National Yres committee

terms of reference

february 2016

# committee name

The Committee shall be known as the National YRes Committee (hereinafter referred to as **the Committee**).

# committee type

This is a standing committee.

# pURPOSE

YRes is Resolution’s network of family law professionals at the start of their careers.

YRes exists to ensure that there is an opportunity for Resolution members who are starting out on their career path to:

* share their experiences, concerns and ideas,
* ask questions, and
* develop skills and knowledge

in a friendly and supportive environment.

YRes members can share their expertise with peers and colleagues to benefit their firms, and strengthen professional relationships within their region and across the country.

The National YRes Committee exists to ensure that YRes remains at the heart of all Resolution work and that junior practitioners are integrated with Resolution at all levels, both regionally and nationally.

# SCOPE

We will provide support to regional YRes committees and Resolution members generally between 0 – 10 years' PQE and ensure that their voice is heard within Resolution and remains a key part of discussions, decisions and policy across the organisation as a whole.

# AUTHORITY

It is anticipated that:

* the majority of decisions that need to be made by the Committee will be decided at committee level;
* there may be some decisions that will require input, feedback or consultation with YRes regional chairs or the wider YRes membership as a whole and that electronic voting may be appropriate in these circumstances; and
* on occasion there may be decisions which will require final agreement by NC.

It is anticipated that decisions regarding the deliverables for the 12 months ahead (see below) will be made by the Committee, save for the development of the working party into the Committee, which was approved by NC.

This will be reviewed in February 2017 and on a case by case basis by the Chair, depending on the decision to be made. If in doubt, the Chair will discuss this with Central Office and the Chair of Resolution before a decision is made.

# MEMBERSHIP

## Members

The Committee is formed of 10 members. The roles of the Committee are as follows:

* Chairperson (and National Committee representative)
* Secretary
* Social media, marketing and communications
* Membership
* Training & learning
* Events
* Policy
* 3 general committee members

The Chair may decide to change the size of the Committee upon consultation with the members and NC and subject to any requirements of NC.

## Quorum

The quorum of the Committee is one third of committee members.

## Appointment of members

Membership of the Committee is open to all members of Resolution of 0 – 10 years’ PQE (or equivalent).

Recruitment to the Committee must be a transparent and open process. When vacancies arise on the Committee, recruitment will be by way of an advert circulated to all Resolution members, either appearing in The Review or an all-member E-Bulletin.

Recruitment to the committee may be determined by geographical location, skills gaps and other factors as may be determined appropriate at the time of recruitment, and the following factors will also be considered:

* Including members from across both the full and affiliate membership base
* Ensuring regional representation
* Whether accredited specialists are required
* Putting in place the right balance of skills and knowledge
* Creating a balance across all areas of family law, including dispute resolution
* The need for a gender balance,
* Representation from BAME members
* Whether a particular qualification is required

All applications will be considered and responded to by the Chair, regardless of whether they are successful.

**List of members at February 2016**

* The members of the Committee at the date of this document are:
* Sarah Green (TLT) - Chairperson and National Committee representative
* David Lister (Irwin Mitchell) - Social media, marketing and communications
* Joanne Radcliff (Brabners) – Membership and Training & learning
* Joanna Blakelock (KGW Family Law) – Secretary, Membership and Training & learning
* Rhian Gray (Higgs & Sons) - Events
* Rosalyn O’Donnell-Teelan (Gordon Dadds) - Policy
* [TBC] - 3 general committee members

## Terms of chairship

The position of Chairperson will be reviewed every 2 years. The next review will be February 2018.

The chairperson may remain on the Committee once their chairship comes to an end.

## Terms of membership

There shall be a minimum term of two years for each committee member, although there is no set maximum term. It is expected that there will be a natural rotation given that there is an upper limit on the PQE of members.

Committee members must attend at least 3 committee meetings a year, plus the Forum in October.

If a committee member misses two meetings in a row or more, they will be invited for a conversation with the chair about their continued involvement in the Committee.

## Voting

Depending on the point to be decided on, voting will either be by a show of hands or secret ballot, as appropriate.

The chair will have the casting vote in the event of an even split.

# MEETING ARRANGEMENTS

## Meeting dates

It is anticipated that the Committee will meet four times a year, in or around the following months:

* February;
* June (to tie in with RLC meeting);
* September; and
* November.

Meeting dates will be agreed in advance. This will be co-ordinated by Central Office who will circulate preferred dates to the Committee after consulting the Chair.

## Meeting venue

Meetings will take place in London at the FLIP offices, Neal Street, Covent Garden, or any other venue that may be decided from time to time. If a member is unable to travel to London for a meeting, arrangements can be made for that member to join the meeting by video or telephone conference link.

## Agenda

The Chair will aim to prepare and circulate the agenda at least 7 days before the meeting, using the Resolution agenda template.

## Minutes

Detailed Minutes and a list of Action Points will be taken by the Secretary at the meeting (or by another nominated member in the event that the Secretary is absent from any meeting). The Secretary will aim to circulate the minutes within 7 days of the meeting, using the minutes template.

The Secretary (or other minute-taker) will provide the Minutes to the Committee, Central Office and the NC member responsible for reviewing committee minutes.

The open Minutes will be made available online.

## Communication between meetings

It is expected that the Committee will speak by telephone conference call at least once between meetings and more frequently as and when required.

# Forum

It is expected that there will be a half day YRes forum once a year in London, which will be held in or around October.

All Regional YRes Chairs and YRes representatives from all subject committees and working parties will be invited to attend.

The Forum will be an opportunity for YRes representatives attending to shape the aims and direction of the Committee for the year ahead, to ensure that any of their regional concerns or difficulties are addressed and to gather skills to take back to their committees to ensure good governance and best practice in the running of their YRes region.

# REPORTING

The Committee will report to Central Office and the National Committee. The Chair will be responsible for this, save for circulation of the Minutes which will be the responsibility of the Secretary, as detailed above.

# DELIVERABLES for the year ahead

The aims of the Committee for 2016 are:

* Develop from a working party to a committee;
* Produce a YRes "start up" pack;
* Increase YRes communications nationally, including a Twitter account;
* Review YRes website text; and
* Review and reform (if appropriate) financial support and management of regional YRes committees.

## Review

It is intended that the aims of the Committee for the year ahead shall be reviewed by the committee every February. The 12 month aims will then be reported back to NC and Central Office by the Chairperson/NC representative.

# REVIEW of terms of reference

It is intended that this document shall be reviewed annually at the February committee meeting. The next review date will be February 2017.