRs and committee members receive relevant guidance materials.
- Prepare meeting agendas, supporting materials, and minutes of permanent committees for approval.
- Log and track action items and decisions for the Executive Committee and the Budget and Finance Committee.
- Provide support to special committees from time to time as may be required, at the request of the President.

### **Finance and budget**

- Prepare the annual budget for approval by the Budget and Finance Committee and the Executive Committee, participate in budget discussions, and distribute the proposed budget to the JRs for review and comment, within the required timelines.
- Manage the annual assessment process:
  - Request annual contributions from the federal, provincial, and territorial governments.
  - Record receipts and follow up as required.
  - Report status to the Budget and Finance Committee and Executive Committee.
  - Draft the annual report to Justice Canada for review and approval by the President.
- Manage timely payment of operating and annual meeting expenses within the annual budget.
- Manage and monitor cash, cashflow, and investments in accordance with Budget and Finance Committee and Executive Committee directions.
- Ensure adequate financial controls are in place and maintained.
- Prepare and deliver records to bookkeeper for monthly bookkeeping and ensure Budget and Finance Committee review and approval of monthly reconciliation reports.

- Work with bookkeeper to finalize financial reports to Budget and Finance Committee, and to the Executive Committee as needed.
- Manage annual audit process, with assistance of bookkeeper as required, including:
  - Confirm audit plan and fees.
  - Prepare and provide files required by auditors.
  - Respond to auditor queries.
  - Review draft audited statements and ensure corrections and edits are addressed before the statements are presented to the Budget and Finance Committee and Executive Committee.
  - Ensure annual CRA returns are reviewed and filed and HST-GST rebate payments received.
- Ensure T4A forms are issued annually to service providers, as required.

### **ULCC annual meeting**

- Prepare annual meeting budget for approval.
- Advise host jurisdiction of meeting requirements and provide support as required. Refer them to the [Hosting a ULCC Annual Meeting guide document](#) for detailed requirements.
- Work with the host jurisdiction to ensure that the required venue and meeting spaces are booked and social events organized.
- Attend the ULCC annual meeting and provide onsite services for the events and activities.
- Coordinate opening and closing plenaries, including:
  - Prepare agendas and draft resolutions for approval.
  - Provide administrative support.
  - Prepare minutes for approval by the President.
- Organize working lunches, including arranging for meals.
- Attend the meetings of the Executive Committee and of the JRs and prepare minutes
- Work with the Civil and Criminal Section Chairs to coordinate meeting agendas.
- Retain interpretation and audio-visual services to meet the needs of the joint sessions and Section meetings.
- Arrange for translation of ULCC documents as required.
- Manage delegate registration, including:
  - Prepare and distribute registration form and send registration reminders.
  - Maintain and finalize delegate list.
- Manage annual meeting documents, including:
  - Distribute and/or facilitate distribution of documents and reports for the annual meeting to the delegates within required timelines.
  - Distribute general annual meeting materials, final agenda, and delegate list.
- Invite international guests on behalf of the President.
- Communicate annual meeting logistical information to delegates, special guests, presenters, and other participants.
- Ensure that recordings (from the floor, English and French) are obtained from the audio-visual service provider for all joint sessions and Section meetings and shared with the Section secretaries.

- Coordinate preparation and distribution of press release.
- Assist with distribution of the annual diversity and inclusion survey.
- In the event of a “virtual” annual meeting (as occurred in 2020 and 2021):
  - Manage meeting logistics.
  - Support Executive Committee and Section Chairs as required.
  - Ensure recordings, chats and surveys are collected and shared with Section Chairs and secretaries.
  - Attend the ULCC annual meeting plenary sessions.
  - Assist with Civil and Criminal Section meetings as required.

### **Records management**

- Maintain a records management system to ensure files and financial records are securely stored and tracked.
- Ensure all submissions, reports and records are prepared in accordance with ULCC guidelines, policies, and practices.
- Update and maintain ULCC guide documents and other operating and policy manuals.

### **Website and communications**

- Ensure that annual meeting documentation is published on the ULCC website following each annual meeting.
- Ensure that committee and JR listings are updated following the annual meeting and as needed throughout the year.
- Work with the web host, web support contractor, and Legal Project and Research Coordinator on website maintenance and enhancement activities and initiatives, and to address current and emerging needs.
- Communicate updates on ULCC activities as required and as guided by the Communications policy.

### **Other**

- Assist with special projects that may arise from time to time.
- Such other duties as may be requested by the President or Executive Committee.