

Chairmen of the Standing Committees

Role: Chairman of the Education & Training Standing Committee

Reports to: Executive Committee

Role Description

The governance framework of the Middle Temple currently includes four Standing Committees: Education & Training, Finance & Resources, Membership and Estates (the “Standing Committees”).

The Chairmen of the Standing Committees have a vital function in the Inn, providing leadership and direction to the membership to the members of the Standing Committee, and enabling the Standing Committee to fulfil its responsibilities for the overall governance and strategic direction of the Inn.

The Chairman's role is also to work in partnership with the Treasurer, the Under Treasurer, members of the Executive Committee, the Chairmen of the other Standing Committees and members of the senior management of the Inn, so that, working together, they can achieve the objectives of the Inn.

General Provisions

Appointment

The provisions relating to the appointment of a Standing Committee Chairman are set out in the Statutes and by-laws of the Inn. Only Masters of the Bench may be appointed Chairmen of any Standing Committee. Unless Parliament otherwise determines, a Master of the Bench shall not be eligible to be a Chairman of a Standing Committee unless, at the commencement of his term of office, he will have been a member of that Standing Committee for at least one year immediately preceding that commencement.

Term of Office

The term of office for a Chairman of a Standing Committee shall be four years. On the expiry of his/her term of office, a Chairman shall not be eligible for re-election.

Responsibilities

The general responsibilities of a Chairman of a Standing Committee shall be as follows:

1. Provide leadership and direction to the Standing Committee and, in particular, facilitate the setting of objectives in the context of the Inn's vision, mission and strategic direction;
2. Attend and chair meetings of the Standing Committee and read papers in advance of meetings. With the relevant or other officer of the Inn, advise on the content of meeting agendas, the order in which items are taken and the amount of time to be devoted to each;
3. Facilitate Standing Committee discussions, ensuring that (as far as possible) all members have the opportunity to contribute and that discussions remain focussed and do not become side-tracked or diverted;
4. Ensure that the work of the Standing Committee is consistent with its agreed remit, and that issues of interest to the Executive Committee and to other Standing Committees (or to the wider organisation) are appropriately referred;
5. Attend meetings of the Executive Committee of the Inn, represent the Standing Committee at such meetings, and liaise with other Standing Committee Chairmen on issues of general interest to the Inn.
6. Ensure that (a) decisions taken by the Standing Committee are clear and not ambiguous; (b) responsibility for taking forward action points is properly allocated; and (c) decisions reached represent the collective views of the Standing Committee or (in exceptional circumstances when consensus cannot be reached) a majority view;
7. Monitor the implementation of agreements and action points from previous meetings
8. Advise and support Master Deputy Treasurer on the membership of the Standing Committee for the following year, and support, advise and mentor (with the support of the Inn's management staff) new members of the Standing Committee;
9. Support, on completion of the term of office, the incoming Chairman through (inter alia) the provision of advice and de-briefing;
10. Recommend to the Standing Committee the co-option of Masters with specific responsibilities (where relevant) or the invitation to any such Master to attend meetings of the Standing Committee;



11. Ensure the organisation applies its resources exclusively in pursuing its objectives;
12. Safeguard the good name and values of the Inn;
13. Declare any conflict of interest while carrying out his/her duties as Chairman;
14. Recommend to the Standing Committee the establishment and membership of any necessary Sub-committees or working groups;
15. Attend Sub-committee and working group meetings (if and as appropriate); and
16. Participate in other tasks as they arise from time to time (to the extent reasonable).

Person Specification

Any candidate for the role of Chairman of a Standing Committee should ideally possess most of the following qualities:

- Commitment to the work of the Standing Committee;
- An depth of knowledge about the overall subject matter of the Standing Committee (although this does not mean detailed knowledge of every aspect of the Standing Committee's activities);
- A strategic and collegiate approach to objective setting and decision taking;
- The ability to facilitate focussed and relevant discussions, ensuring that all Standing Committee members are able to contribute and that no members are able to dominate discussions unduly at the expense of others;
- The interpersonal skills needed to develop a positive and professional relationship with members of other Standing Committees, the Inn's officers and staff;
- A willingness to devote the necessary time and effort;
- ability to take decisions for the good of the Inn;
- Good, independent judgement;
- Ability to think creatively;
- Ability to work effectively as a member of a team;
- Tact and diplomacy;
- Good communication and interpersonal skills; and
- Impartiality, fairness and the ability to respect confidences.

Time Considerations

Although the role is voluntary, Chairmen will be required to devote the time to the role necessary to fulfil the responsibilities set out above. Chairmen will be expected to attend all meetings of the Standing Committee (other than in exceptional circumstances). It is also important that the Chairman is able to be available to the Under Treasurer and Directors of the Inn on a regular basis. In addition to meetings of the Standing Committee, other contact – usually electronic or by telephone – will therefore be necessary.

Specific Provisions

The Education & Training Committee is responsible for education and training strategy, policy and support.

It advises the Inn on all matters of educational policy that may affect student or barrister members of the Inn. It responds to consultations affecting the profession or the Inn. It liaises with the General Council of the Bar, the Bar Standards Board, and the other Inns of Court, particularly the Advocacy Training Council (ATC) in connection with any such matter of policy. It is responsible for the registration and training of approved pupil supervisors of the Inn.

In addition to the General Provisions set out above and which relate to all Chairmen of the Standing Committee, the following specific provisions shall apply to the role of Chairman of the Education & Training Committee:

- Chair and participate in meetings of the Education & Training Committee;
- Serve as the principal liaison between the Education & Training Committee and the Executive Committee;
- Develop an effective working relationship with, and provide support to, the Director of Education Services;
- Approve the agenda and draft minutes of the meetings of the Education & Training Committee, with the support of the Director of Education Services;
- Liaise with and provide such assistance to the Sub-committees of the Education & Training Committee, and any other committees or bodies entities relevant to the work of the Education & Training Committee as may be reasonably required;
- Provide support and direction to Education & Training Committee members to ensure their contribution is relevant and effective; and
- With the support of the Under Treasurer, the Director of Middle Temple Advocacy, and the Director of Education Services, ensure the Education & Training Committee



THE HONOURABLE SOCIETY OF THE
MIDDLE TEMPLE

complies with and fulfils its governance and other responsibilities, as set out in the Statutes and By-laws of the Inn.

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