



LAW SOCIETY OF PRINCE EDWARD ISLAND

119 Kent Street, Suite 300, P.O. Box 128, Charlottetown, Prince Edward Island, Canada C1A 7K2

SECRETARY-TREASURER / EXECUTIVE DIRECTOR

The Law Society of Prince Edward Island is seeking an accomplished and principled professional to serve as Secretary-Treasurer / Executive Director. As the Law Society's chief executive and administrative officer, the successful candidate will provide strategic leadership, oversee day-to-day operations, and support the Law Society in fulfilling its mandate to regulate the legal profession in the public interest. Reporting to Council, the Secretary-Treasurer / Executive Director will have overall responsibility for the Law Society's objects, duties, programs, and activities.

The successful candidate will bring the following qualifications, experience, and attributes:

- current membership, or eligibility for membership, in the Law Society of Prince Edward Island;
- experience in the legal profession, preferably across a range of practice areas or professional settings;
- senior management experience, preferably in a role reporting to a board, council, or similar governing body;
- high integrity, sound judgment, and a demonstrated commitment to public interest regulation;
- strong organizational, managerial, communication, and technology skills, together with a proven ability to work independently;
- a sound knowledge of the issues facing lawyer regulation in the public interest, including admissions, continuing legal education, membership, complaints and discipline, financial management, ethics, indemnity insurance, and the powers and duties of the Secretary-Treasurer under the *Legal Profession Act* and Regulations;
- the maturity, presence, and credibility to represent the Society and respond effectively to inquiries from the public, members of the profession, the media, and other law societies;
- the ability to work collaboratively with, and provide effective support to, Council, committees, members, and staff, and to develop policies and programs that advance the Society's goals;
- the ability to build and maintain strong relationships with a wide range of stakeholders, including the courts, government agencies, legal organizations, and community partners;
- the ability to provide administrative leadership and supervision for the Society's staff; and
- a clear vision for the future direction of the Law Society and the ability to implement that vision.

For a more detailed description of the specific duties and responsibilities of the position, interested candidates may contact the President, Gary Scales, K.C. or the current Secretary-Treasurer in confidence.

Compensation range: \$125,000 to \$235,000 per year, plus benefits.

Applications must be received by **4 PM Wednesday, September 30, 2026**. Applicants should submit details of their education, professional training, and experience in strict professional confidence to:

Search Committee
Law Society of Prince Edward Island
BDC Place, 119 Kent St., Suite 300
PO Box 128
Charlottetown, PEI
C1A 7K2
Email: lawsociety@lspei.pe.ca

The Law Society of Prince Edward Island thanks all applicants for their interest. Only applicants selected for an interview will be contacted.