



# ASSOCIATION OF DISABLED LAWYERS

## Executive Committee Member Role Description

### The Executive Committee's Role

1. All members of the committee undertake to actively govern the Association, directing and controlling the Association through collective decision making.
2. To make my areas of expertise known and to undertake to make my advice and expertise available to the Executive Committee and volunteers as required.
3. To manage volunteers or projects.
4. Determine mission and strategy – actively take part in setting the Association's direction and determining how it will get there through the annual planning process and the business plan/strategic plan.
5. Accountability – agree to be held to account for the actions of the Association and to hold those who carry out the work (other Executive Committee members and volunteers) to account.

6. Look after the committee – play my part in committee renewal, contributing to the recruitment and induction of new trustees. Contribute to effective decision making and information sharing processes, positive group dynamics, and take part in reflection, learning and development as necessary.
7. Safeguard assets - acting as custodian of the assets, tangible (money, property etc) and intangible (Association's reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the Association's survival.
8. Be an ambassador for the Association, representing the Association and linking the Association to its stakeholders, such as members, the community, funders etc.
9. No less than 75% of the Executive Committee Members, at any time (rounded up to the nearest whole number), shall be a disabled person.

## **Conduct**

I agree to:

- Be active – attending all meetings if possible. Any Committee members who fail to attend three consecutive Committee meetings without reasonable excuse will be deemed by the Committee to have resigned, and the member notified accordingly.
- Act jointly – exercising no powers on my own unless powers have been specifically given to me by the committee (minuted at a proper meeting).

- Act constitutionally (and within the law) – make sure that the Association acts within the powers and objects (remit) set out in your constitution. Including following the constitution on how meetings are run and how the committee is recruited.
- Act in the interests of the beneficiaries – putting myself in the beneficiaries’ position and make decisions that are best for them.
- Act reasonably and honestly at all times.
- Have a duty of care – act prudently and reasonably.
- Not delegate control and accept ultimate responsibility and accountability for what is delegated.
- Not benefit personally – unless allowed specifically in the constitution or by law.
- Avoid conflict of interest – abiding by the Association’s written process/policy and elsewhere avoid the appearance of conflicts of interest.
- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.

- Arrive on time and stay to the end, where possible.
  
- Participate fully in the meeting:
  - Listen to what others have to say and keep an open mind;
  
  - Contribute positively to the discussions;
  
  - Try to be concise and avoid soliloquies/speeches.
  
- Help others concentrate on the meeting. Discourage side conversations.
  
- Have the best interests of the organisation/beneficiaries in mind at all times.
  
- Draw attention to any potential conflicts of interest that may arise in the meeting.
  
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

## Qualities

Executive Committee Members should:

- Have a commitment to the Association and its aims;
  
- Have a willingness to devote the necessary time and effort;
  
- Possess good judgement and independence of mind;

- Show a willingness to work collectively as part of a group; and
- Seek constructive debate and dialogue over confrontation.