



La Trobe Law Students' Association

**2019/2020 Committee
Elections**

Election Guide

CONTENTS OF THIS GUIDE

1. Important Dates

2. Introduction

3. Positions Available

4. Position Descriptions

Important Dates

Nominations Open	<u>22nd July 2018</u>
Student Voting Opens	<u>8th August 2018</u>
AGM	<u>22nd August 2018</u>
New Committee announced	<u>22nd August 2018</u>
Handover	<u>22nd August – 2nd September</u>

The 2018/2019 committee will commence on the first Monday of September, being the 2nd of September.

Introduction

This guide is designed to help you decide whether or not running for a position on the La Trobe Law Students' Association ('LSA') is right for you. As much as there is to be gained from being on the Committee (both personally and professionally), it is also a significant time commitment, and required a lot of hard work, dedication and passion. Please feel free to talk to the person currently in the position you are seeking before nominating.

Since its creation 25 years ago, the La Trobe Law Students' Association has developed into the largest and one of the most active student run organisations on campus.

If you...

- Want to contribute to the life of La Trobe law students in a meaningful way;
- Have a skill set applicable to one of the positions listed below;
- Can commit to a minimum of 10 hours per week***;
- Can work independently and in a team;
- Want unmatched opportunities to develop leadership skills, as well as organisational and
- interpersonal skills;
- Are not just passionate about ideas, but as passionate about results; and
- Have a professional and mature outlook on work,

You are encouraged to run for a position in the La Trobe Law Students' Association Committee!

Working for the LSA:

1. Offers you an opportunity to **make a difference** by helping your fellow law students by providing relevant events, services and publications while also increasing your business, marketing, project management, governance, design, public speaking skills etc;
2. Give you direct and tangible business experience to **develop the commercial acumen** necessary which is so valued in today's labour market;
3. Grants students direct access to the legal profession and its stakeholders;
4. Helps develop your professional network; and
5. Gives you access to training and personal development opportunities provided to club and societies representatives at the university.

***Workload varies depending on position; please ensure you check the information relating to the position you are interested in

Positions Available

This list appears in s 39 of the LSA's Rules and Regulations.

Part 5 – Committee

Division 2 – Composition of Committee and Duties of Members

39. Composition of committee

- (1) The committee shall consist of-
- (a) Executive Leadership
 - (i) President
 - (ii) Secretary
 - (iii) Treasurer
 - (b) General Executive
 - (i) Director of Activities
 - (ii) Director of Careers
 - (iii) Director of Competitions
 - (iv) Director of Education
 - (v) Director of Juris Doctor
 - (vi) Director of Sponsorship
 - (vii) Director of Publications
 - (c) General Committee
 - (i) Activities Officers (2)
 - (ii) Bendigo Representative Officer (1)
 - (iii) Careers Officers (2)
 - (iv) Competitions Officers (Internal) (2)
 - (v) Competitions Officer (External) (1)
 - (vi) Editor (1)
 - (vii) Careers Guide Coordinator (1)
 - (viii) Publications Officer (1)
 - (ix) Juris Doctor Officers (2)
 - (x) Education Officers (1)
 - (xi) Equity Officer (1)
 - (xii) Wellbeing Officer (1)
 - (xiii) Information Technology Officer* (1)
 - (xiv) Publicity Officer (1)
 - (xv) Mature Age Student Officer (1)
 - (xvi) First Year Representatives

*The Information Technology Officer position, which is elected by the incoming Committee as per s 45 of the Rules and Regulations. Nominations for this will open after the new Committee is elected.

Position Descriptions

President

Alec Deasey

Overview

The President's role is undoubtedly the most challenging, demanding, time-consuming, yet one of the most rewarding roles in/of the LSA. The person that is most suitable for this position will have a passion for student representation and improving the lives of La Trobe law students. Ultimately, the President is responsible for ensuring effective operation of the Committee and execution of key events and initiatives. The President acts as the key contact between law students and the faculty. They must be able to deal with complex and sensitive issues and information.

The President acts as the face of the organisation and must always uphold the Association's views and values, not only when acting within the scope of their role, but at all times. This ranges from being the friendly and approachable face for students, to the point of contact for external organisations. To this end, the role requires the President to hold themselves in a professional manner in both their LSA and personal life.

As the President, you need to ensure that you are working constructively with directors and officers at all times. Whilst you are the head of the organisation and oversee all LSA matters and activities, you need to also generate motivation and excitement amongst the Committee to push the LSA forward. The President guides the direction of the LSA but is also on the ground assisting each director in the delivery of successful events and materials. This at times can be difficult not only due to the considerable time required to deliver and attend all events, but because the President must deal with any issues that arise in planning and execution of events. It is therefore important that the President, in conjunction with relevant directors, can take responsibility for decision making and solve issues in a timely and efficient manner.

Time Requirement

The President's job is not a strict 9-5 part-time job but is a 24/7 job without an off switch! Potential candidates need to be able to devote time and dedication necessary for the success of the role and treat Presidency like a full-time job. Something else to be aware of is that quite often, situations will arise that require your attention at times that do not suit. Therefore, it has to be said that both personal and professional

sacrifices will need to be made. Often these situations will require at least a few hours to deal with and sometimes will need to be addressed over a number of days. This can be frustrating when study and personal relationships are being neglected but is unfortunately part and parcel of the nature of the role.

There are long days and long nights and the majority of your holidays will be monopolised with organising, planning, solving and innovating with the committee and law school. From my own experience as President, and observation of Presidents preceding me, my advice for anyone that plans to take on this role is to take a reduced study and workload. This is both to maintain your sanity and to be able to give this job your all without jeopardising your grades, wellbeing and other endeavours.

Often, I would be studying in the common room or the library and would be approached by a number of law students with concerns or comments about their studies or the LSA. So, you also need to remember that you need to make time for law students even whilst you're busy being a law student yourself.

If I had to give a definitive time commitment, it would be a constant 20-25 hours per week, and anywhere from 25-40 hours per week during peak periods such as semester 1.

Roles and Responsibilities

- Ensure compliance with ACNC obligations and the Associations Incorporation Reform Act 2012.
- Ensure compliance with legal requirements regarding accounting and administration
- Ensure compliance with the Constitution and deal with breaches of the Constitution
- Working with students to solve any issues or address queries they may have
- Working with 9 portfolios and around 35 Committee members to deliver events and initiatives
- Attendance at all LSA events and initiatives
- Chair Committee meetings and AGM
- Attending regular meetings with the Head of School and faculty
- Collaboration with the Law School and university
- All external matters – e.g. law school; law firms; other LSAs, ALSA etc

- Final say on all financial matters (as well as the ability to approve expenses of under \$250 without having to take it to the Committee)
- Signatory to the LSA bank account
- Deal with underperformance and conflict within the committee
- Ability to function the website and social media platforms
- Take over a Director's role if they fail to perform their duties (e.g. in the planning of events)
- Attend ALSA Councils and ALSA Conference (usually interstate)

Attributes

- You must be organised, efficient and diligent. You need to be meticulous in the organisation and planning of events;
- Passion and commitment for the role, the LSA, the students, and the views and values of the LSA;
- An ability to innovate and take initiative while facilitating the growth of the LSA;
- An ability to take the blame when things go wrong;
- A genuine ability to relate and interact with people in a respectful, professional and friendly manner;
- A sincere appreciation and respect for fellow committee members' diverse views and the ability to provide opportunities for each committee member to convey their strengths;
- Strong public speaking and presentational skills;
- A willingness to dedicate significant amounts of time and effort to the role; often and at the expense of personal opportunities, academics and external commitments;
- Strong problem solving and analytic skills;
- An ability to resolve conflict in a respectful and efficient manner; and
- Being organised and exceptional at time management.

