



• 2025 •

ANNUAL GENERAL MEETING GUIDE

CANBERRA LAW
CLSS
STUDENTS'
SOCIETY

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Acknowledgements

The Canberra Law Students' Society acknowledges and pay respects to the traditional custodians of the land upon which we meet, gather and learn. As law students, we are reminded of the importance of respecting the sovereignty and traditions of Aboriginal and Torres Strait Islander peoples, and we strive to learn from their knowledge and wisdom as we move forward in our studies and future careers.

This acknowledgement is a reminder of our shared responsibility to promote justice, understanding, and reconciliation in all that we do.



President's Welcome

Welcome to the Canberra Law Students' Society 2026 AGM Guide. This year has been one of transformation and growth, as we continue to rebuild our engagement in a post pandemic world.

It has been an absolute pleasure to be the President of the CLSS this year, and I am truly grateful to both the committee and the Law and Justice cohort for their continued engagement.

It is with great pleasure that I present this guide and look forward to seeing you at the AGM.



Eliza Magnus

2025 CLSS President

2025

Annual Review

It is with great pleasure that I present the Canberra Law Student's Society's Annual Review. As the 2025 President, I am grateful and excited to share our progress as a society as we reflect upon of our events and initiatives from the year.

Our goals for this year were to carry on the work of the previous committee, with three key pillars:

1. Increasing student engagement and participation at our events and initiatives;
2. Providing opportunities to all law and justice students, not merely penultimate and final year students seeking Clerkship and Graduate roles;
3. Collaborate with faculty and UC Careers to enhance outreach and enhance our events and initiatives.

We have remained committed to Law and Justice students and enhancing their experience at university by providing informative events and initiatives as well as opportunities to socialise and network with faculty and fellow peers.

Opportunities such as the Careers Fair and the various competitions that we facilitated were highlights for the CLSS this year. We have also seen an uptake in people wanting to join the committee in a variety of portfolios.

We, along with other UC committees, have experienced a major reduction in student engagement and participation since the COVID 19 pandemic and these effects are still ongoing, however we are beginning to see more engagement within the first and second year cohorts especially.

I am very proud of what my committee was able to achieve in 2025 and look forward to seeing the 2026 committee thrive and represent the CLSS's values. We thank you for your invaluable support and we look forward to sharing another year of shared success in 2026.



Structure

The below diagram is an overview of the CLSS structure for 2026.

EXECUTIVE

President

Vice President

Secretary

Treasurer

DIRECTORS [AND OFFICERS WITHIN THEIR PORTFOLIO]

**Careers
Director**

**Competitions
Director**

**Education
Director**

**Socials
Director**

**Student
Director**

**Careers
Officer**

**Competitions
Officer**

**Education
Officer**

**Events
Officer**

**Equity
Officer**

**Marketing
Officer**

**Wellbeing
Officer**

**First Year
Officer**

**Mature Age
Officer**

President

Current Officeholder: Eliza Magnus

The President shall be responsible for the financial and general management of the club in addition to any other duties voted in by the club, and shall:

- Be the spokesperson for and on behalf of the club;
- Preside at all meetings of the club when present;
- Liaise with the UCX Manager of Clubs;
- Prepare a President's Report for the preceding year to present at the annual general meeting;
- Provide a copy of the President's Report of the preceding year to the UCX Manager of Clubs;
- Be a signatory on the clubs bank account;
- Ensure that all purchases made on behalf of the club are relevant and appropriate to the running of the club;
- Be directly responsible to the UCX Manager of Clubs for the actions of the club;
- Adhere to all UCX policies.

