



Law Society  
of Scotland

# LawscotTech Advisory Board

Terms of reference

February 2023



## LawscotTech Advisory Board Terms of Reference

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The LawscotTech Advisory Board will be flexible in its composition and will need to evolve with the programme of work. The Advisory Board has discretion to invite skilled observers and advisers to provide specialist advice and guidance as it sees appropriate. It may also co-opt additional solicitor representatives at its discretion where it is necessary to represent a demographic or skillset.

The Law Society Board will nominate at least one but up to three representatives from the Board to sit on the Advisory Board.

Each member of the Advisory Board will be appointed for a three-year term, renewable once. This does not apply to the Executive team.

### Responsibilities

- a) The Advisory Board will oversee the Executive's execution of the plan to deliver LawscotTech's strategic aims.
- b) The Advisory Board will assess the value of collaboration with stakeholders, government, and other incubators to balance the resources, risk and commitments of the Society.
- c) The Advisory Board will report to the Society Board via the Executive team.
- d) The Advisory Board will identify any suitable opportunities to stimulate dialogue between the profession, those working in the legal sector, legaltech providers and key stakeholders.

## LawscotTech Advisory Board and Executive

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- **Chair**  
Solicitor member **NEW Vacant**
- **Vice Chair**  
Sarah Blair, Thorntons
- **Law Society of Scotland Board Member(s) – ex officio**  
**Vacant**
- **Technology Law and Practice Committee Convener – ex officio**  
Currently – John McKinlay, DLA Piper
- **Strategic Advisors at the discretion of the Advisory Board**  
Currently - FinTech Scotland, Amicus and Scottish Enterprise
- **Co-opted Scottish Accredited Legal Technologists representative**  
**Vacant**



- **Practitioner Representative**  
Currently - Lynsey Walker, Addleshaw Goddard
- **Legal IT Representative**  
**Vacant**
- **Faculty of Advocates Representative**  
Currently – Alan Moffat, Faculty of Advocates
- **Legaltech Representative from the LawscotTech Community x 2**  
**NEW Vacant**

### **Executive team**

These role titles may be amended by the Executive to reflect any changes to the Law Society structure.

- Executive Director of Member Services and Engagement
- Head of Member Engagement
- Business Development Manager
- Head of Education
- Head of IT Solutions Architecture
- CPD Legal Research Manager
- Secretary to the Technology Law and Practice Committee.

**For further information, please contact:**

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## LawscotTech Advisory Board roles

<b>Chair:</b>	Solicitor with Scottish Practising Certificate
<b>Chair term:</b>	3 years renewable once
<b>Vice Chair:</b>	Lay member [from the LawscotTech Community or Advisory Board]
<b>Vice Chair term:</b>	3 years renewable once
<b>Chair and Vice Chair selection method:</b>	Through the Executive team who will make a recommendation to Board.
<b>Term for members:</b>	3 years renewable once, except ex-officio
<b>Selection method for members:</b>	Application form; short listing against agreed criteria and discussion with Executive Director of Member Services and Director of Professional Practice. If more than one applicant, final decision to be made by the Society Board.
<b>Quorum:</b>	4 members not including the Executive team.
<b>Frequency of meetings:</b>	Between 5 and 10 each year, depending on business requirements.
<b>The Advisory Board reports to:</b>	The LSS Board
<b>All Advisory Board members must be willing and able to:</b>	
<ul style="list-style-type: none"> <li>• Offer direction and guidance to the executive team</li> <li>• Participate in working groups as agreed by the Advisory Board</li> <li>• Contribute to the annual planning and strategy development in respect of the work of the Advisory Board.</li> </ul>	
<b>In addition, <u>some</u> members will need to be willing and able to:</b>	
<ul style="list-style-type: none"> <li>• Take on the role as spokesperson for the Society on legaltech issues</li> </ul>	
<b>The Chair and Vice Chair will need the above, as well as:</b>	
<ul style="list-style-type: none"> <li>▪ Chair skills</li> <li>▪ Presentation and media skills</li> <li>▪ Willingness to act as a spokesperson for the Society on legaltech.</li> </ul>	
<b>It is noted that:</b>	
<ul style="list-style-type: none"> <li>▪ While members of the Advisory Board sit in a private capacity to advise the Society and are free to abstain from discussions or meetings should they feel a conflict of interest could exist, members should not be appointed if likely to face regular conflicts of interest</li> </ul>	