Challenges

Probably the biggest challenge I faced related to the use of social media outside of business hours. As students operate on vastly different schedules and the accessibility that Facebook provides us proved a challenge in this role. The constant stream of messages from committee members and students outside of business hours and on weekends made it difficult to switch off. Often messages will be from committee members who are stressed about an upcoming event and require urgent attention,

which proves difficult during busy times. In hindsight, one thing I should have done at an earlier time was confine contact to within business hours or something similar.

A challenge that is faced in all leadership positions, and especially in a student society is working with others. Because you are working with a small group of people constantly, you will inevitably become close friends with some of them which can become an issue when Directors underperform. When acting in your capacity as President, it's important to remember that the Association comes first. If a Director is underperforming or failing to do their job, the President needs to take decisive action and work with the relevant person to ensure they can complete their role to the required standard in the future.

The Future

Something which I have noticed over the course of the committee is the lack of best practise documents for the Committee to follow, which has often resulted in us going about things in an ad hoc fashion. I would suggest the creation of an expectations document for incoming committee members to sign and commit to, as well as a more formalised approach for the greenlighting of events as a good starting point for an incoming president.

The importance of ongoing compliance with regulations cannot be stressed enough. Even though the organisation is essentially a university society, it is structured as an incorporated association that is independent from the law school and the university. As a self-governing organisation with no external oversight, it is of vital importance that the President, Secretary and Treasurer are adept at ensuring regulatory compliance. It is not an overly difficult task, rather, it is something that requires ongoing maintenance and knowledge sharing. Due to the transient nature of the committee, it is critical that compliance information is shared from one committee to the next.

Parting Message...

The role of president has been a very challenging yet rewarding experience for a number of reasons. I have developed valuable skills that I will draw on for years to come, but most importantly it has been the people I have met that has proved the most satisfying aspect. Not only did I make a number of friends inside and outside the LSA, but I have developed strong relationships with lecturers, university staff and people in various roles within the legal industry.

All students should consider getting involved in the LSA or other student initiatives whilst at university. They can be a lot of work at times, but they are also a great way to meet new friends and stay engaged at university. Additionally, students benefit by developing a range of soft skills that employers desire!

My one last comment for those considering applying for any role on the committee, do not underestimate the time requirement involved and consider it carefully when applying.

Secretary

Paris Nesire

Overview

The Secretary provides executive support to the President and works closely with the Directors of each portfolio to assist with major and minor events, planning and other tasks as required. As the 2IC, the Secretary is also required to represent the organisation and take a high level of responsibility for the LSA as a whole. It is important to note that senior positions on the LSA's executive are extremely time consuming and you should consider the role as equivalent to an extra subject each semester.

The Secretary also plays a crucial role in ensuring that the La Trobe LSA complies with its own rules and regulations, alongside the ACNC and Associations Incorporation Reform Act 2012. Sometimes dubbed the "policeman" of the LSA it is the Secretary's role to ensure the committee operates with respect for the work that we do, for each other and the Law School, and for the rules that govern us.

Time Requirement

Roles and Responsibilities

- Supporting the President in all aspects of running the LSA.
- Aiding the President and Treasurer in managing the LSA's financial affairs and compliance obligations.
- Regularly contacting and supporting each Portfolio and Director
- Having strong relationships with all committee members and first year reps
- Sufficient knowledge of each Portfolio to be able to step in as Director should the need arise.
- Attending all LSA events and meetings – both on and off campus.
- Setting a high standard for other members of the LSA by leading by example.
- Planning events for the year with the President, Treasurer and Directors.
- Supporting and assisting the preparation of events.
- Maintaining relationships with the law school, sponsors, and other members of the profession.
- Monitoring the LSA's social media platforms and website administration
- General data support through Google Drive, Gmail, etc.
- Organising meetings, creating agendas, taking minutes etc.

- Organising O Week activities

Attributes

- Well organised
- Strong time-management
- Ability to plan events & workflows with the President and relevant Directors
- Disciplined and able to work proactively, not reactively.
- Management skills
- Ability to control crises and manage conflict
- Approachable personality
- Good communication skills
- Knowledge of Facebook for Business, Wordpress, Instagram and Twitter
- Knowledge of Google for Business suite
- Other technical skills including use of Adobe suite.

Challenges

The greatest challenge as Secretary this year was defining the role, as it was the result of combining the Vice President and Director of Administration position. With the support of the President and Treasurer we managed to define the Secretary as a leadership figure, managing the internal issues and making sure the directors and their teams had all the support they needed. Communication is the most important factor that allowed us to succeed, especially when the workload became quite heavy.

Ensuring and managing committee attendance is a recurring issue, it has been difficult to ensure attendance throughout my term. This is largely related to meeting attendance and on-campus events.

The Future

I would encourage the next Secretary to organise a team workshop day, where the new committee can get to know one another but also plan out the next year. This way everyone will know what's going on in the LSA, and all the events they'll be expected to attend and assist with. This will also help keep everyone accountable, as once you know whose event you're bailing on – you can't hide.

Parting Message...

This position is challenging and taxing at times but having a great deal of support from the executive team made it worthwhile. Best of luck to everyone!

Treasurer

Matthew Deetlefs

Overview

The Treasurer is responsible for ensuring that the La Trobe LSA's financial and legal obligations are met in a timely manner. The Treasurer must also prepare a cost budget and monitor the organisation's financial performance over the course of their term. To succeed in this role, you must be organised and diligent as there will be certain deadlines that must be met. You must also be an excellent communicator, as you will be required to liaise with your fellow committee members and various government bodies, such as the Australian Taxation Office ('ATO') and the Australian Charities and Not-for-profits Commission ('ACNC').

Time Requirement

The time requirement in this role fluctuates greatly, depending on the period. On average, you will be required to put in approximately two to three hours of work per week. However, when there are a number of events on at the same time (e.g. Law Ball and Competitions Grand Final Night), you might have a number of invoices to pay and several committee members that you need to liaise with at the one time.

Roles and Responsibilities

- Maintain business records through Xero (keep all receipts and invoices);
- Prepare an annual budget (over the summer break);
- Maintain the bank account by monitoring spending in each portfolio;
- Prepare quarterly Business Activity Statement (reports GST);
- Prepare the Annual Information Statement, to be lodged with ACNC;
- Liaise with your fellow committee members for upcoming events;
- Ensure that invoices are paid by their due date;
- Create invoices and follow up on payment where necessary;
- Assist the La Trobe LSA's accountants in preparing financial statements (to be presented at the Annual General Meeting).

Attributes

- Organisation and diligence;
- An eye for detail;
- Integrity;
- Communication and interpersonal skills;
- Be able to work proactively rather than reactively;
- Understanding of accounting debits and credits.