Additional Requirements:

- Ensuring that all events, activities and initiatives are relevant and appropriate to the CLSS' objective and vision;
- Managing grievances raised by external stakeholders, including but not limited to, CLSS Members, Faculty, the University of Canberra, organisations and businesses, and members of the public;
- Fostering relations with the legal profession with the aim of broadening the opportunities and networks available to our Members;
- Managing CLSS sponsorship with the aim of broadening the opportunities and networks available to our Members, and expanding the capabilities of the CLSS;
- Representing the CLSS, together with an additional CLSS Committee Member of the President's choosing, at ALSA Council Meetings and Conferences;
- Being the sole media spokesperson for the CLSS, but may delegate this power if and when required;
- In conjunction with the Marketing Director, deciding upon the administrators of all social media platforms, and setting rules for the administration of these platforms; and
- Providing any assistance and support to any other Committee Member as required and appropriate.

President

Current Officeholder: Eliza Magnus

Suitability Criteria:

- Understanding the role of the CLSS and its importance on campus;
- Understanding the roles of the various Committee Members and their importance in the CLSS;
- Understanding the importance of directing the CLSS towards its objective and vision in everything the CLSS does;
- Understanding the unique experiences, challenges, strengths, weaknesses, opportunities and threats to law students at the University of Canberra;
- Understanding the challenges, strengths, weaknesses, opportunities and threats to the legal profession locally, nationally and internationally;
- Understanding the importance of maintaining good relations with other law student societies/associations locally, nationally and internationally;
- Understanding the importance of maintaining good relations with external stakeholders locally, nationally and internationally;
- Ability to direct, lead and guide the CLSS Executive;
- Ability to direct, lead and guide the whole CLSS Committee;
- Ability to foster business relationships in a professional and courteous manner;
- Confident and comfortable in collaborating with and contacting external stakeholders;
- Ability to organise multiple events throughout the year; and
- Ability to organise multiple publications throughout the year.

Vice President

Current Officeholder: Kate Stretton

The Vice President shall, in addition to any other duties voted in by the club, shall:

- Act in the capacity of, and carry out the duties for the President if the President is unable to so act;
- Assist the President with the overall running of the club;
- Be a signatory on the club's bank account;
- Adhere to all UCX policies.

Additional Requirements:

- Managing grievances raised by Committee Members about other Committee Members or any other matters relating to the CLSS;
- Managing the welfare of Committee Members;
- Under the supervision of the President, managing the operations of the CLSS;
- Responsible for creating, amending and enforcing CLSS policies and procedures;
- Responsible for being the main Executive point of contact for Portfolios;
- Being responsible for the representation of students as the need arises;
- Where appropriate, representing the CLSS alongside the President at meetings with Faculty staff; and
- Collaborating and communicating with external stakeholders.

Suitability Criteria:

- Understanding the importance of directing the CLSS towards its objective and vision in everything the CLSS does;
- Understanding the unique experiences, challenges, strengths, weaknesses, opportunities and threats to law students at the University of Canberra;

Secretary

Current Officeholder: Penelope Beyer

The Secretary shall be responsible for the maintenance of the clubs non-financial records, in addition to any other duties voted in by the club, shall:

- Update and maintain Individual Membership lists and relevant details in accordance with the UCX Club Rules of Affiliation;
- Be responsible for the production and distribution of agendas for all meetings;
- Be responsible for the taking and distribution of all minutes of meetings;
- Maintain all other non-financial papers and documents of the club;
- Ensure that the club is aware of all duties and responsibilities of the club when involved in any agreement of form of sponsorship;
- Be responsible for regularly checking club mailbox;
- Adhere to all UCX policies.

Additional Requirements:

- Ensuring that the CLSS is adhering to our constitutional requirements;
- Keeping records of every CLSS events, programs, products or publications and their engagement statistics;
- Supplying a copy of the Constitution, By-Laws and Policies to any existing Member(s), under a reasonable request;
- Supervising the IT Director to maintain all financial and non-financial papers and documents of the CLSS, such as meeting agendas and minutes, Membership lists, invoices and receipts;
- Maintain all internal management and communication systems such as managing password information and program installations;
- Creating and maintaining CLSS calendars such as, portfolio calendars, meeting calendars, Executive calendars and event calendars;
- Organising room bookings at the University of Canberra for any CLSS events or programs;
- Collaborating and communicating with external stakeholders; and
- Providing any assistance and support to any other Committee Member as required and appropriate.

