



# **La Trobe Law Students' Association**

**2020/2021 Committee  
Elections**

**Election Guide**

## **CONTENTS OF THIS GUIDE**

- 1. Important Dates**
- 2. Introduction**
- 3. Positions Available**
- 4. Position Descriptions**

## **Important Dates**

<b>Nominations Open</b>	<b><u>13 July 2020</u></b>
<b>Nominations Close</b>	<b><u>2 August 2020</u></b>
<b>Student Voting Opens</b>	<b><u>3 August 2020</u></b>
<b>Student Voting Closes</b>	<b><u>16 August 2020</u></b>
<b>AGM</b>	<b><u>18 August 2020</u></b>
<b>New Committee announced</b>	<b><u>18 August 2020</u></b>
<b>Handover</b>	<b><u>18 August - 31 August 2020</u></b>

The 2020/2021 committee will commence on 31 August 2020.

## **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 requires 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 over 25 years ago, the LSA 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.

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<sup>1</sup> \*\*\*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 Marketing

(vii) Director of Publications

(viii) Director of Sponsorship

(c) General Committee

(i) Activities Officers (2)

(ii) Bendigo Representative Officer (1)

(iii) Careers Officers (2)

(iv) Competitions Officers (2)

(v) Publications Officers (3)

(vi) Juris Doctor Officers (2)

(vii) Education Officers (2)

(viii) Information Technology Officer (1)\*

(ix) Publicity Officer (1)\*

(x) Mature Age Student Officer (1)\*\*

(xi) First Year Representative Officers

\* These positions will undergo a name changes as reflected in the Election Guide

\*\*A motion will also be made at the AGM on 18 August 2020 to insert:

(a) Director of Equity, Diversity and Inclusion

(b) Equity, Diversity and Inclusion Officers (3) with one of those officer positions replacing the Mature Age Student Officer

These positions are therefore also open for nominations

## **Position Descriptions**

### ***President***

Matthew Deetlefs

#### **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 the 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 you will be approached by a number of law students with concerns or comments about their studies or the LSA at any given time. 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 as you are also the face of the organisation.

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, Vic LSS Council, 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) and Vic LSS Council Meetings

### **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**

As the role has no off switch and issues arise at all times of day, it is difficult to ensure that you take time for yourself. Often messages or emails from

Committee members will come in when you're not expecting them and these may require urgent attention which can be difficult to deal with, particularly where there may be things such as assignments that you're also juggling. For this reason, it is integral that you're proactive in staying on top of all aspects of your life as leaving things to the last minute may mean you don't have time left to fulfil your duties.

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**

As happens every year, composition of the committee alters slightly. This will be happening again this year with the creation of a new Equity, Diversity and Inclusion Portfolio. This Portfolio was trialled as a sub-committee within the Education Portfolio this year and we hope that this role will allow for a direct focus on Equity, Diversity and Inclusion initiatives as well as assisting within this space with other parts of the Committee.

Best practice documents, a record of planning, as well as reviews of events and initiatives is something I looked to implement over my term but this is ultimately an ongoing process that needs to continue to ensure that Committee can effectively take information from past committees to assist them in their roles, as well as ensuring things don't have to operate in an ad hoc fashion. My predecessor for example recommended expectations documents and a formal procedure for greenlighting events which were both implemented, however there are many areas which could use formalisation such as communications with outside bodies and where and when to use emails as opposed to other communication streams.

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 and understand what and how certain requirements affect our activities. 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**

Karena Ogloff

### **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. 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**

The Secretary is responsible for assisting with day to day inner workings of the Committee, as such the time commitment is typically a range from 30 minutes to two hours each day, plus attendance at the vast majority of LSA committee meetings and events.

### **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
- The Secretary also has particular obligations under the Associations Incorporation Reform Act 2012

### **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 ensuring the LSA adhered to its Rules and Regulation, the Associations Incorporation Reform Act 2012 and ensuring the LSA was up to industry standard in terms of its initiatives and policies. This involved having upholding values of transparency, responsibility, and accountability. Another main challenge that flows from the Secretary's role is 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. Encouraging and managing LSA attendance at events and meetings is an expected challenge for the Secretary, however, this was largely mitigated due to the switch to online meetings, events and platforms.