Challenges

Unfortunately, in this role you sometimes must take on the role of the villain. Whilst staying within a budget and ensuring solvency is not solely your responsibility, you are the one who is keeping an eye on the financial health of the organisation and you are therefore the one best placed to step in and say no. This was particularly an

issue during my term due to a change in funding which required that certain things be cut. This can be difficult because directors, who are often your friends, have their own goals for their portfolio and these plans may not be financially viable. Staying on top of these issues is therefore integral, but a mere understanding of financial records is not enough, you have to be able to have difficult conversations.

The Future

Although the benefits of Xero Accounting are clear, Xero also comes at a cost and so alternatives such as Wave Accounting ought to be considered. Towards the end of my term the LSA has begun looking at new insurance and so I will be passing that torch on to the new Treasurer. Both of these moves have come as a result of the knowledge sharing between our LSA and other LSA/LSSs and I would highly recommend maintaining strong relationships beyond La Trobe as it allows us to be introduced to new ideas. Finally, the next committee will be the first to lodge an Annual Information Statement with the ACNC and as such you will be the one setting the precedent in this space for future committees.

Parting Message...

Don't guess. Without wanting to make the role sound too intimidating, it is important to remember that you are an officer of an incorporated association and there are associated responsibilities that come with that role. For this reason, if there is something you are unsure about, seek advice whether that be from me, other committee members, other LSA/LSSs or our accountants.

Director of Activities

Beth Tucker

Overview

The Director of Activities oversees all of the LSA's social events. The key events that have been run are: law ball, law camp, boat party, welcome back trivia night. This role requires regular contact with other exec members, with venues and event vendors, it also requires managing two Activities' Officers. This role also requires contact with event guests who may have questions, queries or issues with the event that must be addressed. In the lead-up and during the law camp, this role requires contact with all members of the committee and co-ordinating the roles of each committee member during the camp.

Daily responsibilities involve managing the Activities' Portfolio, liaising with venues and event vendors and promoting events through social media. Refined organisational skills are needed to perform this role as it requires extensive planning and liaising. A creative streak and enthusiasm for event organisation is needed to perform this role. This role also requires strong leadership skills especially with regard to running the law camp.

Time Requirement

An average week requires approximately 7 hours of work. This is typically an hour each day liaising with the Activities' Portfolio, answering emails, liaising with vendors, and managing social media promotion.

In the week leading up to the two major events, namely the law ball and law camp, this role requires approximately 10 to 15 hours of work. This is due to a high volume of emails, student queries and preparation activities (e.g. printing documents, buying materials).

This role also involves general committee tasks such as attending meetings, a weekly office hour, LSA stalls and engaging with the LSA Facebook group posts. Such tasks may take up approximately 4 hours per week.

Roles and Responsibilities

- Plan and run the law ball, law camp, (x2) maritime cruises and welcome back trivia night.
- Managing a budget

- Managing the Activities' Portfolio, delegating tasks to the Activities' officers
- Finding venues and liaising with vendors
- Creating promotional posts for social media
- Posting promotions regularly on social media
- Monitoring ticket sales
- General committee tasks (e.g. attending meetings and office hours)

Attributes

- Leadership skills and experience
- Team work skills and experience
- Organisational and time-management skills
- Creativity (planning events and designing social media promotions)
- Negotiating skills
- Event management experience

Challenges

A big challenge the Activities Portfolio faces is trying to balance having events that students are interested in attending and trying to avoid the promotion of drinking and partying culture. Although there is a high demand for alcohol friendly events, it is important that the LSA is not promoting the need for alcohol to have a good time. This is also important for the reputation of the LSA with regards to the law school and firms.

It is important that the LSA provides a wide variety of events to ensure that social events are inclusive of all students. However, this can be a difficult task, as running main-stream styled events is the safest way to ensure high attendance and engagement.

For example, this year the Activities' Portfolio attempted to hold a non-alcoholic first year event at the start of semester 1 to ensure students who were not yet 18 would still have a social event to attend, however, this event did not receive high engagement.

Law Camp did not run this year due to not selling enough tickets. The next Director of Activities should do a review of all current events to ensure that they are still filling the need of the student body which we are elected to represent, and find some new ones if they are no longer fulfilling this mandate.

The Future

The Activities' Portfolio should attempt to run some new and more diverse events. Over the past three years the LSA has run social events in a similar pattern so it may be necessary to hold new types of events to breathe some fresh air into law students' social calendar. A main concern should be holding events that are inclusive of mature age and JD students. Holding such events should involve liaising with the JD Portfolio and mature age students during the planning process for the events.

Parting Message...

Director of Activities is an exciting and rewarding role which sparks professional development and growth.

Director of Careers

Brandon Draper

Overview

The Director of Careers is responsible for organising a variety of events that focus on educating the student cohort on future career options for a graduate of Law. These events may be commercially focused, such as the Careers Cocktail event and firm presentations, or more general such as the Careers Connect Fair. The Director also has significant input into Careers Publications such as the Pathways Guides.

Time Requirement

The time commitment required varies depending upon the time of year. Semester 2 is a quieter time for the Director of Careers- expect to spend roughly 5 hours per week engaging with the LSA. During Semester 1, with Careers Month being a key responsibility, the Director of Careers may need to spend up to 20hours a week at peak times.

Roles and Responsibilities

- Oversee the schedule and running of Careers Month.
- Organise Firm Presentations with input from the Director of Marketing.
- Organise Careers Connect Fair and liaise with external bodies to do so.
- Organise Careers Cocktail with input from the Director of Marketing.
- Liaise with external bodies to source content for the Careers Guide.
- Liaise with the Law School to collaborate on a number of Careers events.
- Delegate to and manage a team of Careers Officers.

Attributes

- The Director of Careers would need excellent time management skills as well as the ability to delegate where appropriate.
- The role involves a significant amount of event planning so skills in this area are key.
- Attention to detail is also extremely important given the nature of the organisations that engage in activities run by the Careers portfolio.

Challenges

Ensuring strong attendance at all firm presentations was a challenge in this role. This was mostly due to how late some of the presentations ran due to conflicting calendars

with the Firms and LSA. Perhaps the Director may need to look into the LSA's capacity to be flexible with certain events in order to accommodate key sponsors.

Parting Message...

Best of luck to the next Careers team!

Director of Competitions

Liana Tenace

Overview

As the Director of Competitions, it is your job is to organise and run the LSA's eight moots and competitions. You will also have to manage your portfolio (which currently consists of five members - Director, 2 x internal officers, 1 x external officer, and 1 x first year representative).

There are four main internal moots - Junior (torts based), Senior (contracts based), Criminal Law Moot, Juris Doctor Moot (chosen by the Director of the Juris Doctor- this year it was criminal), and International Humanitarian Law Moot. There are also three internal competitions - Witness Examination, Negotiation and Client Interview.

For each moot and competition, it is expected that you will coordinate the preliminary, quarter finals and semi-finals at the Bundoora Campus. Further, the Grand Finals for all competitions will be held on one night, the Competitions Grand Final Night, at the Federal Court (date to be decided by next committee, but usually in the first few weeks of semester two).

Additionally, there are external moots, for which the information must be made public, and you must work with the Law School to both choose teams to represent La Trobe and coordinate the funding of those teams.

