

LEGAL COUNSEL JOB DESCRIPTION

General function: The Legal Counsel serves as the volunteer legal officer of the Montegale Sunday School Assembly. The Legal Counsel represents and directs the representation of the Assembly in all legal matters, serves as legal advisor to the President and General Manager, and serves as a resource on legal matters and issues of institutional procedure and governance. The Legal Counsel is appointed by the President.

Responsibilities:

1. Directs operations in the Legal Counsel position, including maintaining a team of volunteer counsel from the Assembly community who has expertise in certain areas of the law.
2. Provides advice regarding the use of outside attorneys who provide legal advice or representation in areas of special expertise or in litigation.
3. Provides a vetting role for legal issues and determination of procedure.
4. Performs other duties as requested by the President or General Manager.