

# WORSHIPFUL COMPANY OF CONSTRUCTORS



## JOB DESCRIPTION: JUNIOR COURT ASSISTANT (JCA)

### 1. The Junior Court Assistant is:

- a. Is a Member of Livery who has applied for and been selected by the Master & Wardens.
- b. The JCA is initially elected for a single 3 year term without the commitment to proceed to the Master's Chair at that time. At the end of this period and in discussions involving the JCA, the JCA may; Apply to occupy a Senior position (CA1 – 5); Remain on Court for a limited period for a specific reason; Return to the Livery for possible later application for a Senior Position..

### 2. Accountability:

- a. The Junior Court Assistant is accountable to the Court via the GP committee.

### 3. Duties and Responsibilities:

- a. To be part of the oversight process of the Company's activities having a full vote in Court and with the ability to propose resolutions.
- b. To attend all Court and Committee meetings within their period of office unless exhausted in advance.

### 4. Qualifications and Skills:

- a. Must be a Liveryman of the Company.
- b. Must be the Chair or an active member of an Executive Committee.
- c. The JCA is nominated by the Nominations Committee, endorsed by the Court and Elected by Common Hall

### 5. Removal:

- a. The JCA can only be removed by a majority of the voting Members of Court for gross dereliction of duty or other malfeasance or failure to attend.