



Bar Association of Queensland Position Description Summary

Executive Department

Kelsey Rissman

Chief Executive Officer (F/T)

- Manages all day-to-day operations of the Bar Association including staffing, financial oversight, risk management, professional complaints and regulatory services, policy submissions to Government, CPD conferences and seminars, BPC and Bar Care.
- Implements strategic vision set by the Bar Council.
- Formulates policies to support the Queensland Bar and the justice system.
- Provides advice and administrative support to the Bar Council and Committees to ensure sound governance practices.
- Represents the Bar Association in interactions with Government departments, the judiciary, legal profession bodies and the public.

Donna Rea

EA to the Chief Exec (F/T)

- Supports the Chief Exec in providing administrative support in the management of the Bar Association.
- Manages President's and Chief Executive's correspondence & mailbox.
- Coordinates President's functions.
- Prepares and distributes Bar Council agenda papers.

Legal Department

Sara Forgione

Director (P/T)

- On parental leave until approximately November 2025.
- Manages all matters relating to the issue of practising certificates and the admission of barristers to the profession.
- Provides advice and guidance to barristers on ethical issues, professional conduct and obligations under the Barristers' Rule.
- Manages, investigates and responds to complaints about Queensland barristers, in liaison with the Legal Services Commission.
- Supports the Professional Conduct Committee (PCC) and Bar Council in disciplinary processes including managing referrals, drafting submissions and coordinating responses to investigations.
- Contributes to internal and external policy development on matters affecting the practice of law in Queensland.
- Supports internal committees.
- Assists in the development and delivery of ethic and legal practice CPD programs.
- Prepares legal opinions, discussion papers, and submissions on regulatory, ethical and law reform issues.
- Drafts submission to government and statutory bodies on proposed changes to laws affecting the Bar.
- Manages claims made by members under the group life insurance scheme for TPD or death.
- Interprets and provides advice to members on eligibility for cover under the group life insurance scheme.
- Manages the professional standards scheme under the Professional Standards Act 2004 (Qld).
- Supports the Professional Standards Committee to implement the scheme's requirements.
- Liaises with the Professional Standards Council.

Ashleigh Poole

Senior Lawyer (P/T)

- On parental leave until 2026.

Rebecca Birchley

Lawyer (F/T)

- Currently Acting Director of Legal and performs all tasks listed above.

Joseph Murphy

Lawyer (F/T)

- Manages policy submissions and parliamentary appearances by members of the Association.
- Writes speeches, Hearsay intro and occasional correspondence on behalf of the President.
- Prepares the Association's annual Professional Standards Report.
- Arranges policies of insurance for professional indemnity insurance for barristers and business and related insurance for the Association.
- Coordinates the annual election of Bar Council.
- Coordinates the AGM.
- Assists with overflow PCC matters.

Alice Elliott

Lawyer (F/T)

- Processes PC renewals and new membership applications.
- Supports the Director in investigating complaints about Queensland barristers, in liaison with the Legal Services Commission.
- Supports the Professional Conduct Committee (PCC) and Bar Council in disciplinary processes including managing referrals, drafting submissions and coordinating responses to investigations.

Vishnupriya De

Legal Business Support (P/T)

- Supports the Legal Department in the delivery of the objectives.
- Processes applications for Court IDs.
- Responds to day-to-day enquiries from the profession relating to the exams and BPC program.

Taylor Rissman

Paralegal (P/T)

- Supports the Legal Department in the delivery of the objectives.
- Manages the Readership program and compliance.
- Mediator standards board re-accreditations.
- Legal research relating in the policy area.
- Assist lawyer in the preparation of PCC briefs.

Corporate Services Department

Kasey Rowland

Director (F/T)

- Manages internal staffing and corporate services such as HR, IT, financial compliance, member communications, telephones, office equipment and services, repairs and maintenance, cleaning.
- Manages financial operations including accounts payable and accounts receivable, payroll, month-end reporting, year-end reporting, reporting for charities associated with Association including Mullenjaiwakka Trust and Benevolent Fund.

