

## **TERMS OF REFERENCE OF GENERAL COUNSEL**

The General Counsel shall head the Legal Services Division and shall be responsible for overseeing the functions of the Legal Division. His/her duties and responsibilities shall include but not limited to the following:

1. The General Counsel serves as the principal legal advisor to the RMA, providing guidance and counsel on legal matters affecting its operations, initiatives, and policies.
2. Provide legal advice and opinions to the organization's leadership, management, and staff on a wide range of legal issues, including but not limited to contracts, regulatory compliance, litigation, and corporate governance.
3. Draft, Review legislations, regulations, guidelines or policies in collaboration with relevant departments
4. Identify legal risks and propose strategies to mitigate them, ensuring compliance with applicable laws, regulations, and internal policies.
5. Review, draft, and negotiate contracts, agreements, and legal documents to safeguard the organization's interests and ensure legal compliance.
6. Development and implementation of organizational policies and procedures, ensuring alignment with legal requirements and best practices.
7. Represent the organization in legal proceedings, negotiations, and other interactions with external parties, including regulatory agencies, clients, partners, and vendors.
8. Oversee compliance efforts across the organization, including monitoring changes in relevant laws and regulations, and providing training on legal compliance matters.
9. Uphold and promote ethical standards and integrity within the RMA, ensuring adherence to legal and regulatory frameworks governing professional conduct.
10. Enforce confidentiality in all legal matters and communications, safeguarding sensitive information and privileged information.
11. Collaborate with internal departments, external legal counsel, government agencies, and other stakeholders to address legal issues and achieve organizational objectives effectively.
12. Report directly to the Management, providing regular updates on legal matters, significant developments, and recommended actions.
13. Undertake additional responsibilities and tasks as assigned by the RMA Management.