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CANBERRA LAW  
CLSS  
STUDENTS'  
SOCIETY

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Committee Positions Guide  
Semester 1 2022

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# APPLICATION GUIDE

The below Committee positions are offered by appointment. Appointments means that the existing CLSS Committee will solely be voting for new Members of the Committee. This means that you cannot bring any CLSS Members along to vote with you, nor can you vote as a Member.

## Application Process

Applications must be made at: <https://forms.gle/4CtgSuiA9n12S4pm8>

Applicants may apply for up to five (5) positions.

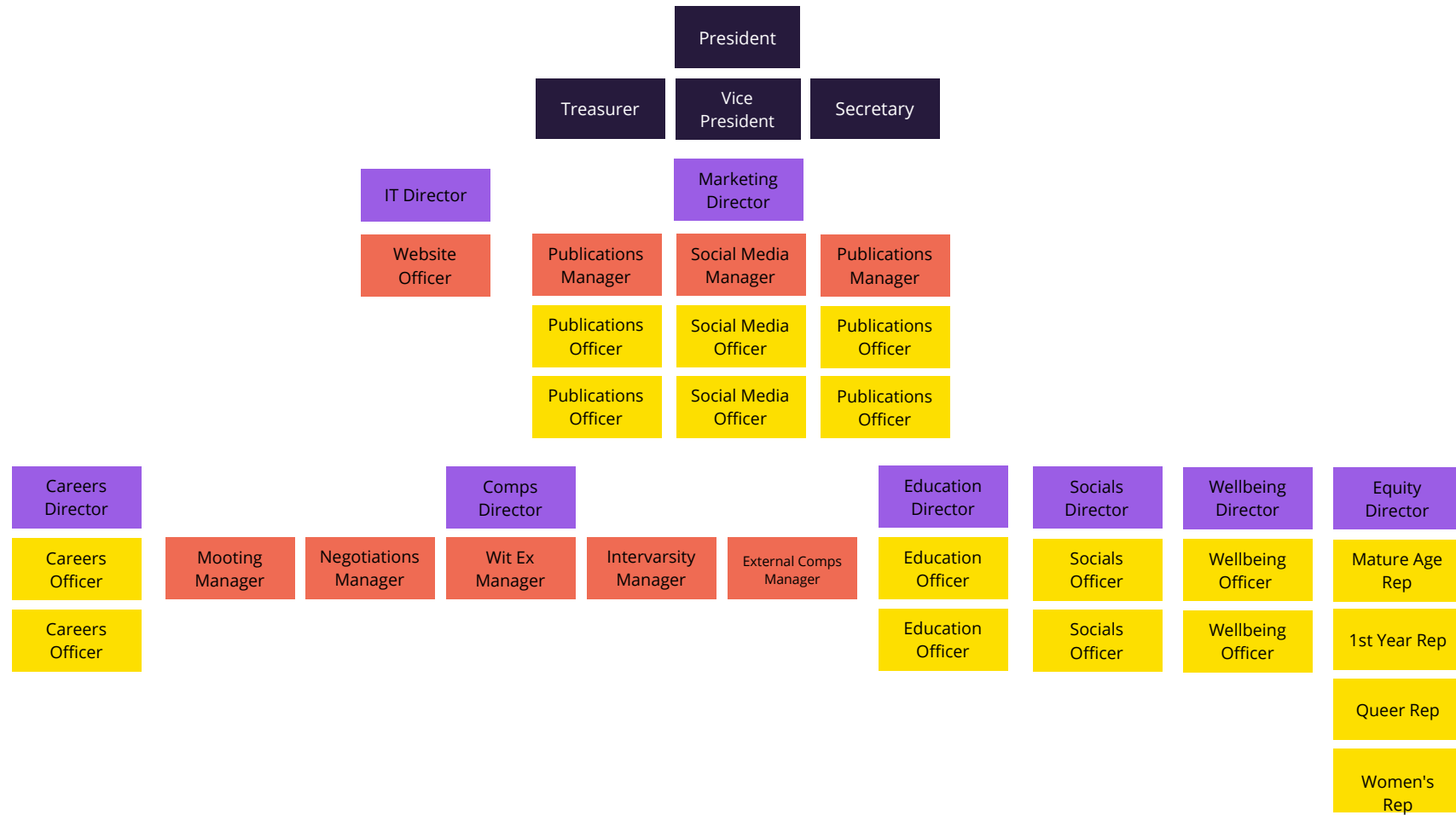
Applications will close on **Friday 21 January 2022 at 11:59pm**. Once applications have closed, the existing CLSS Committee will compile and review all applications at a Committee Meeting.

