

Junior Lawyers Division

Executive committee elections 2019

FAQs

September 2019

Introduction

During the course of the nomination period these FAQs may be updated. You are therefore advised to revisit this document for any updates prior to submitting your nomination

1. What is the timetable for the 2019 JLD executive committee elections?

Action	Date
Deadline for submission of nomination form and election statement	16 October 2019 @ 12pm
Voting period	24 October – 30 October 2019
Announcement of results to candidates	31 October 2019
JLD executive training weekend	9 November – 10 November 2019 Leeds

2. What rules govern the elections?

The elections rules are set out in the guidance notes. Guidance for the general committee elections and the more specific student seat can be found on the election page of the JLD website:

www.lawsociety.org.uk/juniorlawyers

Anyone interested in standing for a position is advised to familiarise themselves with the guidance prior to submitting their nomination.

3. Who is eligible to stand for election?

The JLD membership consists of:

- Solicitor apprentices (as of 1 September 2019)
- LPC students
- LPC graduates (ie post LPC students working as paralegals)
- Trainee solicitors
- Solicitors up to five years and 364 days qualified.

There are three types of committee vacancy:

- **Vice chair:** Anyone who falls within the JLD membership (as set out above) at the close of nominations (16 October 2019) is eligible to stand for vice chair although they are required to have recent committee experience. See point 6 below.
- **Executive officer position (free seats):** Anyone who falls within the JLD membership (as set out above) at the close of nominations (16 October 2019) is eligible to stand for one the three vacant executive officer seats.

- **Student representative:** Only LPC students and LPC graduates (at the close of nominations on 16 October 2019) are eligible for student position.

4. How do I join the JLD?

Membership of the JLD is free and automatic for those who fall within the membership group as set out above. There is no registration process as such. However in order to keep in touch with JLD news and events you are advised to subscribe to Junior Lawyer Update – a monthly e-newsletter. To subscribe to Junior Lawyer Update, if you do not receive it already, visit the JLD website – www.lawsociety.org.uk/juniorlawyers

5. What positions are available and what role will I have if I am elected to the executive committee?

The following positions are open for election:

- Vice chair of the JLD (two-year role with the second year becoming chair);
- 3 executive officers' positions / free seats (open roles ie non-designated positions);
- 1 executive officer representing LPC students;
- 3 student representatives on the JLD national committee.

6. Are there any restrictions I should be aware of?

To stand for any of these positions you must be a member of the JLD at the time of your nomination and election. However, if you wish to stand for the position of vice chair it is important that you have had prior JLD committee experience - either on the JLD executive committee or with a local JLD group – and that this experience is demonstrated in your election statement.

7. What positions are staying i.e. names of individuals that remain on the committee?

The following individuals will remain on the executive committee for the JLD:

- Charlotte Parkinson: chair for 2019-20 and current vice chair
- Gregory Smith
- Adam Hattersley
- Mollie Ferguson
- Law Society Council representatives (ex-officio): Laura Uberoi, James Kitching and Sinead McGrath
- Immediate past chair (ex-officio): Amy Clowrey

Manda Banerji, Leah Caprani, James Kitching and Nicola Wilding will be stepping down. However, Amy Clowrey, current chair, will be stepping down as chair and take on an ex-officio role as immediate past chair. James Kitching will be stepping down from the committee but as a JLD Council member he has an ex-officio role.

Should you have any questions for any of the executive committee please do not hesitate to contact them at - juniorlawyers@lawsociety.org.uk

8. I note that there are no designated positions on the executive committee, apart from chair, vice chair and student representative. Instead they are 'free seats' with roles and responsibilities allocated afterwards. How do I tailor my election statement accordingly?

We appreciate that you are limited to 300 words and therefore want to use them most effectively. However, there are no fixed seats at this stage (apart from those mentioned above). You may want to consider indicating where your interests lie and what positions you would be particularly interested in. Ultimately it is a personal call.

9. With regards to the roles and responsibilities will those committee members who are not up for election this year continue in the roles they are currently doing?

The areas of responsibility set out in the election guidance notes are just a few of the JLD's activities. It is not an exhaustive list. The JLD has to be responsive to the needs of the members and therefore some flexibility is required on the part of the committee member.