Secretary

Current Officeholder: Penelope Beyer

Suitability Criteria:

- Knowledge and understanding on how to write meeting minutes;
- Confident and comfortable in learning new technology programs and software;
- Ability to effectively manage time and meet deadlines;
- Understanding the importance of directing the CLSS towards its objective and vision in everything the CLSS does;
- Understanding the unique experiences, challenges, strengths, weaknesses, opportunities and threats to law students at the University of Canberra;
- Understanding the challenges, strengths, weaknesses, opportunities and threats to the legal profession locally, nationally and internationally;
- Understanding the importance of maintaining good relations with other law student societies/associations locally, nationally and internationally;
- Understanding the importance of maintaining good relations with external stakeholders locally, nationally and internationally;
- Ability to foster business relationships in a professional and courteous manner; and
- Confident and comfortable in collaborating with and contacting external stakeholders.

Treasurer

Current Officeholder: Anuar Medina

The Treasurer is responsible for managing the flow of the day to day finances of the club, in addition to any other duties voted in by the club, shall:

- Be a signatory on the club's bank account;
- Ensure receipts are issued for all monies received by the club;
- Deposit all monies received on behalf of the club;
- Maintain copies of all receipts issued and received on behalf of the club;
- Maintain club finances in accordance with the UCX Club Rules of Affiliation;
- Present at each club meeting an accurate report detailing club finances;
- Prepare a complete Financial Report to present at the annual general meeting;
- Adhere to all UCX policies.

Additional Requirements:

- Processing invoices on behalf of the CLSS;
- Making payments on behalf of the CLSS;
- Managing reimbursements on behalf of the CLSS;
- Regularly informing the Executive of the CLSS' finances;
- Keeping records of all transactions;
- Submitting all funding requests to UCX for the CLSS;
- Creating fundraising initiatives for the CLSS, where appropriate;
- Creating budgets for CLSS offerings including, but not limited to, events, programs, products and publications;
- Handling cash transactions where appropriate;
- Reporting finances to UCX when requested;
- Collaborating and communicating with external stakeholders; and
- Providing any assistance and support to any other Committee Member as required and appropriate.

Treasurer

Current Officeholder: Anuar Medina

Suitability Criteria:

- Understanding the importance of directing the CLSS towards its objective and vision in everything the CLSS does;
- Ability to reasonably foresee any issues that may arise with respect to the CLSS' finances;
- Knowledge and understanding of financial terms;
- Knowledge and understanding of how to create event budgets;
- Ability to be logical and pragmatic when creating budgets;
- Ability to be logical and pragmatic when considering event funding;
- Ability to objectively enforce reimbursement requirements relating to Committee Members;
- Understanding the unique experiences, challenges, strengths, weaknesses, opportunities and threats to law students at the University of Canberra;
- Understanding the challenges, strengths, weaknesses, opportunities and threats to the legal profession locally, nationally and internationally;
- Understanding the importance of maintaining good relations with other law student societies/associations locally, nationally and internationally;
- Understanding the importance of maintaining good relations with external stakeholders locally, nationally and internationally;
- Ability to foster business relationships in a professional and courteous manner; and
- Confident and comfortable in collaborating with and contacting external stakeholders.
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Careers Director

Current Officeholder: Luca Segedin

The Careers Director is responsible for:

- Organising events, publications, and other initiatives including, but not limited to, our annual Careers Fair, Careers Guide, Clerkship Information Evening, Clerkship Guide, and careers-focussed Facebook groups;
- Disseminating careers information to Members;
- Fostering relations with the legal profession with the aim of broadening the career opportunities and networks available to our Members;
- Collaborating and communicating with external stakeholders;
- Being responsible for the representation of the students on career-specific matters, such as organising ad hoc career specific surveys as the need arises;
- Where appropriate, representing the CLSS alongside the President at meetings with Faculty staff;
- Directing, leading and guiding a team of Careers Officers, and works in collaboration with the other Directors and the Publications Manager on matters relevant to the Portfolio; and
- Providing any assistance and support to any other Committee Member as required and appropriate.