The Committee will then vote, and you will be notified of the outcome of your application via email shortly afterwards.

If you have any further questions on the application or election process, please contact Jasmine Turl at [president.clss@outlook.com](mailto:president.clss@outlook.com)

The full list of positions and descriptions are listed below.

# CLSS COMMITTEE STRUCTURE



# APPLICATION REQUIREMENTS

To apply for a position, you must meet the following application requirements.

- (a) Must be a current student at the University of Canberra;
- (b) Must be a Member of the Canberra Law Students' Society ('CLSS'), unless specified;
- (c) Must be prepared to set aside at least 6 hours of work on the CLSS per week;
- (d) Must have excellent organisational and time-management skills;
- (e) Must have excellent communication skills;
- (f) Must be team oriented, and be able to get along well with and work with others;
- (g) Must be able to lead a team;
- (h) Must be able to work in high pressure situations;
- (i) Must be able to understand social and emotional cues; and
- (j) Must be professional and courteous.

# TREASURER

## POSITION DESCRIPTION

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:

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

## ADDITIONAL REQUIREMENTS:

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

## SUITABILITY CRITERIA

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

# CAREERS DIRECTOR

## POSITION DESCRIPTIONS

The Careers Director is responsible for:

- (a) 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;
- (b) Disseminating careers information to Members;
- (c) Fostering relations with the legal profession with the aim of broadening the career opportunities and networks available to our Members;
- (d) Collaborating and communicating with external stakeholders;
- (e) Being responsible for the representation of the students on career-specific matters, such as organising ad hoc career specific surveys as the need arises;
- (f) Where appropriate, representing the CLSS alongside the President at meetings with Faculty staff;
- (g) 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
- (h) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA

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



# CAREERS OFFICER

## POSITION DESCRIPTION

The Careers Officer is responsible for:

- (a) 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;
- (b) Disseminating careers information to Members;
- (c) Working in collaboration with a team of Careers Officers under the direction of the Careers Director;
- (d) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Understanding of the legal profession, recruitment processes and the pathways available to students;
- (b) Understanding the importance of providing up to date and relevant career information to Members;
- (c) Understanding the importance creating networking events;
- (d) Understanding the unique experiences, challenges, strengths, weaknesses, opportunities and threats to law students at the University of Canberra;
- (e) Understanding the challenges, strengths, weaknesses, opportunities and threats to the legal profession locally, nationally and internationally;
- (f) Ability to foster business relationships in a professional and courteous manner;
- (g) Ability to organise multiple events throughout the year; and
- (h) Ability to organise multiple publications throughout the year.

# MOOTING MANAGER

## POSITION DESCRIPTION

The Mooting Manager is responsible for:

- (a) Coordinating and overseeing all CLSS mooting competitions;
- (b) Coordinating and overseeing an internal mooting law competition in Semester 1 with the aim of selecting a CLSS delegation for the July ALSA Conference;
- (c) Upholding and maintaining a national standard both in competing and communicating to our competitors and competition organisers;
- (d) Collaborating with the Competitions Director to create or amend rules for each internal mooting competition;
- (e) Collaborating with the Competitions Director to create or amend the marking rubric for each internal mooting competition;
- (f) Collaborating and communicating with external stakeholders;
- (g) Directing, leading and guiding a team of Mooting Officers (where applicable), and working in collaboration with the other Competitions Managers on matters relevant to the Portfolio, under the direction of the Competitions Director; and
- (h) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

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

# NEGOTIATIONS MANAGER

## POSITION DESCRIPTION

The Negotiations Manager is responsible for:

