

Committee Position Guide



Contents

CANBERRA LAW STUDENTS' SOCIETY: POSITION DESCRIPTIONS

Committee Roles	Page 2
Committee Structure	Page 3
President	Page 4
Vice President	Page 5
Secretary	Page 6
Treasurer	Page 7
IT Portfolio	Page 8
Marketing Portfolio	Page 9
Careers Portfolio	Page 10
Competitions Portfolio	Page 11
Education Portfolio	Page 13
Socials Portfolio	Page 14
Wellbeing Portfolio	Page 15
Equity Portfolio	Page 16

Committee Roles

CANBERRA LAW STUDENTS' SOCIETY



Executive

As a member of the Executive, you are responsible for the overall running of the CLSS including annual, strategic, and financial planning. You will have a variety of responsibilities which operate to support the Portfolio Directors and Officers.

As well as working together to coordinate the calendar and budgets, the Executive work as a team on CLSS decision making.

Executives are required to complete around 10 hours of work per week.



Portfolio Directors

Portfolio Directors are responsible for an individual portfolio. Their role includes overseeing and running an assigned portfolio, including ensuring Officers are supported in leading and running events and initiatives.

Portfolio Directors will need to be accessible and able to attend to emails on a regular basis.

Each Director is required to complete around 5 hours of work per week.



Portfolio Officers

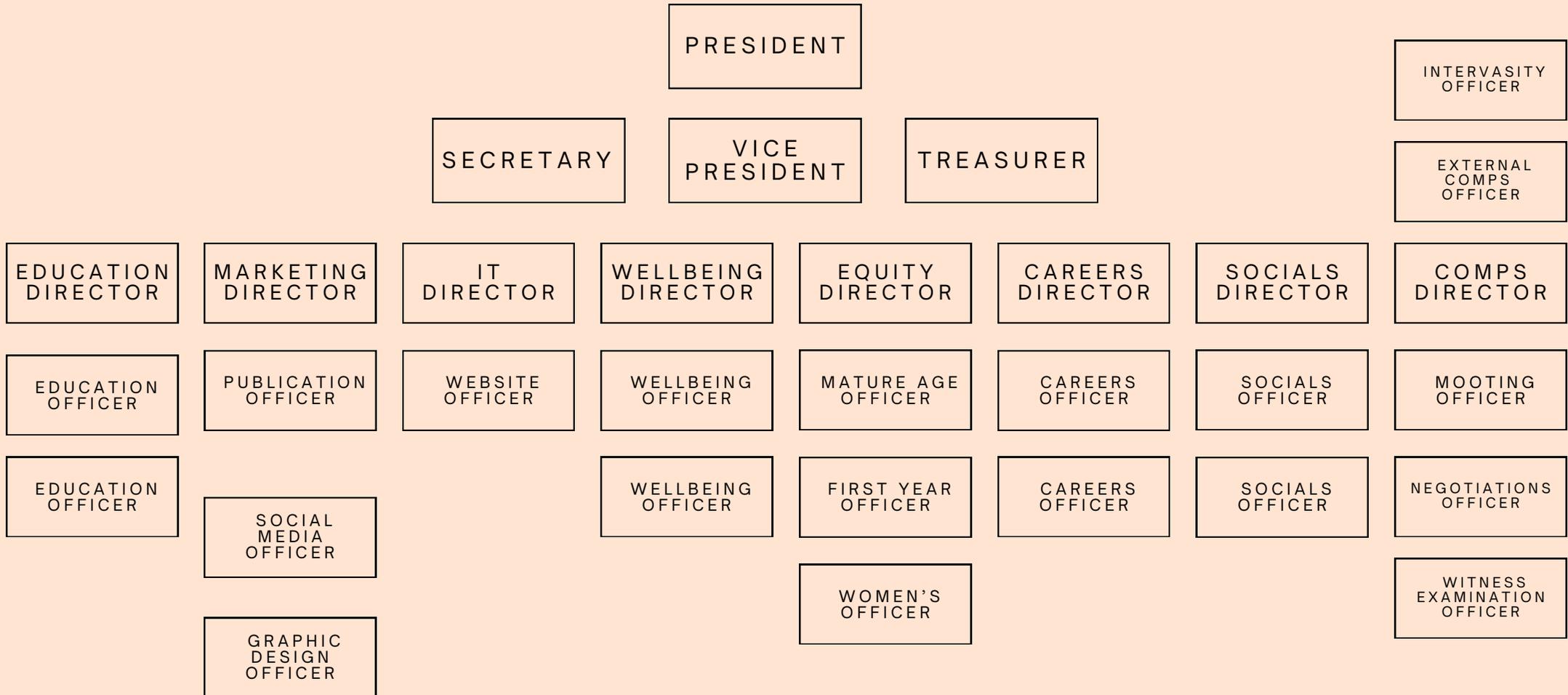
The overarching role of the Officers is to support the Portfolio Directors. You will work within your portfolio and assist them with their duties and obligations.