## **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. I also encourage the next Secretary to arrange for skill training workshops for the Committee (and potentially law students more generally), such as cultural sensitivity training, mental health first aid training and bullying & sexual harassment bystander training. Skill workshops such as these will help equip Committee members to be capable leaders and representatives for La Trobe Law Students. Holding such workshops open for law students more broadly will help equip La Trobe Law students with necessary skills for the workforce that also provide them with a competitive edge for Graduate positions.

## **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***

Nathan Jasper

### **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 the year.

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 several 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. Therefore, expect the time commitment to exceed 10+ hours a week on some occasions. In full transparency, there may be a few weeks where you have no requirements, but the nature of the role will at times require you to spend full days to fulfil tasks that are time sensitive.

### **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;
- Attend ALSA Council and Conference when delegated by the President;
- 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;

- Prepare the La Trobe LSA's financial statements (to be presented at the Annual General Meeting)

### **Attributes**

- Organisation and diligence;
- An eye for detail;
- Integrity;
- Communication and interpersonal skills;
- Understanding of accounting debits and credits

### **Challenges**

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 became a major part of my term, as the COVID-19 restrictions placed significant burden on the LSA finances and inability to run events meant that expenditure had to be reduced quite rapidly. It is difficult telling Directors, who are often your friends, that their goals for their portfolio may not be able to be achieved due to not being financially viable. Staying on top of these issues is therefore integral, but a mere understanding of financial records are not enough; you must be able to have difficult conversations. Further, as the third member of the Executive Leadership, you may be required to take on a disciplinary, mediation or conflict resolution role between committee members where issues arise.

### **The Future**

It is the role of the Treasurer, alongside the President, to provide financial leadership to the Directors in a way that is easy to understand. There is no point presenting numbers and graphs when they will not be understood, save these documents for regulated financial reporting. When committee members understand how the finances work in even the most basic way, it will go a long way when you are required to have the difficult conversations about budgets, event finance restrictions and financial viability.

Second, do not expect recognition of any sort in this role, you operate as your own team and you must accept that some personality types may not be well suited. The role reports directly to the President and the nature of the role means that a large amount of communication with Directors and Officers is

telling them whether aspects of their portfolio is financially viable (usually not exciting news!). This can be difficult, and you must not shy away from having these conversations. Gain active connections with other LSA/LSS Treasurers. At the end of the day, other Treasurers will understand the challenges and rewards of your specific role potentially better than any other La Trobe LSA committee members. Moreover, by actively engaging in the ALSA networks you can open up knowledge sharing initiatives which I would highly recommend.

Finally, you are the main person responsible for ensuring the La Trobe LSA meets all financial and legal obligations as an incorporated organisation. This responsibility should not be underestimated, and required reporting such as the Annual Information Statement with the ACNC are arguably the LSA's most important external documents. My term was the first to ever submit an AIS, and in reflection, I would suggest paying for courses to better prepare you for completing this document.

### **Parting Message...**

Without wanting to make the role sound too intimidating, it is important to remember that you play a key role in the operation of an incorporated association and the associated responsibilities that come with that role. For these reasons, do not guess, if you are unsure about something seek advice whether that be from me, other committee members, other LSA/LSSs or in some cases even our lawyers and accountants.

## ***Director of Activities***

Sam Chung

### **Overview**

The Director of Activities oversees all of the LSA's social events. Traditional events often run are law ball, law camp, maritime cruise and some form of welcome back night. This role requires managing two Activities Officers along with maintaining regular contact with other executive members, venues and event vendors. 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 and maritime cruise

- Plan and run any additional social events of your choice which may vary from year to year, such as a bowling night, trivia night or movie 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
- Teamwork skills and experience
- Organisational and time-management skills
- Creativity (planning events and designing social media promotions)
- Negotiating skills
- Event management experience

### **Challenges**

Traditionally, 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.

The COVID-19 pandemic impacted greatly on the running of large social activities in 2020. Law camp, maritime cruise and law ball were all cancelled and/or postponed due to social distancing restrictions. The next Director of Activities should be prepared to negotiate with the executive committee and with the vendors that the LSA has deposits with in 2021, depending on the length of the COVID-19 pandemic.