- (a) Coordinating and overseeing all CLSS negotiations competitions;
- (b) Coordinating and overseeing an internal negotiations law competition in Semester 1 with the aim of selecting a CLSS delegation for the July ALSA Conference;
- (c) Upholding and maintaining a national standard both in competing and communicating to our competitors and competition organisers;
- (d) Collaborating with the Competitions Director to create or amend rules for each internal negotiations competition;
- (e) Collaborating with the Competitions Director to create or amend the marking rubric for each internal negotiations competition;
- (f) Collaborating and communicating with external stakeholders;
- (g) Directing, leading and guiding a team of Negotiations Officers (where applicable), and working in collaboration with the other Competitions Managers on matters relevant to the Portfolio, under the direction of the Competitions Director; and
- (h) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

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

# CLIENT INTERVIEW MANAGER

## POSITION DESCRIPTION

The Client Interviewing Manager is responsible for:

- (a) Coordinating and overseeing all CLSS client interviewing competitions;
- (b) Coordinating and overseeing an internal client interviewing law competition in Semester 1 with the aim of selecting a CLSS delegation for the July ALSA Conference;
- (c) Upholding and maintaining a national standard both in competing and communicating to our competitors and competition organisers;
- (d) Collaborating with the Competitions Director to create or amend rules for each internal client interviewing competition;
- (e) Collaborating with the Competitions Director to create or amend the marking rubric for each internal client interviewing competition;
- (f) Collaborating and communicating with external stakeholders;
- (g) Directing, leading and guiding a team of Client Interviewing Officers (where applicable), and working in collaboration with the other Competitions Managers on matters relevant to the Portfolio, under the direction of the Competitions Director; and
- (h) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Competed in previous national or intervarsity client interviewing competitions (not essential);
- (b) Understanding the importance of a competition experience in law school;
- (c) Understanding the importance of procedural fairness;
- (d) Ability to foster business relationships in a professional and courteous manner;
- (e) Confident and comfortable in contacting external stakeholders;
- (f) Ability to organise multiple events throughout the year; and
- (g) Ability to organise multiple publications throughout the year.

# INTERVARSITY COMPETITIONS MANAGER

## POSITION DESCRIPTION

The Intersarsity Competitions Manager is responsible for:

- (a) Coordinating and overseeing all CLSS hosted or co-hosted intersarsity law competitions
- (b) Upholding and maintaining a national standard both in competing and communicating to our competitors and competition organisers;
- (c) Collaborating with the Competitions Director to create or amend rules for each intersarsity competition;
- (d) Collaborating with the Competitions Director to create or amend the marking rubric for each intersarsity competition;
- (e) Collaborating and communicating with external stakeholders;
- (f) Directing, leading and guiding a team of Intersarsity Competitions Officers (where applicable), and working in collaboration with the other Competitions Managers on matters relevant to the Portfolio, under the direction of the Competitions Director; and
- (g) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Competed in previous CLSS hosted or co-hosted, or national intersarsity competitions;
- (b) Understanding the importance of a competition experience in law school;
- (c) Understanding the importance of procedural fairness;
- (d) Ability to foster business relationships in a professional and courteous manner;
- (e) Confident and comfortable in contacting external stakeholders;
- (f) Ability to organise multiple events throughout the year; and
- (g) Ability to organise multiple publications throughout the year.

# EXTERNAL COMPETITIONS MANAGER

## POSITION DESCRIPTION

The External Competitions Manager is responsible for:

- (a) Coordinating and overseeing all CLSS involvement in national law competitions, other universities' intervarsity law competitions, and other external law competitions.
- (b) Upholding and maintaining a national standard both in competing and communicating to our competitors and competition organisers;
- (c) Collaborating and communicating with external stakeholders;
- (d) Directing, leading and guiding a team of External Competitions Officers (where applicable), and working in collaboration with the other Competitions Managers on matters relevant to the Portfolio, under the direction of the Competitions Director; and
- (e) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Competed in previous national, intervarsity or other external law competitions as a CLSS or other university representative;
- (b) Understanding the importance of a competition experience in law school;
- (c) Understanding the importance of procedural fairness;
- (d) Ability to foster business relationships in a professional and courteous manner;
- (e) Confident and comfortable in contacting external stakeholders;
- (f) Ability to organise multiple events throughout the year; and
- (g) Ability to organise multiple publications throughout the year.

