



LEGAL COMMITTEE

COMMITTEE TOR & POLICY GUIDELINES

COMMITTEE ESTABLISHED ito Clause 13.7 & 13.8 of the SASS Constitution.

1. INTRODUCTION / BACKGROUND

The nature of the Sheriff's profession requires as an integral part, the interpretations of statutes; the understanding of the rules of court and application of case law. The law is not static but evolves with time and as a result SASS requires a legal committee that will assist in legal matters. Such committee is established in term of clause 13.8 of the SASS Constitution.

2. PURPOSE

The Legal Committee seeks to assist the Executive Committee and members of SASS in the following:-

- 2.1 Making comments on proposed legislative amendments, rules of court and codes of conduct;
- 2.2 Providing guidance to members facing challenges in respect of legal and day to day operational matters;
- 2.3 Making submissions for changes of statutes, rules and codes of conduct; and
- 2.4 To interphase with the Cost Committee on matters relating to Sheriffs' Tariffs

3. SCOPE OF APPLICATION

3.1 The beneficiaries of the work of the committee would be SASS Sheriffs, Deputies and office staff.

3.2 The other beneficiaries of the work of the committee would be external stakeholders like the Department of Justice, the SABFS, Banking Forum, Legal Practice Council and

other government departments.

3.3 The submissions made by the legal committee have to be approved by the National Executive Committee before distribution to members or stakeholders.

4. MANNER OF INTERVENTION

The Legal Committee will identify areas where there is a need for legislative amendment or additions to the current statutes and rules of court. The committee will conduct research to find the best possible solution to any matter given to it by NEC. The committee will provide written responses to any correspondence sent to it via NEC. The committee will also provide written guidelines that may assist members and their staff to deal with day-to-day operational requirements. The Committee will meet at least 4 times annually or more than that if the circumstances demand such meeting.

5. THE CONSTITUTION OF THE COMMITTEE

The Legal Committee shall comprise of the following members:-

- 5.1 a Chairperson/Convenor
- 5.2 a Secretary
- 5.3 at minimum of 3 additional members

6. ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS (if applicable)

- 6.1 The chairperson/Convenor will be responsible for convening meetings and preside over same. He/she will give direction on the future conduct of the Committee.
- 6.2 The secretariat will be responsible for taking minutes of the meeting, sharing them with members, liaising with the chairperson about setting dates for meetings and inviting members to meetings.
- 6.3 All members will be required to prepare for the meetings and conduct research if the need arises. They will also be required to attend every meeting convened and in the event that anyone cannot make it, to tender a written apology.

7. MONITOR AND EVALUATE EFFECTIVENESS

Members of this committee must regularly evaluate their previous work to ensure that work delivered is valuable and implemented effectively and achieves the goal.

Provide regular reports and feedback to National EXCO.