Traditionally, it has been hard to sell enough tickets for law camp to break even. However, law camp was on track to be the biggest it has been in years (before it

was cancelled for obvious reasons). Tips to obtain large numbers of campers include: have ALL promotional material ready by February (for a mid-to-late March camp), send personalised emails to as many first and second year law students as you can, open the law camp to all year levels (including JD and postgrads) and spread its details furiously through word-of-mouth.

### **The Future**

The next Director of Activities is well positioned to let their creative juices flow like never before, with virtual online events becoming the norm in the current climate. They 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.

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...**

The Director of Activities organises some of the LSA's most popular events, with the law ball in particular attracting about 300 students a year. Soft skills such as time-management, leadership, creativity and budgeting will prepare any individual in this position well for legal (or non-legal) positions they may undertake post-uni.

## ***Director of Careers***

Alex Chan

### **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 20 hours 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 Sponsorship
- Organise Careers Connect Fair and liaise with external bodies to do so
- Organise Careers Cocktail with input from the Director of Sponsorship
- 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***

Ally Mangion

### **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.

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 and choosing teams to represent La Trobe.

When the competition rounds are occurring (7-9 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, 4 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
- Comps Guide
- 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 competitions, 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 Competitions and Competitions Officers cannot compete in any internal competitions for the length of their term\*\*\*

## ***Director of Education***

Leyan Elsaadi

### **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, study sessions 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 6 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 sessions
- External workshops; Organizing and promoting sessions
- 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

### Women in Law Breakfast

- Make sure it does not fall during Ramadan fasting

### Zoom Study Sessions

- Run on a weekly basis
- Alternate with peer mentoring session (Facilitated by Final Year Students)
- Avoid technical difficulties by making different hosts

### **Parting Message**

This is a highly rewarding position that takes getting used to. The whole committee is there to support you every step on the way. You get many opportunities to connect with students across all year levels and listen to and voice their academic concerns. Current circumstances have affected everyone's ability to be productive and creative. It is important to have a good relationship with your officers and the rest of the committee. Reaching out and ensuring that your colleagues are capable of satisfying their roles without incurring additional burdens is essential. It is also important to be mindful and respectful of people's circumstances and be able to work with them accordingly.

## ***Director of Equity, Diversity and Inclusion\****

Leyan Elsaadi

### **Overview**

This position is established as a sub-committee to ensure that Equity, Inclusion and Diversity measures are implemented and maintained across the LSA. It is currently run with two officers and one mature age students' officer. The role bears the responsibility of research and catering for the diverse community throughout all events. The role requires frequent communications with the President and whole committee. 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 will require a minimum of 6 hours on a weekly basis.

### **Roles and Responsibilities**

- Upholding the values of the Equity, Inclusion and Diversity policy statement;
- Organising fortnightly portfolio meetings;
- Responding to emails;
- Reaching out to a diverse range of firms and associations for collaboration;
- Creating a diversity calendar;
- Research and application of diversity measures;
- Promotion of inclusion and diversity across all events;
- Writing and reviewing newsletter articles for relevant legal and cultural topics;
- Attending committee meetings.

### **Attributes**

- Be able to confidently organise and arrange events.
- Be able to have people management and team leadership skills.
- 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
- Ability to cater to the diverse cohort unbiasedly.

### **Challenges**

- Planning and executing events without a planned calendar for the term
- Missing significant historical/cultural dates

### **The Future**

- Draft a diversity calendar at the beginning of the term.
- Identify and play to the strengths of your officers.

### **COVID-19**

Current circumstances have affected everyone ability to be productive and creative. It is important to have a good relationship with your officers and the rest of the committee. Reaching out and ensuring that your colleagues are capable of satisfying their roles without incurring additional burdens is essential. It is also important to be mindful and respectful of people's circumstances and be able to work with them accordingly.

\*This role is contingent on a successful motion at AGM to amend the Constitution

## ***Director of Juris Doctor***

Faviola Martinez

### **Overview**

Position established in 2016 this role is unique and coming into its fifth year. After its successful start, 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 fortnightly 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 clearly 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 fourth 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 Marketing***

Brandon Draper

### **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 managing the social media schedule, writing up posts and editing posts, editing and creating graphics, liaising with committee, as well as other website jobs. The Director of Marketing is required to lead a team of two marketing officers and delegate to those officers accordingly.

