



Specialist Contributing Member Policy

1. Purpose

Intermediaries for Justice (IfJ) recognises that members may wish to contribute their professional skills, expertise, and experience to support IfJ's work.

The Specialist Contributing Member category exists to recognise and support members who contribute beyond ordinary membership. This may include advising on projects, sharing specialist knowledge, helping develop resources, supporting events, contributing to consultations, or assisting with planning and outreach.

This policy sets out how Specialist Contributing Members are recognised, supported, and involved in IfJ's work, while ensuring appropriate governance arrangements are maintained.

Specialist Contributing Members are not trustees and do not hold governance responsibilities.

2. Definition

A Specialist Contributing Member is a member who actively contributes specialist knowledge, experience, or professional skills to IfJ. This may include:

- Advising on specialist issues
- Supporting projects or initiatives
- Facilitating events or discussion groups
- Contributing research, publications, or resources



- Taking part in consultations or working groups
 - Supporting CPD or learning activities
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3. Purpose of the Role

This role is intended to:

- Enable flexible involvement without trustee responsibilities
 - Support the work of Trustees and IfJ's activities
 - Encourage wider professional engagement
 - Make better use of members' expertise and experience
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4. Eligibility

Specialist Contributors must:

- Be members of IfJ (Full or Associate)
 - Pay applicable membership fees
 - Have relevant skills, experience, or expertise
 - Support IfJ's aims and values
 - Agree to the Code of Conduct and Confidentiality Agreement
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5. Becoming a Specialist Contributing Member

Members may become Specialist Contributors either by:

- Invited or being invited by the Trustee Board, or
- Expressing an interest in contributing their expertise

Intermediaries for Justice

www.intermediaries-for-justice.org

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Approval is at the discretion of the Trustee Board, based on IfJ's needs and the nature of the proposed contribution.

Status may be reviewed or ended at any time by either the member or the Trustee Board.

6. Role and Responsibilities

Specialist Contributors may:

- Provide advice and professional input
- Support specific projects or areas of work
- Participate in meetings, working groups, or consultations when invited
- Assist Trustees with developing policies, services, or resources

They do not have governance or decision-making authority unless specifically authorised by the Trustee Board.

7. Governance and Authority

Specialist Contributors:

- Are not Trustees
- Do not take part in governance decisions
- Do not vote at Trustee meetings
- Do not act on behalf of IfJ unless formally authorised

Trustees remain responsible for all IfJ governance, strategy, and legal obligations.



8. Meetings and Involvement

Specialist Contributors are not required to attend Trustee meetings but may be invited to:

- Join project or working group discussions
- Contribute to consultations
- Attend meetings relevant to their expertise

Participation is voluntary unless otherwise agreed.

9. Confidentiality and Data Protection

Specialist Contributors may access confidential information in the course of their role and must:

- Keep information confidential
- Protect personal and sensitive data
- Comply with data protection law
- Follow relevant IfJ policies

A signed Code of Conduct and Confidentiality Agreement is required before access is granted.

10. Conflicts of Interest

Any actual or potential conflicts of interest must be declared. Trustees will decide how these should be managed.



11. Conduct

Specialist Contributors are expected to:

- Act professionally and with integrity
 - Support IfJ's values and aims
 - Treat others with respect
 - Promote equality, diversity, and inclusion
 - Avoid behaviour that could harm IfJ's reputation
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12. Review and Continuation of Role

Specialist Contributing Member status may be reviewed from time to time by the Trustee Board, in discussion with the individual.

Where appropriate, changes to involvement may be agreed if:

- The Code of Conduct has not been followed
- A conflict of interest cannot be resolved
- IfJ's needs have changed and the expertise is no longer required in its current form
- Concerns arise regarding conduct that may affect IfJ's work or reputation

In such cases, the Trustee Board will normally discuss the matter with the individual first to explore an appropriate way forward.