Time Requirement

The time requirement for the competitions portfolio varies greatly depending on what point of the semester/year you are at. However, it is always one of the most time-consuming roles.

When there are no competitions running, you can expect to be spending around at least 10 hours a week planning. This includes emailing judges, picking problems, preparing judges/competitor packs, responding to student questions, booking rooms, organising open day demonstrations, liaising with faculty, managing the competitions Facebook page, organising external competitions and responding to emails. Depending on whether you have an external competitions officer, you may also have to dedicate some of your time to publicising external moots.

When the competition rounds are occurring (approximately 7 weeks per semester) you can expect to spend anywhere from 20-30 hours a week on competitions. This

includes supervising moots (depending on how you split this with your officers as they generally run 6 hours a night, 3 nights a week). Then on top of supervising, you have your general tasks.

This time allocation does not include general committee commitments such as meetings, office hours, attending other portfolio's events etc.

Roles and Responsibilities

General LSA:

- Being a member of the Executive, and being held accountable for your portfolio
- Oversee your team and delegate tasks
- Attend all LSA meetings and Executive meetings
- Attend weekly office hour
- Attend 80% of all LSA events, including firm presentations, 101 sessions and social activities

Competitions:

- Moot Information Sessions/Demos
- Facebook page
- Organise witness examination demos for the law school (open days etc)
- Timetabling internal competitions
- Pairing students who can't find a team
- Sourcing problems for the competitions
- Sourcing judges (student prelims, academics quarters and semis, legal professionals for grand finals)
- Source witnesses and clients
- Organise teams for external competitions
- Organise Competitions Grand Final Night

Attributes

- time management skills
- leadership skills
- effective communication skills (oral and written)
- management and delegation
- ability to prioritise
- approachability
- attention to detail

- conflict management skills
- networking abilities
- public speaking ability
- people and resource management skills

Challenges

The biggest challenge is definitely trying to balance competitions with the rest of your life. The tasks that have to be completed are not overly difficult, however there are so many things to do at once that it can be easily overwhelming. I would definitely say train your team to do as many of the above tasks as possible so that you can spread it more equally among yourselves. Additionally, if you can get your officers to supervise all of the internal competition, it will allow you to manage all of the background administration.

The Future

The implementation of By-Laws for our internal competitions has been spoken about for a couple of years. With all that needs to be done during semester, it has been difficult to try and get these into place. There has been a fair amount of planning done for these this year so it would be great to see the new Director get these into action.

I would also suggest working with the Publications Portfolio to reintroduce the Competitions Guide, which can be sent to competitors before competitions, as well as be publicised on our website for all year access.

Director of Education

Caitlin Dagher

Overview

The Education Portfolio ensures that Law Students have access to all the tools necessary for succeeding at law school. Essentially the Education Portfolio is responsible for all things academic and wellbeing related. These events include; Women in Law Breakfast, Justice Speech, Legal Scholar Speech, 101 legal workshops, Wellbeing Week, Netball and Futsal competitions, and more! As the Director of Education, you will organize these events by liaising with venues, staff, academics.

Time Requirement

This is a busy but extremely rewarding position. Future Directors should allocate a minimum of 4 hours each week to this position.

The day-to-day responsibilities of this position include:

- Lots of emailing!
- Meeting with academics
- Organizing portfolio meetings
- Attending office hours

Roles and Responsibilities

- Managing a portfolio
- Law 101 workshops; Organizing and promoting session
- External workshop; Organizing and promoting session
- Women in Law Breakfast; Organizing a speaker, venue, advertising & ticket sales
- Justice Speech; Organizing a Justice, organizing timing with sponsor & advertising
- Legal Scholar Speech; Finding an academic to speak, organizing timing & advertising
- Wellbeing Week; Therapy dogs, bake sale, wellbeing sessions, etc.
- Electives Guide
- Attending at least 80% of all LSA events

Attributes

- Organized
- Dedicated

- Passionate
- Flexible
- Attention to detail
- Open to new ideas
- Ability to work in a team
- Effective communicator

Challenges

Attendance

- There is often poor attendance at academic events or mental health related events.
- Ensure that all academic events are about topics which are genuinely interesting and relevant to students.

Timing

- Poor timing of events can detrimentally effect attendance.
- Use the LSA calendar to prevent events from clashing. Avoid scheduling events too closely or during assessment times.

Promotion

- "I didn't know it was on".
- Use posters, Facebook Posts and Shout- outs to improve attendance.

The Future

Law 101 Workshops

- Continue having 101 Session in the First few weeks of semester
- Continue interactive 101 Sessions
- Student run workshop

Wellbeing

- Greater focus on law students' wellbeing
- Multiple wellbeing events throughout the semester may be more effective than 1 week dedicated to wellbeing events
- Wellbeing Morning Tea
- Appreciation Bake Sale

Equity

- Greater promotion of the Blood Drive
- Greater promotion of Equity Tickets

Women in Law Breakfast

- CBD Venue worked well
- Run during weeks 3-8

Study Groups

- Run on a fortnightly basis
- Organize a venue
- Facilitated by Final Year Students

Director of Juris Doctor

Caleb Hooke

Overview

Position established in 2016 this role is unique and in its second year. After its successful first year, the portfolio has been reviewed and adapted to become a portfolio consisting of one director and two officers. It is currently under review to consolidate the portfolio even further. This has been an involvement with all current JD students and staff from the law faculty. This role is unique as the director will have a lot of autonomy to the LSA and will sometimes require making decisions upon his or her own discretion. However, the director and portfolio still remain accountable to the committee.

Time Requirement

This position requires 15 hours a week. This includes but not limited to monitoring social media such as the official student forum on Facebook, the JD mailbox, attending your mandatory weekly office hour, meeting with your officers and attending fortnight committee meetings.

Roles and Responsibilities

- The role includes liaising closely with other portfolios. For example, contacting the Careers portfolio to organise Career workshops for the city campus during Careers week.
- Reporting back to the committee of updates or suggestions and implementing them back at the city campus.
- Contacting the Activities portfolio for assistance with arranging activities or contacting the Educations portfolio to organise wellbeing workshops and activities for the city campus.
- Contacting the Competitions portfolio to seek assistance with organising and running JD moot competitions.
- Meeting with officers weekly to determine if there has been issues or suggestions provided by students and how to all address the issue.
- Attending weekly office hour, this is an hour where students are able to consult the JD portfolio. You will need to be ready for feedback, suggestions and have some knowledge to the questions asked.
- Frequent contact with student services, concierge and the law school staff that are involved with the JD programme. You will be required to meet with staff once a month, and at the beginning and end of the semester.

- You will need to keep in contact with services that are providing JD students with corporate discounts i.e. the local shops and restaurants around the campus.
- You will require frequent engagement with students in order to understand how to also cater to student activities to the appropriate age group interested.
- A physical presence at the city campus is mandatory and being readily available whether in person or via email to the students at all times.

Attributes

- Be able to confidently organise and arrange events, such as contacting services and make bookings.
- Be able to have people skills, management and team leader skills is a bonus.
- Be an effective and clear communicator.
- Be able to address grievances, questions and complaints.
- Be familiar with the way a meeting is conducted, the terminology and language involved in elections and passing of motions.
- A confident, effective and proactive problem solver.
- Be able to write clear and precisely

Challenges

The challenges in my position has been catering to the diverse range of students. With challenges faced when combining a new cohort to the current cohort this year. This will be an ongoing issue for the portfolio as each semester, where there is a new intake of students.