Each officer is required to complete a 3 hours of work per week.

All Committee Members are to attend all Committee Meetings and compulsory events, which the Executive decides upon on Calendar Day. These generally entail competition grand finals, O-Week, and any events on campus that require a good attendance for sponsorship purposes.

Committee Structure

CANBERRA LAW STUDENTS' SOCIETY



Executive Positions

CANBERRA LAW STUDENTS' SOCIETY: PRESIDENT

President

Desirable Attributes:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club in representing the Committee in other forums
- be a competent public speaker

Specific duties include but are not limited to:

1. Chair Committee meetings ensuring that they are run efficiently and effectively
2. Act as a signatory for the CLSS in all legal purposes and financial purposes
3. Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship to any paid employees
4. Periodically consult with Committee members on their role, to see how they are going and help them to optimise their contribution
5. apply for monetary grants for the CLSS's activities;
6. Work with the Committee to ensure:
 - a. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
 - b. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club
 - c. Work with the Executive to manage recruitment and retention
 - d. Assist in the development of partnerships with sponsors that are relevant to the goals of the CLSS.
7. Prepare a comprehensive handover package to ensure a smooth transition between terms, including taking on the role of 'Immediate Past President'.

Executive Positions

CANBERRA LAW STUDENTS' SOCIETY: VICE-PRESIDENT

Vice-President

Desirable Attributes:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be willing to step in for the President where needed including chairing meetings
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a competent public speaker
- be able to raise concerns with the President where they arise

Specific duties include but are not limited to:

1. In the event of the President being unable to fulfill their duties to step into that role
2. In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
3. Be an alternate signatory for the CLSS for financial purposes
4. Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
5. Coordinate CLSS planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
6. Represent the CLSS at meetings and forums as agreed with by the President
7. Other duties as nominated by the President
8. Prepare a comprehensive handover package to ensure a smooth transition between terms.

Executive Positions

CANBERRA LAW STUDENTS' SOCIETY: SECRETARY

Secretary

Desirable Attributes:

- Ability to manage and organise information, documents, and administrative tasks efficiently.
- Efficient time management skills to prioritize tasks and meet deadlines effectively.
- Understanding and commitment to maintaining confidentiality, especially when dealing with sensitive information.
- Effective record-keeping skills to maintain accurate and up-to-date records of meetings, decisions, and member information
- Representing the club in a professional manner and adhering to ethical standards.

Specific duties include but are not limited to:

1. Maintain records of the Committee and ensure effective management of CLSS records
2. Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so, and ensuring minutes are distributed to members shortly after each meeting
3. Development of the agenda in consultation with other Committee members and distribution prior to the meeting
4. Is sufficiently familiar with all current CLSS documents to note applicability during meeting
5. The Secretary ensures that official records are maintained of members of the CLSS and Committee. He she ensures that these records are available when required for reports, elections, etc.
6. Prepare a comprehensive handover package to ensure a smooth transition between terms.