Suitability Criteria:

- Understanding of the legal profession, recruitment processes and the pathways available to students;
- Understanding the importance of providing up to date and relevant career information to Members;
- Understanding the importance creating networking events;
- Understanding the unique experiences, challenges, strengths, weaknesses, opportunities and threats to law students at the University of Canberra;
- Understanding the challenges, strengths, weaknesses, opportunities and threats to the legal profession locally, nationally and internationally;
- Understanding the importance of maintaining good relations with external stakeholders locally, nationally and internationally;
- Ability to foster business relationships in a professional and courteous manner;
- Confident and comfortable in contacting careers-specific external stakeholders;
- Ability to organise multiple events throughout the year; and
- Ability to organise multiple publications throughout the year.

Competitions Director

Current Officeholder: Samantha Leeman

The Competitions Director is responsible for:

- Coordinating and overseeing all CLSS competitions including, but not limited to, Mooting, Negotiations, Witness Examination, Intervarsity Competitions and External Competitions;
- Coordinating and overseeing an internal law competition in Semester 1 with the aim of selecting a CLSS delegation for the July ALSA Conference;
- Upholding and maintaining a national standard both in competing and communicating to our competitors and competition organisers;
- Collaborating with the relevant Competitions Manager to create or amend rules for each internal competition;
- Collaborating with the relevant Competitions Manager to create or amend the marking rubric for each internal competition;
- Collaborating and communicating with external stakeholders;
- Representing students on matters relevant to the Portfolio, such as organising ad hoc surveys as the need arises;
- Where appropriate, representing the CLSS alongside the President at meetings with Faculty staff;
- Directing, leading and guiding a team of Competitions Managers and Officers, and
- working in collaboration with the other Directors on matters relevant to the Portfolio; and
- Providing any assistance and support to any other Committee Member as required and appropriate.

Suitability Criteria:

- Competed in previous CLSS internal competitions, national or intervarsity competitions;
- Understanding the importance of a competition experience in law school;
- Understanding the importance of procedural fairness;
- Ability to foster business relationships in a professional and courteous manner;
- Confident and comfortable in contacting external stakeholders;
- Ability to organise multiple events throughout the year; and
- Ability to organise multiple publications throughout the year.

Education Director

Current Officeholder: Elizabeth Dry

The Education Director is responsible for:

- Organising events, publications, and other initiatives
- Disseminating educational information to Members;
- Fostering relations with legal education organisations, businesses and Faculty;
- Collaborating and communicating with external stakeholders;
- Being responsible for the representation of the students on matters of an academic nature, such as organising ad hoc educational surveys as the need arises for particular subjects, subject groups or wider legal education issues;
- Where appropriate, representing the CLSS alongside the President at meetings with Faculty staff;
- Directing, leading and guiding a team of Education Officers, and working in collaboration with the other Directors on matters relevant to the Portfolio; and
- Providing any assistance and support to any other Committee Member as required and appropriate.

Suitability Criteria:

- Understanding of legal education and education pathways;
- Understanding the importance of providing up to date and relevant education information to Members;
- Understanding the importance of facilitating discussions around legal education and the legal industry;
- Understanding the unique experiences, challenges, strengths, weaknesses, opportunities and threats to law students at the University of Canberra;
- Understanding the challenges, strengths, weaknesses, opportunities and threats to the legal profession locally, nationally and internationally;
- Understanding the importance of maintaining good relations with external stakeholders locally, nationally and internationally;
- Ability to foster business relationships in a professional and courteous manner;
- Confident and comfortable in contacting education-specific external stakeholders;
- Ability to organise multiple events throughout the year; and
- Ability to organise multiple publications throughout the year.

