



Masters with Special Responsibilities

Role: Master of the Archive

Reports to: Membership Committee

Role Description

Masters with special responsibilities for certain areas of the Inn's activities ("Masters") are officers of the Inn. The number of Masters is not fixed, and may increase or decrease, as the governance requirements of the Inn change. Certain aspects of the role are shared by all Masters, and are set out below, as well as additional provisions specific to their particular area.

General Provisions for all Masters

1. **Appointment.** Only those members of the Inn who are Benchers may be appointed a Master. The procedure for the appointment of Masters is set out in the Inn's Statutes and By-Laws.
2. **Term of Office.** A Master shall hold office for three years. This may be renewed for one additional term of three years. In exceptional circumstances, Parliament may extend this term further on account of any highly specialised knowledge that is required for the role.
3. **Accountability.** Masters report to, and are accountable to, their relevant Standing Committee, as set out under "Specific Provisions" below. Masters may be invited to attend any or all meetings of such Standing Committee, but shall only be a member of such Standing Committee if so determined by such Standing Committee.
4. **General Responsibilities.** All Masters have the following four general areas of responsibility:
 - (a) To provide oversight and monitoring of the management of the relevant specified areas of the Inn's activities (as further described below).
 - (b) To report annually on the activities under their oversight to the relevant Standing Committee.



- (c) To support the relevant budget holder in the preparation of an annual budget for any items that fall within the Master's remit, and to report annually to the relevant Standing Committee on budgetary and financial matters.
- (d) As necessary and called upon, to support and provide guidance to the member of the Executive Management team responsible for operational matters within the relevant area.

Masters may invite other Benchers and members of the Inn to work with them in support of their remits.

- 5. **Limits of Authority.** In fulfilling their responsibilities, Masters shall take account of, and shall act within, the overall strategies set by the relevant Standing Committee for that area of activity. In the event of any questions or uncertainty relating to the limits of a Master's authority, the matter shall be determined by the Chairman of the Standing Committee to which he/she is accountable.

Specific Provisions for the Master of the Archive

In addition to the General Responsibilities set out above, the Master of the Archive shall have the following specific responsibilities:

- 6. **Archive Staff.** Support the staff of the Archive to ensure sufficiency of resources.
- 7. **Archivist.** Support the Archivist in discussions regarding future Archive strategy and requirements.
- 8. **Archive Strategy.** Actively promote and advocate on behalf the Archive strategy at Standing Committee, and other relevant governance, levels.
- 9. **Archive Initiatives/Projects.** Actively promote and advocate on behalf Archive initiatives and projects at Standing Committee, and other relevant governance, levels.

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