Another challenge of this role is getting student engagement and turnout to events. Given that the programme is directed at a mature aged group and classes starting later in the day, and after business hours. It is difficult to engage in an appropriate day and time.

The challenges when dealing with conflict and grievances will also require responsibility and a proactive approach. Given that the portfolio is still so young in its years, expect hiccups to occur.

The Future

The JD programme is currently in its third year and will continue to expand and develop. The JD portfolio will be faced with challenges as the programme expands and students are at all different stages in their degree, the Director will need to work

together with the officers and come up with solutions to ensure that JD students' needs are always met. The director will need to be active and responsive to these demands.

A few things that still need to be done for the portfolio is making connection and contact with other universities who offer the JD programme such as RMIT, Monash, Melbourne University etc. to form social sporting events for JD students and ensuring that it is well organised and planned. The portfolio also needs to contact with more neighbouring restaurants and shops around the campus to see if they are willing to give student discount, or some student spend and save benefit for the JD students.

This is a fantastic opportunity for those to make a difference to the future of this portfolio, building strong foundations for future years to come. If you are someone who has a passion for organising events or coordinating people and like a bit of problem solving here and there or even just want to make new life time friends, this is the role for you and I encourage you to apply! Best of luck!

Director of Sponsorship

Laura Hook

Overview

The Director of Marketing is essentially an external liaison for the LSA. The key responsibilities of the role are to secure sponsorship for the organisation and to maintain relationships with new and existing sponsors. The role is fairly independent, with the Director taking sole responsibility for the interests of the portfolio.

Time Requirement

The time-requirement required for this role varies throughout the year. Between August and November is the quietest time for the portfolio - you should expect about 4 hours per week of work in this time.

Across the Summer break you will be responsible for developing and delivering a sponsorship prospectus- expect up to 10 hours per week. During Semester 1 things will start to ramp up, especially around Careers Month - expect up to 20 hours per week.

Roles and Responsibilities

- Ensure the LSA has delivered on its remaining sponsorship obligations for 2018.
- Develop a sponsorship prospectus.
- Present the sponsorship prospectus to new and existing sponsors to secure funding the next year.
- Liaise with Law Firms- particularly sponsoring firms - on behalf of the LSA.
- Assist the Director of Careers in organising relevant Careers events.
- Attend LSA events at the direction of the President.

Attributes

- Ability to work autonomously
- Strong communication and interpersonal skills
- Time management skills
- Confident and ambitious!

Challenges

As the Director of Marketing you can often feel like a bit of a middle-man. You will often be responsible for liaising with a sponsoring firm about an event that another

Director is responsible for. You need excellent time-management skills in order to overcome this as both parties rely upon you being highly responsive.

The Future

This year the Director of Marketing took some responsibility over the IT officer and Publications officer. However, all 3 positions still work fairly separately and independently. If the 3 positions can be more involved with each other, then there would be more security should anything happen to the Director of Marketing.

Parting Message

Best of luck to the next Director of Sponsorship and all applicants!

Director of Publications

Madeleine Matkowsky

Overview

The Director of Publications is responsible for all publications assembled and issued by the Law Students' Association. The LSA puts out a number of varied digital and physical publications each year, all of which require extensive liaising with the portfolios they pertain to.

Time Requirement

The role of Director requires a significant time contribution. Whilst not constant, there will be cyclical requirements which correspond with the release of major publications. A reasonable commitment is required over Summer both for planning the structure of releases, and beginning to solicit pieces from various parties, particularly from external organisations for the Clerkship and Careers guides.

Roles and Responsibilities

The Director of Publications is responsible for compiling, coordinating and producing the LSA's publications. Major publications produced by the LSA include the annual Clerkship and First Year Guides. Other major publications include the Weekly LSA online newsletter which launched in 2019. This is a weekly commitment released each Sunday evening. The newsletter promotes relevant LSA events weekly and also releases some articles of varied topics.

Depending on the publication in question, the Director must collaborate with different portfolios to solicit and produce material from internal and external sources, as well as Finance and Marketing to ensure sponsors and advertisers are satisfied. The Director must collaborate with graphic designers and printers to ensure publications are assembled and printed in time for deadlines.

Attributes

Aspiring Directors should have good time management and communication skills and be comfortable delegating tasks to other people. Familiarity with the Indesign program, whilst not essential, is useful as it reduces the need for back and forth with graphic designers, especially during periods close to deadlines.

The primary challenge for this role is ensuring that deadlines are met, both for parties submitting pieces and designers putting the pieces together. Time management in this respect is crucial.

Challenges

The primary challenge for this role is ensuring that deadlines are met, both for parties submitting pieces and designers putting the pieces together. Time management in this respect is crucial. You should be prepared to have to focus on releases over other commitments towards deadlines, particularly when getting them ready to send to the printers.

The Future

The incoming Director of Publications will have the time to critically examine their portfolio and make amendments and generally improve the portfolio. Unlike many other committees, Publications is not restricted to a particular schedule or structure (with the exception of the prospectus, guidebook and clerkship guide). This gives the Director considerable autonomy in what publications they decide to run.

Something that we launched this year is the weekly Newsletter, which has been discussed for years but wasn't able to be released due to various constraints. The Weekly LSA needs to continue in the future. The articles in the Weekly LSA should also be continuous with the ultimate aim of the publication being engagement with students. Through the newsletter, we want to create a publication that gives students all the details of upcoming events and articles about varied topics that may grab their attention. More work needs to be done regarding what content to publish and the overall online presence of the Newsletter itself. The incoming Director of Publications should have an eagerness to be innovative in this space in order to make the newsletter more popular within the student body.

Director of Marketing

Cindy Do

Overview

The Director of Marketing oversees the online side of the LSA. The main role of the Director is to ensure the website and Facebook is updated to ensure that all LSA information is available to students. This includes writing up posts and editing posts, editing and creating graphics, liaising with committee, as well as other website jobs.

Time Requirement

The time requirement for this role is often up to 10 hours a week, with variation depending on the type of things the LSA is promoting. However, whilst something is required to be done almost every day, posts can be scheduled.

Roles and Responsibilities

- Posting and promoting on Facebook
- Posting on the website
- Creating events on Facebook
- Creating graphics
- Updating the website front page
- Communicating with committee
- General LSA duties: Attending 80% of events, all committee meetings, and an office hour

Attributes

- Well-organised and diligent in checking mail and messages
- Great time management and flexibility
- Strong written communication skills and attention to detail
- Ability to use Facebook business, word press and create graphics
- Highly committed

Challenges

One of the key challenges for the Director of Marketing is having the time each day to share posts. This requires excellent time management and commitment to the role. Scheduling posts does assist in doing so as you may not always have free time during the evening when posts normally are to go up but setting an alarm may still be necessary so that the posts can be shared to other Facebook groups.

Furthermore, whilst there is greater flexibility with the website publishing there is still a requirement to add to the home page of the website. There will always be work to do every day, as there is always something to be published.

The Future

A textbook buy and sell section is to be introduced to the website in near future and with this may come the necessity to ensure it runs smoothly and effectively. This is something a number of other universities law student associations have implemented, and we hope this will be a service many of our students make use of.