### **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**

- Leading a team of two marketing officers and delegating accordingly
- 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 review the social media schedule and update content. This requires

excellent time management and commitment to the role. Enhanced communication skills are vital; the marketing officers are heavily involved in managing the social media streams and sharing posts. While a great level of autonomy proved successful in this year's marketing portfolio, this will not necessarily be the case for every committee moving forward. The next Director of Marketing should continue to meet with their portfolio at the commencement of their role to determine clear role expectations and responsibilities with their officers. The workload the officers take is subject to this initial conversation and flexibility ought to be provided where requested.

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**

The two officers under the marketing portfolio, being the IT Officer and Publicity Officer, ought to receive title changes to 'Marketing Officer' in order to better reflect the importance of their respective roles. This will allow for greater flexibility in future marketing portfolios with regard to setting adaptable role expectations and responsibilities based on the strengths and weaknesses of the incoming officers, whilst taking into account their preferences. This process was informally conducted this year and was highly effective. Constitutional change will be sought at this year's AGM to formalise this recommendation.

Additionally, it is recommended that an additional Marketing Officer position be added to the marketing portfolio (totalling three officers). Adding an additional officer will allow for greater social media reach. For example, the additional officer could be responsible for managing the LSA's dormant LinkedIn presence and assisting the Director of Careers with posting legal career related content in the newly created Facebook Careers Group. There is plenty of work that can be done by the Marketing Portfolio moving forward if enough hands are on deck.

The next Director of Marketing will be required to oversee a new LSA Website creation. You are not required to have any coding knowledge or skills. The proposed new website creation platform is very user friendly.

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.

### **Parting Message**

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

## ***Director of Publications***

Tanika Kline

### **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 Treasurer and Sponsorship 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 Weekly LSA is a newsletter that we have been producing for two years. At the beginning of the year we made improvements to the visual design of the newsletter and worked on making it more engaging and eye-catching. This year we found the newsletter to be a vital medium to get information out to the student body while not being able to hold face-to-face events. Going into the future the Weekly LSA needs to continue. 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 can be done within the newsletter to grow student engagement and ensure that students are included in what is happening within the LSA. 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.

This year we also used CANVA to create flyers and publications. It is a graphic design platform with free and payable features. CANVA allowed us to create more innovative and engaging publications. There were some setbacks in using the platform for creating large publications such as the Careers Guide or Clerkship Guide. Therefore, the next director should look into this platform and whether it can be used more effectively or other means that can be pursued.

## ***Director of Sponsorship***

Kate Pantelidis

### **Overview**

The Director of Sponsorship 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 2020
- 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 Sponsorship 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 Sponsorship worked closely with other Directors to facilitate moving in-person events to a virtual format. The role of the Director of Sponsorship was to advocate for the interests of the firms and ensure that they received the same opportunities to network with students as they would in-person.

## **Parting Message**

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

## **General Committee**

### ***Activities Officers***

Alex Hughan and Rebecca Klvac

#### **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.

Another one of the main challenges for an activities officer is running the law camp as it involves helping the director to run and set up camp events all weekend. This can be overcome with a good attitude and organisation. 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!" - Beth

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***

Ingrid Tam and James Reginato

### **Overview**

The primary role of a careers officer is to ease the workload of the Careers Director. As a Careers Officer you will assist in the operation of a number of the portfolio's events 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***

Afreen Taqvi, Arrian Korkotidis Stubbs and Kiyan Mirzaei

### **Overview**

As a 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 at the Federal Circuit 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 4 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 making the competitions guide
- Assist in organising the grand final night

You will also be required, as a committee member, to attend meetings, attend office hour, attend 80% of LSA events (101 sessions, firm presentations and law camp)

### **Attributes**

- Effective communication skills
- Time management and organisational skills
- Teamwork 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.

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

## **Education Officers**

Alyssa Britnell and Hammad Shahin

### **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 and Zoom Study Sessions.

This year, an Education Officer was also tasked with assisting the Equity, Diversity & Inclusion Portfolio. One Education Officer is also specifically in charge of organising and running the Law Netball and Futsal competitions on their own. However, due to the consequences of COVID-19, it was not possible to run any of these competitions in semester 1.

