

STATE OF THE UNION

STRENGTHENING THE BOARD

Applicant Pack

Non-Executive Expert Advisor (NEEA)
Legal



Seventh-day
Adventist[®] Church
BRITISH UNION CONFERENCE

Legal role

Introduction

The British Union Conference of Seventh-day Adventists (BUC) operates within the United Kingdom and Ireland (UK and EU). It serves as the General Conference of Seventh-day Adventists (Head Office) in this Territory. Therefore, its remit and part of its mission-focused strategy derives from the General Conference (GC) in the USA.

The BUC also operates as a governing charity of the territory. Therefore, it operates as a Church (strategic only), a Corporation (UK & EU) and a Charity (England and Wales, Scotland, and Republic Of Ireland Charity Law). All 3 strategic areas require attention as it is expected that the BUC and its territory must comply with UK legislation and best practice while being able to provide advice and guidance to the Territory.

The territory includes:

The South England Conference

The North England Conference

The Scottish Mission

The Welsh Mission

The Irish Mission - including Northern Ireland and Republic of Ireland)

Purpose of the Role

The Board Member for Legal is responsible for guiding The BUC's legal strategy, ensuring legal compliance for the Executive Committee, the Officers, and provides guidance across all operations, managing legal risks, and providing expert legal advice to the board of directors and senior management team. This role oversees all legal matters including contracts, litigation, corporate governance, intellectual property, and regulatory compliance, within the UK & EU legal framework.

Key Responsibilities:

This role involves guiding the Board on effectively managing relationships with external legal counsel, ensuring that The BUC has access to top-tier legal advice and representation. As a key advisor to both the board and senior management, the Legal Board Member plays a crucial role in guiding strategic initiatives, enhancing risk management, and bolstering corporate governance, serving as a steward of legal excellence and integrity.

Ensuring The BUC complies with all relevant UK and EU laws, regulations, and codes of practice is a fundamental responsibility. The Legal Board Member works with the relevant team to identify and assess legal risks and opportunities within the business and charitable environment, providing strategic advice to mitigate risks and capitalise on opportunities. This role oversees the development and

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The President's Office

implementation of robust policies and procedures designed to ensure legal compliance and risk mitigation, safeguarding The BUC's operations and reputation.

As an advocate for exemplary corporate governance, the Legal Board Member advises on practices and compliance with the UK Companies Act, listing rules, and other pertinent legislation, including EU legislation. This involves ensuring that The BUC's corporate governance policies and practices are not only up-to-date but are also meticulously adhered to, fostering a culture of transparency, accountability, and ethical leadership.

The oversight of negotiation, drafting, and review of contracts and other legal documents falls under the jurisdiction of the Legal Board Member, who ensures that The BUC's legal and business interests are comprehensively protected. This role provides legal oversight on major transactions, including mergers, acquisitions, and partnerships, championing due diligence and strategic foresight to navigate complex deals and alliances successfully.

Person Specification

Skills required

- Exceptional knowledge of UK and EU law.
- Excellent analytical, strategic thinking, and problem-solving abilities.
- Effective communication and negotiation skills, with the ability to engage with stakeholders at all levels.
- High level of professional ethics and integrity.

Experience and expertise:

- Experience in corporate governance, compliance, contracts, and litigation management.
- Experience in a board-level legal role or similar.

Education (guidance notes only)

A Bachelor of Laws (LLB) degree is the foundational qualification, providing a comprehensive understanding of UK law. This degree covers essential legal subjects required for further professional legal qualifications. However this should be supported by professional development including International Law and also Charity Law (although this is generally a component of any education programme).

Appointment

This role is a fixed term appointment and will be until 2026, which is the end of the current BUC quinquennium.

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Commitment: Meetings take place quarterly, with committees, and extraordinary meetings taking place outside of these quarterly scheduled meetings.

[Click here to apply for the Legal NEEA role to the BUC Executive Committee](#)

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