Executive Positions

CANBERRA LAW STUDENTS' SOCIETY: TREASURER

Treasurer

Desirable Attributes:

- Good Organisational Skills
- Ability to maintain accurate records
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

1. Provide advice to the Committee in their management of CLSS finances
2. Administer all financial affairs of the CLSS
3. Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
4. Ensure development and Committee review of financial policies and procedures
5. Support any required auditing processes
6. Receipt of all incoming monies
7. Pay all accounts
8. Maintain accurate records of all income and expenditure
9. Ensure that all receipts and payments concur with bank deposits and withdrawals
10. Monthly financial reports – present at monthly committee meetings
11. Arrange and despatch invoices for periodical payment
12. Keep accurate record of all membership payments
13. Be a signatory on club account

Portfolio Roles

CANBERRA LAW STUDENTS' SOCIETY: IT PORTFOLIO

Information Technology Director

Specific duties of the Technology Officer include but are not limited to:

1. Updating and amending the CLSS website, including ideas for improvement and extension of the current system in place.
2. Email Managing and maintaining the CLSS email system, ensuring functionality and efficiency
3. Broad discretion to propose new systems that would help the LSS better serve its purposes, members, the faculty, and the student body. The LSS Executive will, from time to time, turn to the IT Officer for support and advice with the many systems in use.
4. Provide support and direction to the Information Technology Officers where necessary;
5. The Information Technology Director should have experience working in IT, a sound understanding of computer systems (hardware/software), networks etc and excellent organisation and leadership skills
6. Undertake any other relevant task delegated and deemed necessary by the Executive.
7. Prepare a comprehensive handover package to ensure a smooth transition between terms.

Information Technology Officer

Officer roles available in the Information Technology Portfolio include:

- Website Officer

Specific duties of an Information Technology Officer include but are not limited to:

1. Be responsible in collaboration with the Information Technology Director the overseeing, promotion and development of the Information Technology portfolio.
2. Be responsible for all tasks delegated by the Information Technology Director, President and/or Vice-President.

Portfolio Roles

CANBERRA LAW STUDENTS' SOCIETY: MARKETING PORTFOLIO

Marketing Director

Specific duties of the Marketing Director include but are not limited to:

1. Be responsible for the design, marketing and advertising CLSS events and initiatives;
2. Liaise with the executive to construct and maintain electronic mailing lists that shall be used to promote the CLSS to its members and the wider law student body.
3. Be responsible for the printing, production and dissemination of all other materials produced or required by the CLSS, as directed by the Executive, and Portfolio Directors.
4. Oversee and coordinate all of the CLSS marketing communication with CLSS members, followers of the Society's Facebook page, Twitter, Instagram accounts and broader network.
5. Provide support and direction to the Marketing Officers where necessary;
6. Liaise with the Executive to determine best method of promotion for each CLSS Initiatives.
7. Undertake any other relevant task delegated and deemed necessary by the Executive.
8. Prepare a comprehensive handover package to ensure a smooth transition between terms.

Marketing Officer

Officer roles available in the Marketing portfolio include:

- Publication Officer
- Social Media Officer
- Graphic Design Officer

Specific duties of the Information Marketing Officer's include but are not limited to:

1. Be responsible in collaboration with the Marketing Director the overseeing, promotion and development of the Marketing Portfolio events and initiatives.
2. Be responsible for all tasks delegated by the Marketing Director and Executive.

