



RMIT Law Students' Society
General Committee Positions Guide
July 2020

Introduction

This guide is designed to help you decide if applying for a position on the RMIT Law Students' Society is right for you. Our committee is passionate, dedicated and hard-working, and should you choose to join us, you will become part of this wonderful community.

RMIT LSS is one of the most active student run organisations on campus, with strong industry connections and ties to the Graduate School. No experience is necessary for our positions, and training is provided. All positions are flexible and designed to fit around work and study commitments.

If you are passionate, mature and hard-working, we strongly encourage you to apply for a position in the RMIT Law Students' Society Committee!

Advantages of joining the committee

1. An opportunity to contribute to the success of RMIT law students by helping us offer great events, career development and publications
2. Boost your knowledge of event planning, organisational decision-making, marketing, creative design, and develop your leadership skills
3. Offers you direct access to law firms and legal stakeholders, with an unparalleled opportunity to grow your professional network
4. Access RUSU training for personal and professional development, exclusive to members of RMIT society committees.

Note: This is a general and comprehensive position guide outlining all current LSS positions (filled or unfilled). Please see the LSS website for recruitment information or contact us to discuss which positions are vacant.

For more information and to apply, visit rmitlss.com or contact president@rmitlss.com.

CONTENTS

..... 1

..... 1

..... 1

Executive Position Descriptions 4

 President..... 4

 Vice President 4

 Secretary 5

 Treasurer 5

COMMITTEE POSITIONS..... 6

Creative Content Roles 6

 Publications Director 6

Career building and Education Roles..... 6

 Careers Director 6

 Sponsorship director 7

 Education Director 8

Events & Marketing Roles 8

 Marketing Director 8

 Events Director 9

Technology Assistance Roles 9

 IT Director..... 9

competitions and legal advocacy Roles 9

 Competitions Director 9

 Moot Coach 10

Student Advocacy & engagement Roles 11

 Equity Director..... 11

 OUA Director..... 12

 First Year Officer 12

 undergraduate Officer 12

Other positions 12

 Junior Executive 13

APPENDIX: Overview - Duties of the Club Executive 14

Executive Position Descriptions

Note: Executive positions are elected at the LSS AGM in November.

PRESIDENT

The President is the public face of the RMIT LSS to the three key stakeholder groups: Student Members, Faculty and Sponsors, as well as the public at large.

The Presidents' key responsibilities are to;

General duties

- Ensure the good governance of the association
- Ensure alignment between portfolios and overall accountability for the activities of all portfolios
- Represent RMIT LSS at all Interschool councils (i.e. ALSA, LiV and VIC LSS)
- Manage the relationship with Faculty (through regular meetings with GSBL and attendance at JD Advisory Board meetings)

Sponsorships

- Manage Sponsorships and actively source new financial and non-financial relationships that will benefit members and students
 - With PLT Providers
 - The Faculty
 - Law Firms
 - Others

VICE PRESIDENT

The Vice President's first and foremost role is to act as deputy for the President and to support and provide ad hoc assistance to the President. This role requires the holder to stay up to date on and be receptive to the needs of the LSS.

- Attending meetings with GSBL along with the President
- Standing in for the President as needed (or wherever possible, attending in person) all Vic LSS Council meetings

Additional duties (subject to change by negotiation of the Executive)

- Ensuring the RMIT LSS website is kept up to date (inc. calendar, publications uploaded, sponsor content up to date)
- Facilitating the management of hoodie orders including the following (either by personal attention or delegation):
 - Creating achievable timeline for orders and delivery
 - Finalising hoodie design (and offerings, eg. If choice of colours/designs available)
 - Promotion of hoodie orders to students
 - Creation of Google Doc or other means to collect orders
 - Invoices created and sent out (in conjunction with Treasurer)
 - Facilitating any postage required

SECRETARY

The role of Secretary is to ensure that all administrative and compliance matters are in order.

Primarily this includes;

General duties

- Maintaining the register of members (Jointit)
- Arranging all room bookings as required by Executive (for ordinary classrooms - via RUSU or GSBL booking platforms), for Magistrate's Court (by request to GSBL/Tina Popa), or reservation of Tom Smith Reading Room (by putting up a sign ahead of time or contacting GSBL)
- Send welcome emails to new members including their email login details and other important information (as directed by the President or executive)
- Managing all RUSU grant applications, including creating a plan for how these are to be claimed throughout the year (in conjunction with Treasurer).

LSS Meetings

- Creating agendas and distributing to committee members at least 24 hours before the scheduled meeting
- Taking minutes at General Meetings and ensuring these are sent out to all committee members at least one week after the meeting date.
- Scheduling GM dates
- Organising and ensuring attendance at Committee meetings, including by promoting these to members (creation of Facebook events page/emails sent out)
- General organisation of the AGM (inc. scheduling, arranging food/drink, room booking, print outs of AGM documents)

Administrative duties

- Ensuring that all officers comply with the RMIT LSS Constitution and the Membership agreement
- Standing in on an ad hoc basis for the President or the Vice President
- Other administrative tasks as required by the President including but not limited to: RUSU applications, GSBL communication.
- Ensuring compliance with Consumer Affairs Victoria and associated legislative requirements (if required)

TREASURER

The role of Treasurer is to ensure that all financial matters are in order.

Primarily this includes;

- Completion of all payments and receivables for the RMIT LSS
- Yearly plan for all RUSU and GSBL grants (in conjunction with secretary)
- Creation of individual invoices for all sponsors, LSS debtors and students (for eg. Purchase of hoodies)
- Management of the Bank Account, i.e. updating signatories as required.
- Monthly Financial Statements
- Monthly Bank Account reconciliation
- Annual Budget (Calendar Year)

COMMITTEE POSITIONS

Note: Committee positions are appointed by the Executive committee upon application.