### **Time Requirement**

Generally, a student applying for this position should allocate approximately 5 to 6 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;
- Organising and running Law Netball and Futsal competitions;
- Actively participating in all Education events, including attending all Law 101 sessions;
- Providing support to the Director of Equity, Diversity and Inclusion on an ad hoc basis; 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.

### Law Netball and Futsal Competitions

Please note that the following discussion is what is generally expected from an Education Officer, in 'normal' circumstances. The Netball and Futsal social sport competitions are initiatives that have been recently introduced to the Education Portfolio and are usually very popular with law students. Traditionally held at the La Trobe Sports Centre, the sports will now be held at the brand new La Trobe Sports Park Pavilion (SPP) whenever social sport can resume once again. An Education Officer is tasked with running both of these competitions and ensuring that they run smoothly. This requires that the Education Officer work closely with the La Trobe Sports Centre to organise the competitions. The Education Officer then has to advertise the competition (through social media, word of mouth etc.) and ensure that there is plenty of time for teams to register and make the appropriate payments before the season starts to ensure that all the necessary information and money is collected to meet the requirements of the Sports Centre. The usual policy is that the LSA covers the registration fee that La Trobe Sport charges for the Futsal and Netball competitions, although this is something that will need to be discussed with the Treasurer and the committee as a whole moving forward to ensure that it is still viable with current conditions.

I have found it quite simple to conduct registrations on Google Forms and I am happy to guide the future Education Officer on how to create and manage registration forms for the futsal and netball competitions. I generally contacted the captain of registering teams to provide them with key information via email, but I was also open to other avenues of communication to make it easier for all parties where necessary.

Once each of the teams have registered, the Officer will need to begin communicating with each of the teams, to ensure that they attend their games at the correct time and provide them with other information that teams may need to know. Most of this communication will occur through the use of a Facebook group. It is ultimately up to the Education Officer to decide what the appropriate method of communication is. Microsoft Teams might be a new avenue worth pursuing, given that all La Trobe students now have access to it! The Education Officer is not required to attend the competition, but it is a good

idea to attend the first few games to meet the teams and to identify and address any preliminary issues that might arise. The Sports Centre is responsible for organising someone to score the game. If teams need to change their time or forfeit their match, a minimum of 48 hours' notice must be provided to the Sports Centre. During registration, players are encouraged to select a team colour and they can attend matches wearing shirts that match up with that colour or wear bibs that are provided by the Sports Centre. There are no strict requirements around all of this, the Wellbeing Officer should work closely with teams and the Sports Centre to determine what is best.

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. It's important to ensure that the details of the teams that have registered are accurate, so that when you send through their registrations to the Sports Centre, they can be appropriately added to the email list. However, it's important to be diligent, especially during the first few weeks of the semester, by checking in with teams yourself to ensure that are in possession of the necessary details, like the date their games are being played. At the end of the season, the Officer will need to organise medals and other awards with a Sports Centre employee to be given out in the Grand Final of the respective competitions.

### Education Portfolio Events

Please note that the following discussion is what is generally expected from the Education Officers, in 'normal' circumstances. 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 Education Officers 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 Education Officers are the Education Director's 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. Women in Law is usually held in semester 1, although it could not run this year. It is definitely something to be looking forward to in the future!

### General

On top of this, as with all members of the LSA, the Education Officers 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. For example, the Education Officer, like other committee members, was required to assist with the virtual cocktail nights held in the middle of the year, by admitting law students into breakout rooms where they could chat with representatives with different firms. Many LSA events require small contributions from individual LSA committee members, so it's important to be a team player.

### **Attributes**

- Flexible;
- Punctuality and quick response to Director
- Passionate about students' wellbeing and experience;
- Strong sense of initiative
- 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.

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

### **COVID-19**

There were significant problems because of COVID-19. The Futsal and Netball competitions couldn't go ahead for semester one and it's unlikely that they will be able to go ahead for semester 2 given the extended lockdowns announced by the Victorian government.

