

## The people who support the Bar

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**B**ARBARA Hilton-Barber has been the administrator of the Society of Advocates of Natal in Durban since June 1991. She is single with two teenage children, and has a secretarial background. She handles all the society work, from administering the defaulters' list for Durban and Pietermaritzburg, doing the books of the society and drawing the financial statements, collecting society subscriptions, co-ordinating pupil applications, overseeing the Bar exams, drawing up rosters for the Small Claims Court, organizing Bar dinners and the annual general meeting and assisting with the allocation of chambers within Salmon Grove Chambers, to attending council meetings and taking minutes. She ensures that an updated list of advocates is always available and supplies both Hortors and Butterworths publishers with the relevant information. At times she has even acted as an employment agency, by assisting groups to find secretaries!

The scope of the job is wide and varied, and never dull. She is assisted by Lindi Masikane, who is in charge of the common room, ensuring the cakes are always supplied on a Friday. Lindi acts as a messenger and filing clerk as well.

**A**T the beginning of 1995 the membership numbers at the Pietermaritzburg Bar reached 50 and a decision was taken to employ an administrative assistant to attend to a number of matters which had up until then been attended to by secretaries and members of the Bar on an honorary basis. Mrs Debbie Hancock was appointed to this position on 1 January 1995 and has thus completed her first year in service. She is married with a young daughter and had a background in administration and bookkeeping. She attends to all the general Bar administration which includes supervision of cleaning and messenger staff, the common room, catering for functions, and the administration of *in forma pauperis* and judges' certificate appeals as well as the Bar library. She has made herself indispensable in the year that she has been in the post and she has impressed everybody with her helpful and friendly manner.

Mrs Sarita Olivier who previously held the post of Bar secretary for many years has been redesignated the Bar Treasurer. She and Debbie together are the administration of the Pietermaritzburg Bar.

### Administrative officer of the Durban Bar



### Administrative assistant of the Pietermaritzburg Bar