Having another IT officer may assist future holders of this role in having the time to attend to all the roles requirements as during the semester it is work every day. This was implemented with an officer from another portfolio assisting where necessary in semester 1 2018, however this adds to that officers duties and so another dedicated IT role may be more effective.

Parting Message

Being part of the LSA introduces you to many opportunities as particularly in the IT role, these are opportunities that you yourself are promoting.

General Committee

Activities Officers

Sam Chung & Bella Parolin

Overview

The Activities portfolio runs LSA's social events including law camp, booze cruises, and law Ball. The main role for an Activities Officer is to assist the Director of Activities in running these events. This involves helping choose themes, organising and obtaining the required materials for an event, designing promotional posts for social media, and helping run the event on the night.

Time Requirement

Towards the beginning of both semesters, your time requirement will increase, perhaps 3 to 10 hours, say three hours when organising the Maritime Cruise and Law Ball, whereas when organising Law Camp your time needed will increase as it is a three-day event so there is much more to organise. Throughout the rest of the year, your time needed is limited, so say 1 to 2 hours. You're required to do an office hour once a week, and also keeping in touch with your Director is important too.

Roles and Responsibilities

- Helping director plan and organise activities events
- Locating and organising materials for events [mainly law camp and law ball]
- Promoting social events on social media
- Scanning tickets at events
- Attending portfolio meetings
- Creating promotional content including event photos, flyers, and event descriptions
- General LSA duties: Attending 80% of events, all committee meetings, and an office hour

Attributes

- Effective time management skills
- Willing to put yourself out of your comfort zone
- Well-organised
- Outgoing and approachable
- Creative mindset and editing skills for promotional posts
- Able to follow instructions and exercise initiative where appropriate
- Highly committed

Challenges

One of the challenges faced as an Activities Officer is sometimes receiving tasks to complete at the last minute, and as a university student who is also likely working part-time as well, fitting in last-minute tasks is sometimes not as easy as it could be. Furthermore, sometimes a lack of communication can be dire for this portfolio. Both of these challenges can be overcome by being organised and committed to your role, as well as having a good attitude towards not only your portfolio, but the LSA as a whole.

You must also be available and willing to spend time outside of university hours to shop for required materials and put in the extra effort, but this can be overcome with strong time management skills and high commitment levels.

The Future

Being a part of the LSA as an Activities Officer this year has greatly improved my skills both in and outside of university. We had a substantial amount of students attend a majority of our events and that attributes to the success of them. I wouldn't necessarily suggest any new ideas for the portfolio, but rather ensure the portfolio creates a way to work smart and as a team when issues arise. However, I believe this comes from a good team dynamic, which definitely occurred this year and I couldn't be prouder of the events we put on. The portfolio in the next term should continue to promote and provide events that are cheap and inclusive for all students, and have fun while doing so.

The Activities portfolio has been very successful this year; we had a great number of people attending our events and we made an acceptable profit for the committee. Therefore, we would not particularly change our roles as we successfully worked together to make the events as great as possible. As such, our successors should focus on working together as a team, creating great and cheap events for their fellow law students, and ensure the events are all inclusive and appropriate for all to attend. Remember to have fun, give it your all, and enjoy the experience!

Parting Message

Thank you for a phenomenal year!

Careers Officers

Mohammad Amir and Alex Chan

Overview

The primary role of a careers officer is to ease the work load of the careers director. As a careers officer you will assist in the operation of a number of the portfolio's event and initiatives including the careers connect fair, careers cocktail night and various presentations by law firms both at university and at their offices.

As a careers officer you will also have the responsibility of assisting the LSA in a number of its functions. This will include attending meetings, attending a weekly office hour, lecture "shout outs". It is also important for the careers officer to support different facets of the LSA. This includes supporting other portfolios by attending and promoting their events.

Time Requirement

The time commitment of a careers officer would generally require 1-2 hours per week. You may have to commit 4-5 hours during careers weeks.

Roles and Responsibilities

- Attending all careers events
- Assisting the careers director and other officers
- Creating name-tags for events
- Organising rooms for events
- Scanning tickets at events
- General committee duties

Attributes

- Organised
- Good communication skills
- Can-do attitude

Challenges

- Time management of course work and LSA duties
- Retaining communication within the portfolio and with other LSA portfolios
- Events and commitments specific to the careers portfolio are not spread throughout the year. The commitment is much lighter in semester 2 than what it is in semester 1.

Competitions Officers (Internal)

Nathan Jasper and Simon Rohan-Jones

Overview

As an Internal Competitions Officer, your main role is to assist the director in preparing and running the various competitions.

There are 8 competitions that we run - Junior Moot, Criminal Law Moot, Senior Moot, International Humanitarian Law Moot, JD Moot, Witness Examination, Client Interview and Negotiation.

There are internal preliminary, quarter final and semi-final rounds which you will need to help supervise. The grand finals for each of these competitions will be held at the annual Competitions Grand Final Night held in early August 2020 at the Federal Court.

Time Requirement

The time requirements of this role vary greatly across the semester, depending on the number of competitions running at the time and also with how the Director chooses to delegate the roles. When there are no competitions running, you will probably spend around 3-5 hours a week assisting the Director in planning for upcoming Competitions.

While competitions are occurring, you can spend anywhere between 5-15 hours a week, with supervising competitions (which run around 6 hours per night, generally 3 days a week). This guideline of time requirement does not include general committee commitments such as meetings, office hours and attendance of LSA events.

Roles and Responsibilities

- create timetables
- supervise competitions (At least 1 night per week while competitions run)
- Witness/ be a client for competitions or demonstrations
- prepare information sessions
- assist in managing the Facebook page
- assist in organising the Grand Final Night

You will also be required, as a committee member, to attend meetings, attend office hour, attend 70% of LSA events (101 sessions, firm presentations and law camp)

Attributes

- Effective communication skills
- Time management and organisational skills
- team work and cooperative skills
- approachability
- determination and resilience
- public speaking ability

Challenges

The main challenge that can be encountered in this position is managing one's time. This all comes down to how many people are in the portfolio, and how the work is split. It is necessary to remember to balance everything (competitions, your social life, work, uni, etc). If you work really well as a team, this can be easily achieved, and the role will be nowhere near as stressful as it may look.

The Future

I believe each officer should really dedicate themselves to learning all the information they need to know early, so that roles can be delegated efficiently within the first few months. This will make the portfolio run smoother and take some of the stress off the director.

Parting Message

*** Director of Competitions, Internal Competitions Officers and External Competitions Officers cannot compete in any internal competitions for the length of their term***

Competitions Officer (External)

Alexandra Ashmore

Overview

The main role for this position is, as the name suggests, maintain the external competitions. This includes:

- keeping an eye on upcoming external competitions by watching emails.
- publicise the external comps
- register the team
- liaise with the host university and the students (act as middle man)

Time Requirement

Generally, there is around 2-5 hours a week spent on reading emails, formatting posts, and liaising with students and host universities. This does vary greatly, as the middle of the year is the main time for external competitions.