Given all this, a challenge the Education Officer had to step up to was contributing productively to the effort of the Education Portfolio and the Equity,

Inclusion and Diversity Portfolio, whilst bringing new initiatives to the table. What I did this year to ensure that I was still playing a valuable role was initiating a committee-wide move to Microsoft Teams. I identified that, because given face-to-face meetings and contact was no longer going to be possible, the LSA needed communication channels that were more effective than that provided for by email, online Zoom meetings and Facebook. As of the time of publication, the LSA is currently trialling out Microsoft Teams. If the majority of the committee positively evaluate the use of Microsoft Teams for the purposes of improving communication channels, then the LSA will permanently adopt its use. I will work closely with a future Education Officer to ensure that the new committee can successfully transition to using Microsoft Teams and to train up the President and other key Executive members of the LSA so they can have primarily responsible over the management of Microsoft Teams.

The future Education Officer will have the responsibility of keeping up to date with COVID-19 developments and communicating with this La Trobe Sports Centre to assess the viability of once again running the social sport competitions. They will also have to ensure that they attempt to run another wellbeing event or obtain a speaker who can run a session on wellbeing to demonstrate to law students that the LSA is committed to the health and wellbeing of its members and all law students broadly.

### **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 Officers\****

Adriana Giannettoni, Bernard Fitzgerald and Nima Mohamed

### **Overview**

This is a newly created position responsible for supporting the Director of Equity, Inclusion and Diversity. You work closely with the Director to provide assistance in creating equity and diversity initiatives, organising and facilitating events, and writing relevant newsletter articles and social media posts.

### **Time Requirement**

Generally, a student applying for this position should allocate approximately 3 hours a week, including their office hour. However, in the lead up to big events additional time will obviously be necessary.

### **Roles and Responsibilities**

- Assist in creating diversity calendar;
- Research and application of diversity measures;
- Promotion of inclusion and diversity across all tasks;
- Writing newsletter articles on relevant topics;
- Create posters for events;
- Taking portfolio meeting minutes;
- Attending portfolio meetings (fortnightly) and committee meetings (monthly).

### **Attributes**

- Time management
- Organisation
- Professional writing skills
- Creativity
- Willingness to carry out initiatives
- Public speaking
- Non-biased decision making

### **Challenges**

While a lot of the 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**

Joining the LSA as an Equity Officer is a great way to meet like-minded law students. Promoting equity and diversity within the law school is an important and rewarding endeavour. If you are feeling a bit lost in the law faculty, this role will help you to find your feet while contributing to a more representative and diverse LSA.

\*This role is contingent on a successful motion at AGM to amend the Constitution

## ***Juris Doctor Officers***

Jennifer Zhao and Nethmi Nalawattage

### **Overview**

This position was established in 2017 as part of an expansion of the Juris Doctor portfolio, which currently consists of one director, Jade Stuart, and three officers, Giulia Ausilio and Caleb Hooke and Mason Miles. 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!

## ***Marketing Officers (Information Technology Officer and Publicity Officer)\****

Daniel Reljic and Elly-May Dreier

### **Overview**

The main role of the Marketing Officers is to communicate and advertise LSA activities and events through lecture announcements and social media. 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 Facebook and Instagram is controlled by the Marketing Officers, who will assist in both the creation of social media content and its posting.

### **Time Requirement**

Approximately 4 hours and whilst something is required to be done almost every day, posts can be scheduled.

### **Roles and Responsibilities**

- Posting and promoting on Facebook and Instagram
- Gathering weekly PowerPoint shout-out slides
- Creating a shout-out roster, and maintaining the roster throughout the semester
- Distributing slides to those assigned in the roster
- Creating graphics
- Managing hoodie orders and organising collection
- 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 and create graphics
- Up to date knowledge of social media and trends
- Highly committed

## **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. This was also difficult with the transition to online as some lectures were recorded so the timing of needing to send content to be included was often a shorter period. This was often supplemented with LMS announcements as an alternative.

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.

Hoodie orders and organising collections were difficult this semester with the changes that occurred during COVID-19.

## **The Future**

In regard to the future of the role of Marketing Officers, my main recommendation is to possibly seek some processes for managing hoodie orders online with the changing COVID-19 environment that may work well even after COVID-19 is over.

### **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!

\* There will be a title change for these roles

## ***Publications Officers***

Emily Armstrong, Joel Blanch and Steph Brock

### **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 2020 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.