10. Do you have more information about the roles and responsibilities as listed in the guidance notes?

There are no job descriptions for these areas as there are no designated positions as such. They are merely some of the areas where members can expect to take a role or an active lead depending upon what the JLD consider to be their priorities. Part of the handover weekend is to develop the JLD strategy for the coming year. However it should be pointed out that committee members will have a variety of roles during their term of office and duties include, but limited to:

- Organising events
- Contacting potential sponsors and speakers
- Dealing with the members and membership issues
- Updating web pages and social networking feeds
- Attending meetings and events
- Writing for publications
- Responding to consultation documents
- Representing the JLD on external committees

While the JLD does allocate some tasks to individuals committee members, no one works in isolation. The committee works closely making decisions and implementing ideas. Committee members should therefore be prepared to take an active role and help with tasks where possible although much of it is team work.

11. Who votes in the elections for the executive committee?

Only the JLD national committee members are eligible to vote. The JLD national committee comprises the JLD executive committee and one representative from each local JLD group. Voting will be conducted by the Electoral Reform Services via a secure voting website with each national committee member being assigned a personal identification code. When voting they are able to select candidates in order of preference.

12. If elected, will the Junior Lawyers Division pay for my travel to attend meetings?

Yes. Travel and accommodation expenses (where necessary) will be covered by the JLD. No committee member will be out of pocket for attending committee meetings or other JLD events they are asked to attend. This includes the handover weekend 9 & 10 November 2019 in Leeds. On most occasions your travel and hotel accommodation

will be booked for you on your behalf. However, there may be occasions when you will be required to pay in advance for expenses and submit a claim for reimbursement afterwards. Please keep receipts, therefore.

13. How and when will I find out if I have been elected to the executive committee?

The results will be emailed to all candidates on the afternoon of Thursday 31 November 2019. If you do not receive this email, please contact Yvonne Treacy at yvonne.treacy@lawsociety.org.uk

14. What happens next if I am elected?

You will be contacted by email to confirm that you have been successfully elected. If you have been successful you will be invited to:

- Confirm that you wish to take up the position to which you have been elected.
- Confirm your position on the handover weekend on 9 & 10 November (in Leeds). We will be in contact with the details. Prior to the handover weekend you may find it useful to read up on the events that the JLD does and formulate some ideas for your term in office.

15. Can you tell me a bit more about the handover weekend?

Handover weekend is when the outgoing members of the executive committee handover to the new incoming members of the committee. Travel and hotel accommodation are paid for by the JLD.

- The first day of handover is usually spent discussing policy issues, events and projects, and partnership arrangements with other bodies and organisations. It is an opportunity to discuss strategy planning for the next year. Both incoming and outgoing executive attend day 1.
- The second day is for the committee only (ie outgoing committee members do not attend). Day 2 is spent on housekeeping issues such as communication, finances, attendance at meetings, setting the JLD diary of events, etc. Please note however that the format of handover is not set in stone and may vary depending upon the programme as set by the incoming chair.

16. I am not available the weekend of the executive handover in November. Am I still allowed to stand for a position on the executive committee even though I can't be there?

Attendance at the handover weekend is highly recommended. However, if you are unable to attend due to a prior commitment it does not mean that you are unable to put yourself forward for a position. If elected, you will still be entitled to take up your position. We would hope all successful candidates made every effort to attend handover and to arrange their calendars accordingly although we accept that there will be circumstances when this is not possible.

17. I note that the JLD national committee will be voting in the new committee members. What is the national committee and what does it do?

The JLD national committee comprises:

- The executive committee*
- The three JLD Council members who sit on the Law Society Council
- The immediate past JLD chair*
- Representatives of each of the local JLD groups*
- Representatives of certain other Law Society divisions (e.g. Lawyers with Disabilities Division, Women Lawyers Division etc)
- The three student representatives. *

* Takes part in the election vote.

The national committee meets three times per year, usually on a Saturday (but occasionally on a Sunday). About 40 people attend national committee meetings at which policy and projects affecting the JLD membership are discussed – at a local and national level. At most meetings there is a presentation from a guest speaker. The purpose of these meetings is to get feedback from the committee on strategy and initiatives and to provide the executive with a clear steer on issues to take forward with the Law Society, the SRA etc. It is also an opportunity for the executive to inform the membership on issues which can then be taken back to local groups. This year the national committee discussed legal education and training, trainee recruitment practices, and the minimum salary for trainees to name but a few.

