

The Inns of Court Advocacy College (the “College”)

Governor Job Description – Middle Temple Representative

The Role

Governors assist the Council of the Inns of Court (“COIC”) Trustees in inspiring the work of the College and setting the strategic direction and priorities, ensuring the College is solvent, well run, avoids unreasonable risk, and that it complies with its governing documents, charity law and legislation. In particular, Governors will:

- provide strategic inspiration, advice and guidance both to the Trustees and to the College volunteers and staff;
- assist the Trustees to support and hold to account the Dean and staff team of the College;
- encourage and support the work of volunteers;
- familiarise themselves with ways of promoting excellence in advocacy and ethical standards;
- familiarise themselves with the activities of the College;
- plan the direction, development, activities and budget of the College;
- represent the College and promote its work;
- attend events on behalf of the College;
- scrutinise Governors’ papers and engage in Governors’ discussions and deliberations;
- chair meetings of sub-committees as required;
- ensure that the College prepares accurate reports and accounts as required by law or the Trustees;
- obtain expert advice when needed;
- assist in the appointment of senior volunteers, staff and Governors when required;
- to represent the Inn in all aspects of the above.

Term

Governors will be appointed for a three year term and are eligible to be reappointed for a second term. It may be that the founding Governors are appointed for an initial period of less than three years so as to facilitate a staggered transition of Governors in subsequent years.

Eligibility

In addition to the person specification criteria set out below which are applicable to all College Governors, applicants must demonstrate that they have a past and continuing commitment to the Inn's education programmes.

Meetings

Governors must meet at least four times a year though it is expected they will meet at least eight times a year, particularly in the early years.

Integrity

All Governors must act with integrity and avoid conflicts of interest.

Expenses

Governors will not be paid though reasonable expenses may be claimed.

Start

It is COIC's intention that the new Governors should be in place by early 2016 with a view to launching the College in the Spring of 2016.

College Governor Person Specification

This Person Specification applies to all Governors of the College.

Motivation / Capacity

You will have a:

- commitment to the College and a passion for its purposes;
- commitment to promoting the rule of law;
- commitment to promoting equality and diversity;
- willingness and capacity to devote the required time and effort to the Governor duties.

Experience

You will have:

- successful experience of acting as a member of a board or committee;

- a proven track record of providing leadership and professional expertise within a complex and intellectually demanding setting;
- a proven track record of exercising sound judgement and effective collective decision-making;
- experience of using high level governance skills, raising standards of procedure, and managing risk.

Skills and Abilities

You will have an ability to:

- think strategically and creatively;
- take responsibility and lead;
- make decisions and give guidance;
- communicate and influence both verbally and in writing to a very high standard;
- listen and learn from others;
- work constructively as part of a team;
- use well-honed diplomatic skills;
- apply regulations and rules;
- operate within a complex and challenging environment.

February 2016