# EDUCATION DIRECTOR

## POSITION DESCRIPTION

The Education Director is responsible for:

- (a) Organising events, publications, and other initiatives including, but not limited to, our exam study sessions, Law School 101 Events and Practical Legal Training Information Sessions;
- (b) Disseminating educational information to Members;
- (c) Fostering relations with legal education organisations, businesses and Faculty;
- (d) Collaborating and communicating with external stakeholders;
- (e) 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;
- (f) Where appropriate, representing the CLSS alongside the President at meetings with Faculty staff;
- (g) Directing, leading and guiding a team of Education Officers, and working in collaboration with the other Directors on matters relevant to the Portfolio; and
- (h) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA

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

# EDUCATION OFFICER

## POSITION DESCRIPTION

The Education Officer is responsible for:

- (a) Organising events, publications, and other initiatives including, but not limited to, our S.L.O.T.H Sessions, Law School 101 Events and Practical Legal Training Information Sessions;
- (b) Disseminating educational information to Members;
- (c) Working in collaboration with a team of Education Officers under the direction of the Education Director; and
- (d) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

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



# SOCIALS OFFICER

*2x positions available*

## POSITION DESCRIPTION

The Socials Officer is responsible for:

- (a) Organising social events that bring the CLSS and its Members together as a whole including, but not limited to, our annual Start of Year Celebration, annual Law Ball and any intervarsity and inter-university social events;
- (b) Working in collaboration with a team of Socials Officers under the direction of the Socials Director; and
- (c) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Understanding the importance of providing non-academic and non-career focused events;
- (b) Ability to foster business relationships in a professional and courteous manner;
- (c) Ability to organise multiple events throughout the year; and
- (d) Ability to organise multiple publications throughout the year.

# FIRST YEAR REPRESENTATIVE

*2x positions available*

## POSITION DESCRIPTION

The First Year Representative is responsible for:

- (a) Managing all initiatives and activities tailored to first year CLSS Members;
- (b) Disseminating information related to first year CLSS Members;
- (c) Where appropriate, assisting all CLSS initiatives and activities tailored to social justice issues affecting the legal industry nationally and internationally;
- (d) Working in collaboration with the other Equity Portfolio Members under the direction of the Equity Director; and
- (e) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Be a first-year law or justice studies student at UC;
- (b) Understanding the needs of first year CLSS Members;
- (c) Understanding of current social justice issues affecting the legal industry nationally and internationally;
- (d) Ability to foster business relationships in a professional and courteous manner;
- (e) Ability to organise multiple events throughout the year; and
- (f) Ability to organise multiple publications throughout the year.

# MATURE AGE REPRESENTATIVE

*2x positions available*

## POSITION DESCRIPTION

The First Year Representative is responsible for:

- (a) Managing all initiatives and activities tailored to mature age CLSS Members;
- (b) Disseminating information related to mature age CLSS Members;
- (c) Where appropriate, assisting all CLSS initiatives and activities tailored to social justice issues affecting the legal industry nationally and internationally;
- (d) Working in collaboration with the other Equity Portfolio Members under the direction of the Equity Director; and
- (e) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Be a mature age law, justice studies, JD or Master of Laws Student at UC;
- (b) Understanding the needs of mature age CLSS Members;
- (c) Understanding of current social justice issues affecting the legal industry nationally and internationally;
- (d) Ability to foster business relationships in a professional and courteous manner;
- (e) Ability to organise multiple events throughout the year; and
- (f) Ability to organise multiple publications throughout the year.

# WOMEN'S REPRESENTATIVE

## POSITION DESCRIPTION

The Women's Representative is responsible for:

- (a) Managing all initiatives and activities tailored to female-identifying CLSS Members;
- (b) Disseminating information related to female CLSS Members;
- (c) Where appropriate, assisting all CLSS initiatives and activities tailored to social justice issues affecting the legal industry nationally and internationally;
- (d) Working in collaboration with the other Equity Portfolio Members under the direction of the Equity Director; and
- (e) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Identifies as Female, in order to provide representation via lived experience.
- (b) Understanding the needs of female CLSS Members, as women at university and in the wider legal industry;
- (c) Understanding of current social justice issues affecting the legal industry nationally and internationally;
- (d) Ability to foster business relationships in a professional and courteous manner;
- (e) Ability to organise multiple events throughout the year; and
- (f) Ability to organise multiple publications throughout the year.