18. What if I am unable to attend a committee meeting?

If elected and you miss three consecutive committee meetings (eg executive and national) you will be asked to step down and your seat will be re-opened. If there are two meetings over the course of a weekend, such as a national and an executive meeting (see schedule below for examples of this), this will count as a single meeting.

19. What were the main JLD committee meetings and events in 2019 so that I can get an idea of the level of commitment required.

The following schedule sets out the main JLD events in 2019 including committee meetings, annual conference and JLD forums. Dates and events vary each year and are determined at the handover weekend. Committee members would be expected to attend committee meetings, the annual conference and ball, and handover weekend. Attendance at other events which the JLD organises are largely optional although if you have responsibility for helping to organise an event e.g. a JLD forum, then your presence would be expected also.

Saturday 26 January 2019*	JLD national committee meeting	The Law Society, London
Saturday 26 January 2019*	JLD Chair's Annual Dinner	The Law Society, London
Sunday 27 January 2019*	JLD executive committee meeting	The Law Society, London
Saturday 9 February 2019**	JLD forum – how to secure a training position	Liverpool John Moores University
Saturday 2 March 2019**	JLD forum – career development for junior lawyers	Southampton Solent University
Saturday 23 March 2019*	JLD executive committee meeting	The Law Society, London
Saturday 6 April 2019*	JLD annual conference and ball	The Law Society, London

Sunday 7 April 2019*	JLD national committee meeting	The Law Society, London
Thursday 2 May - Saturday 4 May 2019	ABA Young Lawyers Division spring conference (Chair and Vice Chair only)	Washington, DC, USA
Saturday 8 June 2019*	JLD executive committee meeting	The Law Society, London
Saturday 20 July 2019*	JLD executive committee meeting	The Law Society, London
Saturday 21 September 2019**	JLD junior lawyer forum – practical advice and skills for junior lawyers	The Law Society, London
Thursday 26-Sunday 29 September 2019**	International Weekend	London – various venues
Saturday 5 October 2019**	JLD junior lawyer forum – helping you to secure a training position	The Law Society, London
Saturday 12 October 2019*	JLD national committee meeting	The Law Society, London
Sunday 13 October 2019*	JLD executive committee meeting	The Law Society, London
Saturday 9 - Sunday 10 November 2019*	JLD executive handover weekend	Leeds

* a committee meeting / conference / event at which the executive was expected to attend.

** attendance required from those involved in organising the event.

Other events were /are optional.

20. What are the criteria for those interested in standing for the position of vice chair?

- In addition to the 300-word statement you also need to complete the following questions. You are allowed **250 words maximum per response**.
 - What do you see as the role of the JLD?
 - Why are you standing for the role of vice chair (and therefore chair)?
 - What do you think you can bring to the role?
- You need to demonstrate JLD committee experience. Whilst any JLD member can stand for the position of vice chair, it is important that they have had prior JLD committee experience, either on the JLD executive committee or on a local JLD group, and that this experience is demonstrated in the election statement.

21. I am an LPC student. May I apply for the student position and also one of the executive positions / free seats?

Yes, you can apply for both positions – student seat and a free seat. You will need to submit two separate nomination forms, however. Whilst you can submit the same statement you may want to consider changing some of the content to reflect the role you are standing for. If you find that the statement applies equally to both seats, then it is absolutely fine to submit the same application with each nomination form.

22. Does the nomination form have to be physically signed by the nominee and the two proposers?

Yes, a physical signature or electronic signature is the general rule for both nominees and proposers. However, if the nominee is genuinely unable to scan or get two physical signatures for whatever reason, we can make an exception and accept emails from their nominators, as long as it comes from their nominators work or institution account.

23. How do I submit the nomination form and statement and in what format?

Please send your nomination form and supporting statement via email to Yvonne.treacy@lawsociety.org.uk. It would help us if the nomination form and statement were on two separate documents. Where possible please send the statement in Word format.

24. Are there penalties for going over the specified number of words in the election statement?

For the sake of fairness, we do ask that all statements do not exceed the word limit. Any words over the limit will be excluded.

25. Who gets to read the election statements?

Election statements will be viewed by the JLD national committee as they form the electoral college. However, we also circulate the election statements, in advance of the voting site opening, to those members of the national committee who represent a local JLD group. This is to allow them time to consult with their local group committee. Statements are not circulated beyond the national committee and group committees. They are not available for sharing outside of the JLD.

**Junior Lawyers Division
September 2019**