

EBU Job Description



Laws & Ethics Administrator

General administrative support for the L&E Committee

- All work supporting L&E committee – answering routine emails and phone calls, responding to enquires through post, email and phone. Referring non-routine matters to the L&EC Chairman and others for consideration.
- Preparing agenda for approval by the L&EC Chairman, and sending out materials, attending meetings, preparing minutes for approval and dealing with follow up action points.
- Making arrangements for Appeals to the National Authority.
- Keeping a record of psyches and appeals logged by TDs, reporting them to the L&E, following up where necessary.
- Ensuring L&E Publications are kept up to date, including online versions – Blue Book, White Book, Sky-Blue Book and Casebooks.

Disciplinary matters

- Dealing with complaints from members – ranging from giving informal advice to initiating consideration of formal disciplinary proceedings. Referring complaints to the correct body – Club, County, L&E as appropriate.
- Acting as central point of contact for all persons involved in a disciplinary case (complainant, defendant, witnesses, L&EC members and members of the Prosecution and Disciplinary Panels). Providing relevant documentation at all stages.
- Drafting all paperwork involved in a disciplinary case for approval by the appropriate people.
- Liaising with EBU Chairman about appointing of Pro Bono Advisor and Prosecution and Disciplinary Panels.
- Liaising with EBU Chairman about appointing members of the Disciplinary Panel to deal with particular cases, including appeals.
- Liaising with Pro Bono Advisor and Honorary Counsel as and when required.
- Making arrangements for disciplinary hearings and appeals.
- Acting as secretary to hearings. Keeping full records of correspondence and documents arising in each case. Maintaining all case bundles in proper documented order.
- Keeping the archive of historic cases up to date and in order.