

## CONSTITUTION

### UQ PRO BONO CENTRE

## 1. BACKGROUND AND OBJECTIVES

### 1.1 Name of the Centre

The name of the Centre is the *UQ Pro Bono Centre*.

### 1.2 The Purpose of the Centre

The principal purpose of the Centre is to create opportunities for students to participate in the delivery of pro bono legal services in Queensland.

### 1.3 Type of Centre

The Centre is a School Centre within the terms of PPL 1.30.06a

### 1.4 Strategic Rationale

The University of Queensland has identified engagement with the wider community, industry, commerce, and government as a central strategic priority. The work of the Centre will significantly further this goal as it effectively and deeply engages with the legal profession for the benefit of the wider community.

## 2. CENTRE ACTIVITIES

The central features and activities of Centre are as follows:

- a) Engage with the legal profession, in particular the community legal sector, to pursue student opportunities for pro bono work, clinical legal education, public interest research and community legal education;
- b) Develop meaningful and productive relationships with the legal profession to grow a positive pro bono culture throughout the law school and the profession;
- c) Develop and manage a pro bono roster for student involvement in pro bono activities;
- d) Administer and coordinate the law school's Clinical Legal Education Program;
- e) Administer and coordinate the RRR (Regional, Rural and Remote) Project in partnership with Community Justice Centres in Queensland;
- f) Administer and coordinate the Law Outreach and Education Program;
- g) Administer and coordinate the Barrister Assistance Team;
- h) Provide research support for pro bono activities;
- i) Develop and maintain a UQ Pro Bono Centre website.

## 3. GOVERNANCE AND ADMINISTRATION

The activities of the Centre will be conducted under the direction of the Centre Director, academic members of the Centre and an Advisory Board.

The Centre Director reports to both the Advisory Board and the Head of School of the TC Beirne School of Law.

### 3.1 Centre Director

The law school will employ a Centre Director to implement and oversee the activities of the Centre and to strategically grow the Centre's operations.

The Director of the Centre is responsible for all aspects of the Centre's operation.

### 3.2 Academic members

Academic members comprise academic staff who have made a sustained contribution to the operation of the Centre.

In consultation with the Head of School, the Centre Director is responsible for selecting and recruiting academic members.

Academic members will meet with the Centre Director twice a year at the conclusion of the academic semester, or at other times as agreed.

### 3.3 Student Advisory Panel

The Student Advisory Panel is comprised of five students drawn from the pro bono roster (selected by the director from students who apply for advertised places on the panel).

The principal functions of the Student Advisory Panel are to:

- a) Provide advice and feedback to the Centre Director on pro bono activities;
- b) Be an 'ideas bank' for new and innovative pro bono activities;
- c) From time to time, assist the Centre Director with administrative tasks.

The Student Advisory Panel will meet with the Centre Director every 6 weeks, or otherwise as agreed.

### 3.4 The Advisory Board

The Advisory Board of the Centre is comprised of:

- a) Director (or nominee) of two community legal centres;
- b) Director (or nominee) of Community Legal Centres Queensland (CLCQ);
- c) Director (or nominee) of Legal Aid Queensland;
- d) President (or nominee) of the Queensland Law Society;
- e) President or nominee of the Bar Association of Queensland;
- f) Up to two representatives of the Queensland Pro Bono Lawyers Network;
- g) Up to two members of the legal profession nominated by the Head of School;
- h) Any immediate past Chair (with speaking but not voting rights);

- i) The secretary of any UQPBC Philanthropic or like fundraising Committee (with speaking but not voting rights);
- j) One nominee of the Centre's Student Advisory Panel.

The principal functions of the Advisory Board are to advise the Centre Director, academic members of the Centre and the Head of School about the strategic direction and operation of the Centre. As the Advisory Board is only advisory in nature, no conflict of interest shall exist where an Advisory Board member has a financial relationship with the Centre.

In particular, the Advisory Board will:

- a) Represent the views of the Centre's stakeholders;
- b) Provide advice to the Director to guide development and improvement of the Centre's activities;
- c) Utilise the contacts and knowledge of Advisory Board members to further the Centre's activities.

### 3.4.1 Chair and Deputy Chair of the Advisory Board

There will be a Chair of the Advisory Board elected from the membership of the Advisory Board.

The Chair's primary role will be to chair Advisory Board meetings.

There will be a Deputy Chair elected from the membership of the Advisory Board. The Deputy Chair's primary role will be to support the Chair and to perform the Chair's duties if the Chair is absent, incapable or has resigned (pending the election of a new Chair).

Whilst a member who is not the current Deputy Chair may be elected the Chair at any time by the Advisory Board, the position of the Deputy Chair would in the ordinary course (and for smooth succession) be occupied by an Advisory Board member who is considered by the Advisory Board to be a suitable person to be appointed as the Chair in due course.

### 3.4.2 Advisory Board meetings

The Advisory Board will meet twice a year (generally in June and December) at the conclusion of the academic semester.

A meeting of the Advisory Board will require a quorum of four members in attendance to proceed.

The Advisory Board may utilise a "Flying Minute" to pass resolutions between meetings.

## 4. BUDGET

An operating budget for the Centre's operations will be annually negotiated by the Centre Director with the Head of School.

**Last Revised: July 2022**

**Approved: 28 July 2022**