Socials Director

New position in 2026

The Socials Director will be responsible for:

- Collaborating with the President to shape and maintain the CLSS' corporate image in accordance with the CLSS Brand Guidelines;
- Managing our various communication platforms and publications including, but not limited to, our Facebook, Instagram and LinkedIn pages, and website;
- Collaborating and communicating with external stakeholders;
- Organising social events that bring the CLSS and its Members together as a whole including, but not limited to, annual Law Ball and any intervarsity and inter-university social events;
- Fostering relations with external organisations, businesses and Faculty;
- Where appropriate, representing the CLSS alongside the President at meetings with Faculty staff;
- Directing, leading and guiding a team of officers (Marketing Officer and Events Officer), and working in collaboration with the other Directors on matters relevant to the Portfolio; and
- Providing any assistance and support to any other Committee Member as required and appropriate.

Suitability criteria:

- Work or academic experience in communications, public relations or social media (non-law students with this experience will also be considered);
- An understanding of the importance of our corporate image and its impact;
- An understanding the importance of providing non-academic and non-career focused events;
- Ability to foster business relationships in a professional and courteous manner;
- Confident and comfortable in collaborating and communicating with external stakeholders.
- Ability to organise multiple events throughout the year; and
- Ability to organise multiple publications throughout the year.

Students Director

New position in 2026

The Students Director will be responsible for:

- Managing all initiatives and activities tailored to specific demographics of CLSS. Members including, but not limited to, first year students, mature age students, students from regional and rural backgrounds, First Nations students, and international students;
- Disseminating information to Members related to specific demographics of CLSS students and social justice issues;
- Collaborating and communicating with external stakeholders;
- Representing students on matters relevant to the Portfolio
- Where appropriate, representing the CLSS alongside the President at meetings with Faculty staff;
- Directing, leading and guiding a team of Officers, and working in collaboration with the other Directors on matters relevant to the Portfolio; and
- Providing any assistance and support to any other Committee Member as required and appropriate.
- Develop resources related to wellbeing and mental health and disseminating information
- Organising events, programs and initiatives on wellbeing and mental health

Suitability criteria:

- Understanding the needs of specific demographics of CLSS Members
- Understanding of current social justice issues affecting the legal industry nationally and internationally;
- Ability to foster business relationships in a professional and courteous manner;
- Confident and comfortable in contacting external stakeholders;
- Ability to organise multiple events throughout the year;
- Ability to organise multiple publications throughout the year.
- Understanding the importance of the wellbeing and mental health of CLSS Members and the legal industry;
- Understanding the issues adversely affecting the wellbeing and mental health of CLSS Members and the legal industry;

AGM Details

The Annual General Meeting (AGM) will be held online on Wednesday 24 September 2025 at 7.30pm. Position elections will take place at the AGM.

Voting Process

To vote at the election you must be a CLSS member. Please refer to the URL in the AGM notice email to sign up. Every member has one vote, unless they hold a proxy vote for another member. You may only hold one proxy vote.

The election will follow two phases. In the first phase, we will go through the applications for all the Executive positions. After hearing all the speeches, we will vote for the new Executive Members. In the second phase, we will go through the applications for all the Directors. After hearing all the speeches, we will vote for the new Directors. If there are less than three applications will take from the floor.

Applications and presentations

All applicants must make a five minute speech, with an additional two minutes allotted for Q&A. Applicants can apply for a maximum of 3 different roles. Applicants who do so will be required to present their suitability for each role they apply for, however their second and (if applicable) third speech will only be allotted three minutes with two minutes for Q & A.

Your presentation must cover the following elements:

- Why do you want to be a part of the CLSS Committee?
- Why have you chosen to apply for this role?
- What would you like to achieve in your role and portfolio?
- Do you have any extra-curricular commitments? (such as sport and other society involvements). If yes, please specify your commitment(s) and role(s).
- What are you passionate about?
- What do you see for your future after university?

Key Dates

Applications for positions will close at 8.00pm on Tuesday 23 September 2025. Please refer to the URL in the AGM notice email to apply.

Further questions?

If you have further questions please contact
Eliza Magnus, President via email:

president.clss@outlook.com