Portfolio Roles

CANBERRA LAW STUDENTS' SOCIETY: CAREERS PORTFOLIO

Careers Director

Specific duties of the Careers Director include but are not limited to:

1. Be responsible for the organisation of CLSS Careers Initiatives including but not limited to
 - a. Careers Fair
 - b. Clerkship Information Evening
 - c. Speed Networking Event
2. Arranging room booking, visual programs, and catering for career initiatives;
3. Promoting any CLSS on-campus and off-campus career initiative; and
4. Assuming correspondence responsibilities with external sponsors and parties in connection with career-focused events
5. Publicise relevant legal opportunities received by recruiters/firms within a reasonable time frame to appropriate marketing channels;
6. Provide the Marketing Director with all content relevant to the portfolio of the Careers portfolio.
7. Provide support and direction to the Careers Officers where necessary;
8. Undertake any other relevant task delegated and deemed necessary by the Executive.
9. Prepare a comprehensive handover package to ensure a smooth transition between terms.

Careers Officer

Officer roles available in the Careers portfolio include:

- Careers Officer

Specific duties of the Careers Officer include but are not limited to:

1. Be responsible in collaboration with the Careers Director the overseeing, promotion and development of the Careers Portfolio events and initiatives.
2. Be responsible for all tasks delegated by the Careers Director and Executive.

Portfolio Roles

CANBERRA LAW STUDENTS' SOCIETY: COMPETITION PORTFOLIO

Competition Director

Specific duties of the Competition Director include but are not limited to:

1. Be responsible for the organisation of CLSS Competitions Initiatives including but not limited to:
 - a. Competitions Workshops
 - b. Mooting Competition
 - c. Negotiations Competition
 - d. Witness Examination Competition
 - e. Client Interviewing Competition
1. Be responsible for the running of all competitions, including internal and intervarsity competitions
2. Be responsible for the selection of competitors (including but not limited to the annual ALSA Conference).
3. Select and organise the judging panel in conjunction with the President for all internal competitions.
4. Work in conjunction with the education director to organise and provide competition preparation workshops
5. Prepare a comprehensive handover package for the incoming Wellbeing Director to ensure a smooth transition between terms

Portfolio Roles

CANBERRA LAW STUDENTS' SOCIETY: COMPETITION PORTFOLIO

Competition Officer

Officer roles available in the Competition portfolio include:

- Mooting Officer
- Negotiations Officer
- Witness Examination Officer
- Intersity Competitions Officer
- External Competitions Officer

Specific duties of the Competition Officer's include but are not limited to:

1. Be responsible in collaboration with the Competition Director the overseeing, promotion and development of events and initiatives.
2. Provide support and direction to the Competition Officers where necessary
3. Undertake any other relevant task delegated and deemed necessary by the Executive.
4. Be responsible for all tasks delegated by the Competition Director, President and/or Vice-President.

Portfolio Roles

CANBERRA LAW STUDENTS' SOCIETY: EDUCATION PORTFOLIO

Education Director

Specific duties of the Education Director include but are not limited to:

1. Be responsible for the organisation of CLSS Careers Initiatives including but not limited to:
 - a. Competition Workshops
 - b. PLT Information Evenings
 - c. Student Study Sessions
 - d. Oversee and contribute to each portfolio to promote educational activities across the board, including undertaking to expand the educational activities of the CLSS wherever required to appropriately cater to the needs of Students.
1. Collaborate with the Faculty to enhance and promote education initiatives throughout the University of Canberra Law School.
2. Be responsible for providing the President with regular portfolio updates in relation to all obligations of the education director.
3. Be responsible for overseeing the roles of the Education officers
4. Undertake any other relevant task delegated and deemed necessary by the Executive.
5. Prepare a comprehensive handover package to ensure a smooth transition between terms.