Roles and Responsibilities

- keeping an eye on upcoming external competitions by watching emails.
- Publicise the external comps
- working with the law school
- helping create posts for Facebook and the website

Attributes

- time management
- attention to detail
- effective communication skills (particularly written)
- management skills
- approachability

Challenges

Defining this role has been challenging. Given that there are particularly quiet periods, I would suggest including the external competitions officer within the roles of the internal competitions officer (ie: supervising moots). The internal competitions are the busiest part of the portfolio so it is important to have as many people who can assist as possible.

The Future

I would recommend each officer should really dedicate themselves to learning all the information they need to know early, so that roles can be delegated efficiently within the first few months. This will make the portfolio run smoother and take some of the stress off the director

Publications Officer

Harry Stratford and Tanika Kline

Overview

This position involved supporting the Publications Director in disseminating publications, both in print and online. Most of the work was weighted towards the end of semester one and responsibilities included proofing and editing pieces from partners and graduate lawyers at some of the top firms in Melbourne for the 2019 Clerkship Guide in preparation for the annual careers cocktail night.

As part of the publications team our responsibilities include attending and participating in all LSA run events and also general proofing and editing for smaller scale publication projects.

There is also an ongoing commitment to the Weekly LSA which includes attempting to write an article once a week to publish in the newsletter. Whilst this has not been consistent it is an ongoing obligation.

Time Requirement

3 hours in the lead up to a publication and attending LSA events

Roles and Responsibilities

- Editing/proofing content for the annual Career's Guide for students
- General editing and proofing of content
- Writing articles for the Weekly LSA
- Attending and volunteering in LSA run events

Attributes

- Time management
- Project management
- Excellent interpersonal skills
- Written communication skills: grammar, spelling, editing and proofing
- Ability to work in a team
- Flexible

Challenges

In law school there is always going to be the challenge of balancing competing priorities and time management.

The Future

More content to be published in the Weekly LSA Newsletter.

Parting Message

You'll make some great friends and get to associate with great people in the profession in this role.

Juris Doctor Officer

Elissa Ozenc

Overview

This position was established in 2017 as part of an expansion of the Juris Doctor portfolio. The recent inclusion of JD officers in the Law Students' Association was a change made to better address the needs of a growing JD cohort and to ease the work load that comes with establishing a newer portfolio.

Time Requirement

It changes depending on the upcoming events, but there's an expectation that you keep up to date with the Facebook group each day.

Roles and Responsibilities

- Maintaining contact with the students
- Physical presence on campus is mandatory, especially during office hour
- Organising various events, such as networking and careers events, as well as supporting events organised by the law school.
- Meeting with law school staff approximately once a month - these meetings are compulsory for you to attend.
- There will also be times where your attendance is mandatory for committee meetings at the Bundoora campus

Attributes

- Approachability
- Confidence
- Creative thinking
- Flexible with time
- Collaborative work ethic
- People skills
- Management and team leader skills
- Effective and clear communication skills (both oral and written)
- Proactive problem-solving skills

Challenges

Student engagement is one of the biggest issues that we are trying to overcome at this point. Our cohort is small but there are so many demographics that it can be a challenge to please everyone.

The Future

The JD programme is currently in its third year and will continue to expand and develop. There are many exciting things in the pipeline for 2018 and this is a great opportunity to make a difference to the future of this portfolio, building strong foundations for future years to come. If you enjoy interacting with others, organising events and problem solving, then you are strongly encouraged to apply!

Education Officer

Bonnie Gilman

Overview

As the Education Officer you are responsible, primarily, for supporting the Education Director in day to day duties. You work closely with both the Equity and Wellbeing Officers as well as first year representatives in the education portfolio also. You provide assistance in organising and setting up education specific events such as Law 101 sessions, Women in Law breakfast etc.

Time Requirement

Generally, a student applying for this position should allocate approximately 2 hours a week, including their office hour. However, in the lead up to big events like Women in Law or the Justice Speech, additional time will obviously be necessary.

Roles and Responsibilities

Primarily administrative duties such as:

- Creating name tags;
- Welcome guests at events;
- Table allocations;
- Buying and setting up refreshments at events;
- Baking goods for the Wellbeing Week bake sale;
- Actively participating in all Education events, including attending all Law 101 sessions; and
- Other duties required time to time by the Director.

Additionally, as with every member of the LSA, you should be prepared to interact with a variety of other Law students and professionals at events and around campus. Further, attendance is required at all committee meetings, weekly office hours, and lecture shout outs.

Attributes

- Flexible;
- Passionate about students' wellbeing and experience;
- Have exemplary time management skills;
- Have outstanding verbal and written communication skills;
- Be creative and inventive; and
- Be prepared to offer and aid in implementing new ideas and initiatives

Challenges

Applicants should be prepared for considerable amounts of public speaking in both large and smaller group settings on a regular basis. Further, applicants should have the ability to self-monitor and work to deadlines independently, under some pressure.

The Future

This role is constantly evolving, as is the portfolio, and as such it is invaluable that applicants are also thinking and developing new initiatives as well as voicing their opinions on how to improve current education events and programs.

Parting Message

This role is a truly valuable one which I have thoroughly enjoyed performing this term. The right applicant will have considerable room for both personal and professional growth as well as the ability to make significant changes and improvements to the education portfolio and law cohort as a whole.

Equity Officer

Hammad Shahin

Overview

The Education Officer position encompasses a wide range of different tasks. You will not only be required to support the education Director and First Year Representatives but will also have to work independently at times.

Time Requirement

Students intending to apply for the position of Education Officer should generally allocate at least 2 hours a week to this position. Students should allow for additional time for main events. There is a lot of flexibility in when you do tasks so much of the work can be done outside officer hours.

Roles and Responsibilities

- Women in Law. Education officers will need to assist in the organisation, set up and running of the event.
- Wellbeing Week. Education officers will again need to assist in helping run various events during this week. This will consist of things such as baking goods, attending information sessions, and organising various other activities.
- Delta Dogs. Education officers will need to assist with running delta dogs throughout the year. This will consist of confirming dates, etc by email and attending on the day.
- 101 sessions. Education officers will be required to attend at 101 information sessions and assist the director.
- Committee meetings. Like any other committee member, education officers will be required to attend committee meetings and do a weekly office hour.

Attributes

- time management
- organisation
- professional email/phone skills
- creativity

Challenges

While a lot of the education officers work can be done on your own time, in the week of events there is often a lot of work that has to be done in a short amount of time. As such, you will need good time management skills and a fair amount of flexibility.

The Future

One of the biggest struggles with any event is attendance numbers. Ideas and suggestions on how to increase the popularity of these events is always useful.

Parting Message

Everyone in the LSA wants to see you succeed, if you are nervous or unsure of what you are doing they will be nothing but supportive.

Wellbeing Officer

Monica Guarnaccia

Overview

The Wellbeing Officer position encompasses a wide range of different tasks. You will not only be required to support the education Director and First Year Representatives, but will also have to work independently at times. Specifically, the Wellbeing Officer is in charge of organising and running the Law Netball and Futsal competitions on their own.

Time Requirement

Students intending to apply for the position of Wellbeing Officer should generally allocate at least 2 to 3 hours a week to this position. Students should allow for additional time for main events.

