

**SUB-COMMITTEE REPORT**

**SECRETARIAT, FINANCE, LIBRARY & INFORMATION TECHNOLOGY**



**Wee Su Lin**

**SECRETARIAT**

The office hours of the Secretariat remained unchanged i.e. Mondays to Fridays from 8.30am to 5.30pm, and every Saturday from 9.00am to 12.30pm.

The Sub-Committees under the stewardship of the respective Chairpersons have performed remarkably well this term. In order to accomplish such efficacy, a high level of commitment and professionalism from the secretariat staff was expected. I am proud to say that the staff rose to the challenge, did outstanding work and performed their duties exceptionally well.

Despite their designated workloads, which can prove on occasion to be quite cumbersome, all secretariat staff contributed and assisted one another in executing their respective duties. They were collectively involved in the running of all major functions and events organised by the Committee and its Sub-Committees.

The staff's respective designations and departmentalised workloads are as follows:-

- |                  |                     |   |
|------------------|---------------------|---|
| N.K. Thinnagaran | Executive Secretary | <ul style="list-style-type: none"> <li>• <i>Attends to correspondences and e-mails.</i></li> <li>• <i>Responsible for the administration of the secretariat as a whole.</i></li> <li>• <i>Attends committee meetings and prepares their minutes.</i></li> <li>• <i>Staff in charge of the Secretariat, Finance &amp; Library, and Social &amp; Young Lawyers sub-committees.</i></li> <li>• <i>Overall, in charge of all the sub-committees.</i></li> </ul> |
| Shariza          | Accounts Executive  | <ul style="list-style-type: none"> <li>• <i>Administration of Secretariat finances, preparation of Secretariat accounts, issuance of Sijil Caruman, updating of membership programme.</i></li> </ul>  |



- *Staff in charge of Secretariat, Finance & Library, Conveyancing Practice & SRE and Welfare, Human Rights & Environmental sub-committees.*

Vasanthan

Executive Officer

- *Attends to the reception area, correspondences and e-mails.*
- *Assists in the issuance of Sijil Caruman, and lends support in organisation of events and functions.*
- *Sees to the reservation of conference room for DC and for any other meetings.*
- *Staff in charge of Continuing Legal Education, Criminal Law Court Liaison and Publication sub-committees.*
- *Staff in charge of refreshments for meetings.*

Norazlina

Executive Officer

- *In charge of all matters in relation to pupils in chambers, their introduction sessions and matters pertaining to their 'Short Call' and 'Long Call'.*
- *Staff in charge of Chambering Pupils Affairs, Information Technology and Syariah & Bahasa Malaysia sub-committees.*

Gunaalan

Administrative Clerk/Despatch

- *In charge of Library.*
- *Attends to the updating and maintaining of the Library.*
- *Staff in charge of Chambering Pupils Affairs, Information Technology and Sports sub-committees.*
- *Also a backup staff to do the accounts in the event the Accounts Executive goes on leave.*
- *Assists in despatch work.*

Khairul Nizam

General Clerk/Despatch

- *Administration of BC Boxes and Bar Rooms.*
- *Responsible for updating notice boards, recording and filing of Sijil Caruman, attending to outgoing works.*
- *Main dispatch personnel.*
- *Staff in charge of Sports Sub-Committee.*

Sree Kumare

General Clerk

- *Administration of secretariat office in the Shah Alam Bar Room*
- *Staff in charge of Civil Law Court Liaison Sub-Committee.*

The Committee continues to oversee the Bar Rooms in Shah Alam, Klang, Petaling Jaya, Bangi, Banting (Telok Datuk), Ampang, Selayang, Sepang, Kajang, Kuala Selangor and Kuala Kubu Bharu and maintains the daily newspaper placements at the Bar Rooms in Shah Alam and Klang.



As part of the Committee's effort towards improving services provided to members, a full time staff was employed to manage the Shah Alam Bar Room and to assist members during operational hours. Effective from 10<sup>th</sup> June, 2013, the Bar Room in Shah Alam Court Complex is operational on Monday to Friday from 8.00 a.m. to 5.00 p.m.

In recognition of the importance of teamwork and to ensure that Secretariat and Legal Aid Staff are able to provide better service to members and the public at large, a teambuilding session was organized by the Committee on 6th July, 2013 at SWAT Paintball Janda Bail. Its purpose was to provide a more convivial environment to enable staff to get better acquainted and ultimately to learn to work better together as a team.

### **INFORMATION TECHNOLOGY**

For the convenience of members, the Selangor Bar website has been upgraded to enable online registration and payment for talks and seminars.

Efforts have also been made to update the website more regularly with photos of recent activities organised by the Committee and news and updates from the courts, land offices and other relevant authorities in Selangor.

A Facebook page called 'Selangor Lawyers' was also set up to enable members to view photographs and be informed of activities held by the Selangor Bar.

The database of e-mail addresses of Lawyers in Selangor is regularly updated to ensure that all information sent out by the Secretariat reaches our Members. Many obsolete e-mail addresses were flushed out of the database and replaced with current e-mail addresses of Lawyers. This has allowed the Committee to effectively release updates to Members.

### **LIBRARY**

The library houses the MLJ, CLJ, AMR, ILR, All England Law reports and Halsbury's Laws of Malaysia. The library also has CLJ online and SCC online Malaysian Edition which covers Indian and English Case Law. The Committee further purchased many new books for the library. A full list of the books and services available at the library are stated in our website.

### **BUILDING**

Regular maintenance work is carried out from time to time and there have been no major problems in the past year. The air-conditioners as well as the roller shutters have been serviced and the facsimile machine in the Shah Alam Bar Room has been changed.



**ACKNOWLEDGMENT**

I wish to take this opportunity to thank all members of the Bar for their support and cooperation in allowing me to perform my duties as the Honorary Secretary of the Selangor Bar Committee. My very special thanks goes to the Chairman, Mr. Vishnu Kumar and the Committee members for entrusting me with this post. I also wish to thank the staff at the secretariat who have been hardworking and diligent in assisting me run the secretariat smoothly throughout the year. May we keep striving for the best in the year ahead.

Thank you.

Report submitted by :

**Wee Su Lin**  
**Honorary Secretary,**  
**Selangor Bar Committee**