



Committee Chair Vacancy and Job Description

The IPA's **Disciplinary and Appeal Committee** (DAC) has two co-chairs, one for Disciplinary Hearings and one for Appeal Hearings.

We are currently recruiting for the role of Appeal Chair for the DAC. Appeals can be made against a regulatory order by the Regulation and Conduct Committee and a decision by a Disciplinary Tribunal.

The role of Chair includes the following duties:

- Carry out the formal Appeals process according to the IPA's articles, rules, and regulations
- Following an application and acceptance of an appeal, the Chair is required to appoint members of the DAC to sit on an Appeal Panel, to appoint replacement members if required, or to appoint a new Panel if the hearing is unable to proceed. The Chair also appoints a Legal Assessor to assist the Appeal Panel, if required. The Chair will usually be required to chair the Hearing
- Adjudicate on administrative matters such as timings and disclosure, manage confidentiality and conflicts

The role would suit a person with the following knowledge and/or experience:

- Insolvency background either as a lawyer or an Insolvency Practitioner
- Experience of regulatory and/or disciplinary processes
- Experience of interpreting and implementing legislation, rules, guidance etc
- Excellent organisational skills including written and verbal communications
- Experience of working under pressure to tight deadlines

The period of tenure of the Chair is five years and a new Chair is being sought to take up the appointment as soon as possible. If you are interested in applying for this position, please contact Lyn Green (lyng@ipa.uk.com) or Kim Mace (kimm@ipa.uk.com).