



THE FACULTY OFFICE

Associate lay members of the Advisory Board

The Faculty Office is currently seeking to appoint two associate lay members to serve on its Advisory Board. A "lay" person is someone who has never been authorised to provide legal services in England and Wales (eg notary, solicitor, barrister). The purpose of these appointments is to contribute the skills, views and experience of two lay people, and preferably with a good understanding of the "client" or "consumer" of legal services.

Background

The admission and regulation of Notaries Public in England & Wales is one of the functions of the Faculty Office. The [Master of the Faculties](#) (the judge who presides over the Faculty Office) is the approved regulator of the profession. This jurisdiction regarding the Notarial Profession was confirmed and enhanced by the Courts and Legal Services Act of 1990 and the Legal Services Act 2007. Both confirmed the Master's statutory powers to make Rules for the regulation of the profession.

Role of the Advisory Board

The role of the Advisory Board is to advise the Master and the Registrar on any matter relating to the notarial profession and its regulation as set out in the [Notaries \(Advisory Board\) Rules 2008](#). The Rules only allow for one lay member and that position is currently full, but the Faculty Office is seeking two associate members who will attend meetings of the Board and offer their opinions, with a view to altering the Rules to appoint two full lay members in due course.

Lay member responsibilities

- Provide open, objective and unbiased input into Advisory Board decisions
- Distil complex information to enhance strategic direction
- Contribute constructively to all deliberations

Term of office

Associate lay members will serve an initial term of one year, with a view to formalising the role thereafter.

Competencies

Candidates will be able to demonstrate:

- A track record of communicating and operating at a senior level

- Insight and commitment to equality, diversity and inclusion
- Ability to provide substance and support to the chair of the Advisory Board
- An understanding of the operation of a regulatory regime, including monitoring, enforcement and accountability (desirable)
- Willingness to maintain and enhance standards amongst the notarial profession
- A clear appreciation and understanding of consumer protection
- Exposure to the notarial profession as an end user (desirable)

Expenses/Renumeration

The Faculty Office will meet reasonable expenses incurred by a lay member attending meetings. At this time however, meetings are taking place by videoconference. The roles are not remunerated.

Equal Opportunities and Diversity

The Faculty Office welcomes applications from all sections of the community and from people with a variety of different backgrounds and experience.

Confidentiality

The associate lay members will from time to time be provided with documents at various stages of development prior to publication. Lay members will always be asked to keep such drafts confidential, and not disclose any confidential information to an outside person or organisation, whether during or after their term in office.

To apply for this role, please submit your CV and covering letter to the Registrar at Faculty.Office@1thesanctuary.com . Please make sure that your CV and covering letter clearly demonstrate how you meet the requirements of the role. Our deadline for applications is [three weeks after the advert is first posted].

In current circumstances, interviews are most likely to take place remotely via an online communication platform. Our team will discuss arrangements in due course if you are to be shortlisted.

November 2020