Roles and Responsibilities

The Wellbeing Office has two main roles:

- Organising and running the Law Netball and Futsal competitions
- Assisting the Director of Education with all Education Portfolio events

Law Netball and Futsal Competitions

The Netball and Futsal competitions are relatively new initiatives that have been introduced to the Education Portfolio, but are two of the biggest events that the LSA run. The Wellbeing Officer will be tasked with running both of these competitions and ensuring that they run smoothly.

Such a role requires the officer to liaise with the La Trobe Sports Centre to organise the competitions. The Wellbeing Officer will have to then advertise the competition (through social media, word of mouth etc.) and hold a registration/payment night before the season starts to ensure that all the necessary information and money is collected to meet the requirements of the Sports Centre. Once each of the teams have registered, the Officer will need to begin communicating with each of the teams, so to ensure that they attend their games at the correct time and any other information that teams may need to know. Most of this communication will occur through the use of a Facebook group.

Each week, the Officer will be required to attend the competition (or have someone there on their behalf if they cannot make it) to ensure that the games run smoothly

and that there is someone there to score. Furthermore, the Officer will be required to liaise with an employee of the La Trobe Sports Centre for the purposes of establishing a fixture list and updated ladders after every round. At the end of the season, the Officer will need to organise medals and other awards will a Sports Centre employee to be given out in the Grand Final of the respective competitions.

Education Portfolio Events

The Education Portfolio has a number of different events including Women in Law, Justice Speech, Wellbeing Week and 101 Sessions.

For all of these events, the Wellbeing Officer will be required to do things such as promoting the event, setting up for the event, making name tags and seating charts and of course attending/facilitating the events. The Wellbeing Officer, along with the other education officers are the Education Directors right hand people to ensure that all of the important tasks for each events are done, in order to ensure the success of the events.

On top of this, as with all members of the LSA, the Wellbeing Officer will be required to attend committee meetings (usually run on a fortnightly basis). You will also be expected to attend your weekly office hour, as well as making weekly shout outs at lectures. Furthermore, Education Officers (as with all other committee members) should support other LSA portfolios by attending their events. Officers should also promote all events online.

Attributes

- Be flexible
- Have outstanding time management skills
- Have excellent verbal and written communication skills
- Be passionate about improving Students' Wellbeing
- Be creative and inventive

Challenges

One of the main challenges of the Wellbeing Officer is communicating with students about the competitions and ensuring that every team has enough player to play every week.

This year, every week there was at least one team from both competitions that did not have enough people to fill a full team. Most of the time teams would wait until the day of the game to do anything about that. This became very frustrating, as many times teams were forced to forfeit causing problems for the completion.

For next year, I would advise that the Wellbeing Officer make an extra effort to ensure that people communicate when their teams do not have enough players or are unable to play and to introduce rules that punish teams that do not bother to communicate their inability to fill a team in well before the time of the match. This will hopefully encourage people to notify the Wellbeing Officer well in advance and ensure that the players can be found.

The Future

It would be good to see the sporting competitions expand to other sports or have more frequent wellbeing/health sessions such as regular yoga sessions for students. This would provide an avenue for those who are not necessary into playing teams sports, still being able to get involved in doing some exercise to help their mental wellbeing. The Wellbeing Officer could also look at organising sports day with other law students from other universities.

Publicity Officer

Overview

The main role of the Publicity Officer is to communicate and advertise LSA activities and events through lecture announcements. This task includes the creation of PowerPoint slides for the lectures, maintenance of announcement rosters, for committee members, and communicating with Law lecturers.

In addition to this, the LSA's Snapchat, and Instagram are controlled by the Publicity Officer, who will assist in both the creation of social media content and its posting. A new role which has recently been introduced is the organisation and maintenance of the L-Card in Victoria, a card providing Law students in Victoria with benefits at certain shops and events across the state.

Time Requirement

2-4 hours per week

Roles and Responsibilities

- Creating weekly PowerPoint Shout-out slides
- Gathering information for slides from the different LSA portfolios
- Creating shout-out roster, and maintaining the roster throughout the semester
- Distributing slides to those assigned in the roster
- Managing LSA Snapchat and Instagram throughout the semester
- L-card activities

Attributes

- Effective communication skills (written and spoken)
- Time-management skills
- Organizational skills
- Prior knowledge of PowerPoint and editing software
- Up to date knowledge of social media and trends

Challenges

The challenges faced in this role are mainly in relation to communicating with lecturers, managing the Shout-out roster and following up with committee members in relation to information for slides. While gaining permission to do shout-outs before a lecture from a lecturer is generally a formality before the start of the semester, as

most lecturers will allow it, some lecturers are more challenging to gain permission from.

Usually the most common challenge is lecturers not responding, due to having forgotten or being too busy. However, other lecturers pose conditions that need to be met, such as giving a specific time limit, how the shout-out is to be given or when it is to be given. The main challenge regarding maintaining the roster is the necessity to maintain flexibility. Due to everyone in the committee having different study and work schedules, it is necessary to plan in advance for different changes in circumstances.

The main issue with gathering information for the slides from fellow committee members, chiefly the Directors, is that at times due to the nature of the portfolios, information will not be known till or finalized till the very last minute. Therefore, there are times when PowerPoints have to be changed halfway through the week. However, this is not a common issue, and the Directors are almost always extremely quick and efficient at providing the necessary details.

However, effective and open communication skills, being organized, flexible and adept at man-management will ensure that most challenges and problems faced in this role will be successfully resolved.

The Future

In regard to the future of the role of Publicity Officer, my main recommendation is seeking to expand the tasks handled in the role. While it is a position with weekly tasks, there can be periods throughout the week where there is an absence of any workload, especially if the lecture shout-outs is completed within the first day of the week.

Further to this, the constant management of the L-Card should be clearly spoken about by the committee and the relevant portfolio directors in order to create greater certainty as to the role of the Publicity Officer in this field. This exciting new prospect should be marketed and publicised well on as many traditional and social media landscapes as possible to maximise its exposure.

Parting Message

Stay organised, be aware of all events, present and into the future, and work hard to ensure that clear and effective communication occurs between the committee!

Mature Age Student Officer

Overview

The Mature Age Student Officer will act as the liaison between mature age law students and the Law Students' Association. The office will report to the President, and will work with a number of Directors, depending on the nature of the events they are organising. As this is a new position, the student in the position will have the task of shaping the role and creating the events which are targeted at mature age law students.

Eligibility Criteria

To be elected to the Mature Age Student Officer role, a student must:

(1) Have had at least three (3) years gap between university degree completion and commencement of their law degree;

OR

(2) Have completed their secondary education ten (10) years prior to the commencement of their law degree

Time Requirement

2-3 hours per week.

Roles and Responsibilities

- Act as a contact and liaison point between mature age law students and the LSA
- Arrange at least one event per semester specific to the needs of mature age students
- Assist directors to incorporate relevant provisions for mature age students in LSA activities and events
- Attend LSA Committee meetings and fulfil relevant tasks according to the directive of the Committee
- Support other portfolios when and where necessary
- Staff the LSA Office one hour per week

Attributes

- Strong communication skills
- Time management and organisational skills

- Ability to conduct yourself in a professional manner
- To use your initiative to contribute to efficiency of the Committee throughout your term
- A fun and enthusiastic outlook
- Meticulous in following guidelines
- Excellent at multi-tasking and able to priorities activities based on their importance