

DEVELOPMENT AND ALUMNI ENGAGEMENT (DAE) REFERRAL PROTOCOL FOR LEGAL SERVICES

July 17, 2013

1. DAE and the Office of University Counsel (OUC) have developed a protocol to direct and manage requests for legal services from DAE to the OUC. This process provides DAE with a single point of contact in the OUC and also ensures that the OUC is able to deal with a manageable number of “clients” within DAE. This will also facilitate the development of higher levels of knowledge and understanding as between the OUC and DAE, improving efficiency and service levels. An added benefit of this approach is that it will reduce redundancy and promote operational consistency within DAE and assist the OUC in taking a consistent approach when providing legal advice and services to DAE.
2. The primary contact in the OUC for DAE is Liz Moxham, Legal Counsel. Liz will involve other lawyers in the OUC as necessary.
3. The primary contacts in DAE are the Director of each unit.
4. Where a fundraiser or other member of the DAE believes that they need legal advice or assistance, they should first approach their Director to discuss the issue. The presumption is that if a matter is important enough to require the involvement of the OUC, it is important enough that the Director is aware of it as well.
5. The Director may be able to draw on his/her knowledge and experience to provide the staff member with direction and avoid the need to approach the OUC. If the Director is unable to address the problem, the Director will refer the matter to Liz. Once the OUC has been engaged on a matter, it may make sense for the OUC to speak directly with members of the DAE at a lower level than Director. However, in such cases, the Director should be copied on communications so that he/she remains aware of what is going on with the matter and is able to provide meaningful instructions if required.
6. Where a lawyer other than Liz is contacted by the DAE, that lawyer should generally refer the matter back to Liz. Where Liz is unavailable and the matter is time sensitive, it may be necessary for the lawyer to become involved. In such cases, that lawyer must ensure that Liz is briefed on the matter at the earliest possible opportunity so as to avoid duplication of effort.
7. Liz will meet with the Directors quarterly or as needed to discuss ongoing legal matters and priorities for DAE.