# QUEER REPRESENTATIVE

## POSITION DESCRIPTION

The Queer Representative is responsible for:

- (a) Managing all initiatives and activities tailored to CLSS members who identify as belonging to the LGBTQI+ community;
- (b) Disseminating information related to LGBTQI+ Members;
- (c) Where appropriate, assisting all CLSS initiatives and activities tailored to social justice issues affecting the legal industry nationally and internationally;
- (d) Working in collaboration with the other Equity Portfolio Members under the direction of the Equity Director; and
- (e) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Understanding the needs of CLSS members who identify as belonging to the LGBTQI+ community;
- (b) Understanding of current social justice issues affecting the legal industry nationally and internationally;
- (c) Ability to foster business relationships in a professional and courteous manner;
- (d) Ability to organise multiple events throughout the year; and
- (e) Ability to organise multiple publications throughout the year.

# MARKETING DIRECTOR

## POSITION DESCRIPTION

The Marketing Director is responsible for:

- (a) Collaborating with the President to shape and maintain the CLSS' corporate image in accordance with the CLSS Brand Guidelines;
- (b) Managing our various communication platforms and publications including, but not limited to, our Facebook, Instagram and LinkedIn pages, and website;
- (c) Collaborating and communicating with external stakeholders;
- (d) Where appropriate, representing the CLSS alongside the President at meetings with Faculty staff;
- (e) Directing, leading and guiding a team of Marketing Managers and Marketing Officers, and working in collaboration with the other Directors on matters relevant to the Portfolio; and
- (f) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA

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

# SOCIAL MEDIA MANAGER

## POSITION DESCRIPTION

The Social Media Officer is responsible for:

- (a) Curating, scheduling, and publishing content for the CLSS Facebook, Instagram and LinkedIn accounts;
- (b) Developing and adhering to a social media publishing calendar;
- (c) Directing, leading and guiding a team of Social Media Officers, and working in collaboration with the other Marketing Managers on matters relevant to the Portfolio, under the direction of the Marketing Director; and
- (d) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Work or academic experience in communications, public relations or social media (non-law students with this experience will also be considered);
- (b) An understanding of the importance of our corporate image and its impact;
- (c) Ability to foster business relationships in a professional and courteous manner; and
- (d) Ability to create multiple publications throughout the year.

# SOCIAL MEDIA OFFICER

*3x positions available*

## POSITION DESCRIPTION

The Social Media Officer is responsible for:

- (a) Assisting the Social Media Manager to curate, schedule and publish content for all CLSS social media accounts;
- (b) Adhering to a social media publishing calendar;
- (c) Working in collaboration with a team of Social Media Officers under the direction of the Social Media Manager; and
- (d) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Work or academic experience in communications, public relations or social media (non-law students with this experience will also be considered);
- (b) An understanding of the importance of our corporate image and its impact;
- (c) Ability to foster business relationships in a professional and courteous manner; and
- (d) Ability to create multiple publications throughout the year.



# GRAPHIC DESIGN MANAGER

## POSITION DESCRIPTION

The Graphic Design Manager is responsible for:

- (a) Managing the creation of all graphic design material for CLSS publications and social media content, in accordance with the CLSS Brand Guidelines, including our annual Careers Guide, Clerkship Guide, Competitions Handbook, and graphics for our Facebook, Instagram and LinkedIn pages;
- (b) Directing, leading and guiding a team of Graphic Design Officers, and working in collaboration with the other Marketing Managers on matters relevant to the Portfolio, under the direction of the Marketing Director; and
- (c) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Work or academic experience in graphic design (non-law students with this experience will also be considered);
- (b) An understanding of the importance of our corporate image and its impact;
- (c) Ability to foster business relationships in a professional and courteous manner; and
- (d) Ability to create material for multiple publications throughout the year.

