## Terms of Reference for the Student Sub-Committee of the Association of Disabled Lawyers

# Students’ Sub-Committee

1. **Purpose**

The purpose of the Students’ Sub-Committee will primarily be to act as a steering group for functions related to students within the Association of Disabled Lawyers.

The Sub-Committee’s role will be to ensure that the views, interests, causes, and concerns of disabled students are represented in the work of the Association.

**Terms of Reference**

1. To act as a steering group for activities of the Association relating to students.
2. To represent the interests of disabled students.
3. To consider the issues that face disabled students and identify and advocate for solutions.
4. To develop programs, events, and campaigns for the Association for students.
5. To develop relationships with universities, student societies, Legalnable, Bringing Dis(Ability) to the Bar and other student groups.
6. To grow the membership of the Association among disabled students.
7. To represent the interests of the Association and its members among the student population.
8. To support other programs, events, and campaigns of the Association among the student population.
9. To consider other issues identified by the Association’s Main Committee.

# Membership

Members of the Students’ Sub-Committee will be anyone over eighteen who is an undergraduate or postgraduate law, conversion course, bar course, LPC, SQE, or overseas equivalent student. Other students who intend to complete one of the above courses may become members of the Solicitors’ Sub-Committee.

The Sub-Committee Chair will initially be appointed by the Main Committee of the Association of Disabled Lawyers. The Sub-Committee will thereafter elect a Chair from within its membership at a point to be determined by the Main Committee.

The Sub-Committee Chair will be the Vice-Chair (Student-Related Activity).

The Sub-Committee can recommend to the Main Committee that up to two experts from other organisations are appointed members.

# Limits of Authority

The Students’ Sub-Committee may be allocated financial resources through the annual budgeting process. The funds are to be applied solely for the purposes set out in the Terms of Reference.

The Students’ Sub-Committee will not have delegated authority to approve spend. All spending will be approved by the Main Committee.

# Meeting Schedules

The Students’ Sub-Committee will meet at least quarterly. The responsibility for calling a meeting will rest with the Chair of the Sub-Committee. The Chair of the Main Committee may also call a meeting.

All admitted and trainee solicitors that are members of the Association will be encouraged to attend in order to be able to contribute effectively to the Sub-Committee.

Information including agendas and supporting documents will be provided at least 3 days in advance of each Sub-Committee meeting to enable members to prepare effectively.

# Reporting

Minutes and actions will be recorded at each meeting including decisions taken and responsibilities allocated for actions. A brief written summary will be provided to the Main Committee to ensure transparency and oversight.

Matters that require Main Committee decisions will be raised as items on the Main Committee agenda.