- Manages the collection of membership and PC fees as part of the annual renewals process.
- Assists the Chief Executive in the preparation of the annual budget.
- Quarterly reconciliations and payments of the group life scheme, mediator standards board and professional standards scheme.
- Liaises with external auditors to perform:
 - the annual audit
 - preparation of the Annual Financial Statements and Income Tax Return and
 - the annual Professional Standards Scheme audit.
- Preparation of internal profit and loss reports, event reports and segment reports.
- Prepares and lodges periodic GST and PAYG returns.
- Prepares and lodges FBT, WorkCover and payroll tax returns.
- Secretariat services for ASIC annual change of directors and company details.

Geraldene Devencorn

Front office reception
(Job share)

- Serves as the first point of contact for the Association, either in person, over the phone or email.
- Administers front of house including
 - attending to all incoming and outgoing mail
 - maintaining office supplies and placing orders when required
 - other clerical receptionist duties such as printing, photocopying, petty cash, court IDs.
- Manages the phone system
- Manages travel bookings for Bar Association staff
- Assists with greeting members for meetings and preparing rooms ready for external visitors.

Deborah Pilkington

Front office reception
(Job share)

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Dianne Lyndon

Communications & Events
Officer (F/T)

- Plans all events for the Bar Association including
 - Bar Dinner
 - Junior Bar Drinks
 - Silks Dinner
 - Other events requested by Council
- Coordinates the online publication of Hearsay
- Prepares and disseminates all member communications, including In Brief and daily notices
- Prepares the Annual Report
- Prepares all brochures, online graphics and other promotional material for the events, conferences and other offerings of the Bar Association.

Lucy Blewer

Accounts Administrator (P/T)

- Supports the Director of Corporate Services in administering the financial transactions and book-keeping duties of the Bar Association.
- Processes accounts payable and receivable.
- Enters data into MYOB account keeping software.
- Processes credit card statements and collates supporting documentation to be authorized by the Treasurer.
- Processes petty cash.
- Invoices for new member applications, court IDs, mediator re-accreditations, conferences, functions, workshops.

Legal Education Department

Gail Cowen

BPC Coordinator (P/T)

- Facilitates the delivery of two examinations and two BPC courses per year.
- Assists the BPC committee in the development and maintenance of the BPC operational plan.
- Ensures high quality BPC processes and standards are maintained by working with subject matter experts.
- Creates, designs, writes, and oversees the production of the BPC promotional materials and website content.
- Develops relationships with courts, judges, magistrates, coaches, and partners.
- Responds to day-to-day enquiries from the profession relating to the exams and BPC program.

Ethan McNally

BPC Support Officer (P/T)

- Supports the BPC Coordinator in the delivery of the BPC courses and examinations.
- Responds to day-to-day enquiries from the profession relating to the exams and BPC program.

Ashleigh Price

Sessions Coordinator (P/T)

- Coordinates the delivery of all CPD seminars and series, such as the Criminal Bar trial and Family Law series for the Association;
- Assists the CPD committee in the development and maintenance of the CPD operational plan.
- Attends BAQ Seminars.
- Maintains relationship
- Ensures high quality CPD processes and standards are maintained by working with subject matter experts.
- Creates, designs, writes, and oversees the production of the CPD promotional materials and website content.
- Undertakes an annual audit on the Associations self-accredited CPD program.
- Responds to day-to-day enquiries relating to CPD from members of the Association and the profession.

Cintia Hernandez

Conference Coordinator (F/T)

- Coordinates the delivery of all CPD Conferences and part day sessions for the Association.
- Assists the CPD committee in the development and maintenance of the CPD operational plan.
- Maintains relationships with venues, speakers, courts, caterers and service providers.
- Attends all BAQ Conferences.
- Coordinates, designs and prepares briefs, course material and brochures.
- Ensures high quality CPD processes and standards are maintained by working with subject matter experts.
- Creates, designs, writes, and oversees the production of the CPD promotional materials and website content.
- Responds to day-to-day enquiries relating to CPD from members of the Association and the profession.
- Manages partner agreements with sponsors.

Emilie Tully

CPD Business Support (F/T)

- Supports the Conference Coordinator and Sessions Coordinator in the delivery of the CPD conferences and sessions.
- Responds to day-to-day enquiries from the profession relating to the CPD program.
- Assists the Bar Practice Course Coordinator when necessary.