**Representative of the Circuit**

1. The Representative of the Circuit is a position that is held for 2 years (with the possibility of reappointment for another 2 years).
2. The Representative of the Circuit should be a member of at least 2 years Call. Enthusiasm, rather than seniority, is sought for this role.

**General responsibilities include supporting the Master of the Circuit in respect of the following:**

* Acting as a line of communication between the Inn and members on Circuit
* To help to inform the Inn as to what is appropriate in regard to Inn events/ initiatives

 on Circuit

* To consider inventive ways in which the Inn can engage with members on Circuit
* To work alongside the Master of the Circuit to introduce at least one annual event on

 Circuit (with support from the Inn’s staff). Funding will be provided by the Inn, subject

 to approval.

* Work with the Inn’s staff to enhance the Treasurer’s Circuit Dinner when taking place on that circuit: Assisting the Inn’s Staff with suitable locations, increasing profile of the event
* Report matters of concern affecting those on Circuit
* Assist with publicising Inn events (from Circuit robing rooms and chambers to using

the Inn’s social media, e-newsletter and direct correspondence with members on Circuit, assisted by the Inn’s administration).

* + Liaise with Inn’s Education Link Bencher or Link Member to see how members on

 Circuit can help support Lincoln’s Inn students and junior members on Circuit

* + To attend two meetings a year (via teleconferencing) with the other Masters and

 Representatives on Circuit, to discuss matters of mutual concern and interest to the

 Circuits, identify common themes and suggest ways in which the Inn can assist

* To assist with the drafting of an annual written report for Council. Reports should be

reasonably brief and give an update on any on-going arrangements for events being organised locally, or issues of concern. These reports will be disseminated to the Bar Representation Committee and members on Circuit.

**To apply**

To apply please submit a short statement of suitability, of no more than 500 words to amy.higgins@lincolnsinn.org.uk by Friday 19 July.

Applications will be considered by the Treasurer, Chairman of the Collegiality Implementation Working Group, Master of each Circuit and Chairman of the Bar Representation Committee and successful applicants will be notified by early September.