Education Officers

Officer roles available in the Competition portfolio include:

- Education Officer

Specific duties of the Information Education Officer include but are not limited to:

1. Be responsible in collaboration with the Education Director the overseeing, promotion and development of the Education Portfolio events and initiatives.
2. Be responsible for all tasks delegated by the Education Director and Executive

Portfolio Roles

CANBERRA LAW STUDENTS' SOCIETY: SOCIALS PORTFOLIO

Socials Director

Specific duties of the Socials Director include but are not limited to:

1. Be responsible to the Council for all CLSS social events organised by the Socials Directors, including but not limited to:
 - a. Welcome Drinks
 - b. Law Ball
 - c. End of Year Celebration
2. Budget, organise and promote any other social events deemed appropriate by the Executive.
3. Be responsible for providing the President with regular consistent updates in relation to all obligations of the Socials Director.
4. Liaise, alongside the Executive, to organise appropriate insurance and safety plans to effect and maintain an adequate level of insurance to protect the CLSS from any liability arising out of social events.
5. Provide the Marketing Director with all content to be shared on social media relevant to the portfolio in a reasonable time frame.
6. Be responsible for all tasks delegated to the Socials Directors by the Executive.
7. Prepare a comprehensive handover package to ensure a smooth transition between terms.

Socials Officers

Officer roles available in the social portfolio include:

- Socials Officer

Specific duties of the Socials Officer include but are not limited to:

1. Be responsible in collaboration with the Socials Director the overseeing, promotion and development of the Socials Portfolio events and initiatives.
2. Be responsible for all tasks delegated by the Socials Director and Executive.

Portfolio Roles

CANBERRA LAW STUDENTS' SOCIETY: WELLBEING PORTFOLIO

Wellbeing Director

Specific duties of the Wellbeing Director include but are not limited to:

1. Be responsible for the organisation of CLSS Wellbeing Initiatives including but not limited to
 - a. Fail Day
 - b. RUOK Day
2. Strive to enrich the academic lives of all members and University of Canberra law students through a range of initiatives focused on student wellbeing;
3. Be responsible for overseeing, promoting and organising all wellbeing initiatives and projects
4. Undertake any other relevant task delegated to the Wellbeing Director as deemed necessary by the Executive.
5. Prepare a comprehensive handover package for the incoming Wellbeing Director to ensure a smooth transition between terms.

Wellbeing Officers

Officer roles available in the Wellbeing portfolio include:

- Wellbeing Officer

Specific duties of the Wellbeing Officer include but are not limited to:

1. Be responsible in collaboration with the Wellbeing Director the overseeing, promotion and development of the Wellbeing Portfolio events and initiatives.
2. Be responsible for all tasks delegated by the Wellbeing Director and Executive.

Portfolio Roles

CANBERRA LAW STUDENTS' SOCIETY: WELLBEING PORTFOLIO

Equity Director

Specific duties of the Equity Director include but are not limited to:

1. Be responsible for the organisation of CLSS Careers Initiatives including but not limited to:
 - a. Student Textbook Equity Program
 - b. International Women's Day
1. Promote equity schemes and opportunities in addition to being a point of call for Students with enquiries of a social justice and equity nature;
2. Promote existing equitable services available to Students, including but not limited to counselling, free legal advice, housing assistance, support against discrimination and financial support).
3. Coordinate, promote and organise pre-existing equity portfolio initiatives
4. Be partially responsible for all of the Society's charitable initiatives, including actively sourcing charitable initiatives
5. Be responsible for all tasks delegated to the Equity Director by the Executive.
6. Be responsible for providing the Executive regular consistent updates in relation to all obligations of the Equity Director
7. Prepare a comprehensive handover package for the incoming Wellbeing Director to ensure a smooth transition between terms

Equity Officers

Officer roles available in the Equity portfolio include:

- Mature Age Officer
- First Year Representative
- Women's Representative

Specific duties of the Socials Officer include but are not limited to:

1. Be responsible in collaboration with the Equity Director the overseeing, promotion and development of the Equity Portfolio events and initiatives.
2. Be responsible for all tasks delegated by the Equity Director and Executive.



In the spirit of reconciliation, the Canberra Law Students;
Society acknowledges the Traditional Custodians of country
throughout Australia and their connections to land, sea and
community. We pay our respect to their Elders past and
present and extend that respect to all Aboriginal and Torres
Strait Islander peoples today.