Role Profile: Disciplinary Panel Member

Purpose of the Role

To serve as a member representative on Dons Trust Disciplinary Committees, providing an independent and impartial perspective during the consideration of disciplinary cases and helping ensure the process is fair, transparent and consistent with Dons Trust policies and values. Membership of the Disciplinary Pool will be reviewed annually by the Secretary. Individuals may be called upon to sit on a panel as cases arise.

Key Responsibilities

- Participate in Disciplinary Committee hearings when selected.
- Review investigation reports, evidence and supporting documentation in advance of hearings.
- Consider complaints fairly, objectively and without bias.
- Contribute to discussions regarding findings and appropriate sanctions where a complaint is upheld.
- Maintain strict confidentiality before, during and after disciplinary proceedings.
- Declare any actual or perceived conflicts of interest and withdraw from cases where appropriate.
- Support a respectful, equitable and evidence-based disciplinary process

Person Specification

Essential

- Current member of The Dons Trust.
- Commitment to the Trust's values and standards of conduct.
- Ability to assess information objectively and make balanced decisions.
- Good communication and listening skills.
- Ability to handle sensitive information confidentially.
- Willingness to commit time at short notice when selected for a panel.

Desirable

- Experience of governance, HR, legal, disciplinary, investigations, safeguarding, equality, mediation or dispute resolution processes.
- Previous committee, trustee, board or volunteer leadership experience.
- Understanding of natural justice and fair process principles.

Time Commitment

- There is no regular commitment. Members will only be asked to participate when selected for a Disciplinary Committee and should expect to review case papers and attend one or more meetings, normally online.