# GRAPHIC DESIGN OFFICER

*2x positions available*

## POSITION DESCRIPTION

The Graphic Design Officer is responsible for:

- (a) Creating graphic design material for CLSS publications and social media content, in accordance with the CLSS Brand Guidelines, including our annual Careers Guide, Clerkship Guide, Competitions Handbook, and graphics for our Facebook, Instagram and LinkedIn pages;
- (b) Working in collaboration with a team of Graphic Design Officers under the direction of the Graphic Design Manager; and
- (c) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Work or academic experience in graphic design (non-law students with this experience will also be considered);
- (b) An understanding of the importance of our corporate image and its impact;
- (c) Ability to foster business relationships in a professional and courteous manner; and
- (d) Ability to create material for multiple publications throughout the year.

# PUBLICATIONS MANAGER

## POSITION DESCRIPTION

The Publications Manager is responsible for:

- (a) Managing the writing, editing and publication of all CLSS publications, in accordance with the CLSS Brand Guidelines, including our annual Careers Guide, Clerkship Guide, Competitions Handbook, and future publications.
- (b) Directing, leading and guiding a team of Publications Officers, and working in collaboration with the other Marketing Managers on matters relevant to the Portfolio, under the direction of the Marketing Director; and
- (c) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Work or academic experience in communications, public relations or social media (non-law students with this experience will also be considered);
- (b) An understanding of the importance of our corporate image and its impact;
- (c) Ability to foster business relationships in a professional and courteous manner; and
- (d) Ability to create multiple publications throughout the year.

# PUBLICATIONS OFFICER

*2x positions available*

## POSITION DESCRIPTION

The Publications Officer is responsible for:

- (a) Writing, editing and publishing CLSS publications, in accordance with the CLSS Brand Guidelines, including our annual Careers Guide, Clerkship Guide, Competitions Handbook, and future publications.
- (b) Working in collaboration with a team of Publications Officers under the direction of the Publications Manager; and
- (c) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Work or academic experience in communications, public relations or social media (non-law students with this experience will also be considered);
- (b) An understanding of the importance of our corporate image and its impact;
- (c) Ability to foster business relationships in a professional and courteous manner; and
- (d) Ability to create multiple publications throughout the year.

# WELLBEING DIRECTOR

## POSITION DESCRIPTION

The Wellbeing Director is responsible for:

- (a) Promoting the wellbeing and mental health of CLSS Members;
- (b) Developing resources related to wellbeing and mental health;
- (c) Disseminating information on wellbeing and mental health;
- (d) Organising events, programs and initiatives including, but not limited to, our annual Fail Day event;
- (e) Collaborating and communicating with external stakeholders;
- (f) Representing students on matters relevant to the Portfolio, such as organising ad hoc surveys as the need arises;
- (g) Where appropriate, representing the CLSS alongside the President at meetings with Faculty staff;
- (h) Directing, leading and guiding a team of Wellbeing Officers, and working in collaboration with the other Directors on matters relevant to the Portfolio; and
- (i) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA

- (a) Understanding the importance of the wellbeing and mental health of CLSS Members and the legal industry;
- (b) Understanding the issues adversely affecting the wellbeing and mental health of CLSS Members and the legal industry;
- (c) Ability to foster business relationships in a professional and courteous manner;
- (d) Confident and comfortable in contacting external stakeholders;
- (e) Ability to organise multiple events throughout the year; and
- (f) Ability to organise multiple publications throughout the year.

# WELLBEING OFFICER

*2x positions available*

## POSITION DESCRIPTION

The Wellbeing Officer is responsible for:

- (a) Promoting the wellbeing and mental health of CLSS Members;
- (b) Developing resources related to wellbeing and mental health;
- (c) Disseminating information on wellbeing and mental health;
- (d) Organising events, programs and initiatives including, but not limited to, our annual Fail Day event;
- (e) Working in collaboration with a team of Wellbeing Officers under the direction of the Wellbeing Director; and
- (f) Providing any assistance and support to any other Committee Member as required and appropriate.

## SUITABILITY CRITERIA:

- (a) Understanding the importance of the wellbeing and mental health of CLSS Members and the legal industry;
- (b) Understanding the issues adversely affecting the wellbeing and mental health of CLSS Members and the legal industry;
- (c) Ability to foster business relationships in a professional and courteous manner;
- (d) Confident and comfortable in contacting external stakeholders;
- (e) Ability to organise multiple events throughout the year; and
- (f) Ability to organise multiple publications throughout the year.