CREATIVE CONTENT ROLES

Good for:

- ✓ Those with a background or interest in design, writing and media.

Advantages:

- ✓ Gain excellent experience in creative publishing, with all publications hardcopy printed and distributed to the entire JD cohort

PUBLICATIONS DIRECTOR

The Publications Director is responsible for the annual publications, including compilation, printing and content. In conjunction with the President they are responsible for the sponsorship of the publications.

- For all publications, the director will source advertisements or other additions from sponsors according to sponsorship agreements, ensuring these are done according to appropriate timelines.

Annual Publications

- Introduction to Law (printed in February and distributed to all First Year LSS Members)
- Careers' & Clerkship Guide (printed in May)
- McPherson's Papers
- In conjunction with the competitions director, to choose student contributions from the essay competition.

CAREER BUILDING AND EDUCATION ROLES

Good for:

- ✓ People with a friendly and approachable style
- ✓ Those who want to learn more about different career paths in law
- ✓ Anyone wanting to do a clerkship

Advantages:

- ✓ Creating invaluable contacts in law firms and gaining experience in professional networking
- ✓ Being the first to hear about new job opportunities
- ✓ Getting excellent experience in event planning and building stronger ties with the GSBL faculty

CAREERS DIRECTOR

The role of the Careers Director is to discover and publicise information and career opportunities for the JD student body, and to facilitate all careers related events.

Key duties are:

- The main role of the careers team is to organise and implement the annual Careers and Clerkships event. Including but not limited to:
 - Contacting current and prospective sponsors 2-3 months ahead of the event to secure attendance and negotiate ticket numbers and space privileges.
 - Reaching out to non-sponsors to fill gaps in attendance (for eg. Securing criminal law firm attendees for the benefit of interested students)
 - Date confirmation (in conjunction with executive) and venue booking (in conjunction with events team)
 - Eventbrite setup with student registrations and ticket sales (minimum 1-2 months prior to event).
 - Promotion of event (in conjunction with marketing) on all platforms.
 - Securing keynote speaker (in conjunction with executive) and advising sponsors with speaking slots of time allotted.
 - Name tags organised for registered attendees.
- To regularly research relevant career opportunities from firms, volunteering organisations and other industry connections and ensure these are published in the weekly newsletter and on social media on a regular basis.
- To be in regular contact with Careers and Employability to ensure consistency of services to students and share ideas.
- Organising information sessions for sponsors as required in sponsorship packages, including but not limited to:
 - Room bookings and date planning
 - Promotion of event (in conjunction with marketing)
- Organisation of other career development events as required.

This position is recommended for anyone interested in taking on an Executive position in the future as it involves gaining experience across portfolios. The Careers Director also works closely with the President.

SPONSORSHIP DIRECTOR

The primary function of the sponsorship director is to effectively manage all current sponsorship arrangements according to the agreed sponsorship packages. There is also a key responsibility to hold the careers director accountable for implementation of careers events that are required by sponsorship packages.

These duties include but are not limited to:

- Assisting the President in sourcing and reconfirming sponsorship agreements;
- Keeping track of allotted marketing rights (ie. Social media posts) in conjunction with the marketing director;
- Ensuring information sessions are scheduled and venue booked ahead of time (in conjunction with careers);
- Ensuring invitations to Careers night are sent out to all sponsors in accordance with their sponsorship packages;
- To provide regular updates to sponsors as to the use of their sponsorship package entitlements;

- To monitor sponsorship requirements and ensure these are fulfilled according to appropriate timelines.

EDUCATION DIRECTOR

The Education portfolio is to provide education opportunities to students, including Plain English Training and other sessions provided by sponsors and supporters. The key role of the Education director is to facilitate and organise the Research Masterclass and Legal Writing Workshop held each semester (according to need) including:

- Sourcing guest speakers.
- Venue booking (if reqd)
- Promotion of event on social media or otherwise.

It is also the responsibility of the Education Director to manage the RMIT Juris Doctor Study Support Page, and facilitate any additional academic programs (1-2 per semester) that the LSS chooses to run.

EVENTS & MARKETING ROLES

Good for:

- ✓ Anyone with an interest or experience in promotion, event planning, marketing, or with skills in social media

Advantages:

- ✓ Excellent experience in event planning and building stronger ties with the GSBL faculty
- ✓ First to hear about new job opportunities (marketing)
- ✓ Experience using various marketing platforms (such as MailChimp, Weebly, etc.)

MARKETING DIRECTOR

The Marketing Director ensures that the RMIT LSS is disseminating information to its members, to its sponsors and to the public at large. The Marketing Director is responsible maintaining the public image and brand of the RMIT LSS.

The key duties are;

- Compiling and sending out the fortnightly bulletin
- Updating social media with announcements from all other portfolios
 - This may include
 - Facebook Group and Page
 - Instagram
 - LinkedIn
 - Twitter
- Managing and updating the content on the RMIT LSS Website
- Facilitating the Face to Face Sessions for each PLT Provider and uploading the Webinar on the website
- Assisting with publications, events and competitions through the provision of posters (where needed)

This position is recommended for anyone interested in taking on an Executive position in the future as it provides a comprehensive overview of the operation of the entire committee. The Marketing Director also works closely with the President.

EVENTS DIRECTOR

The Events Director is responsible for all major events hosted by the LSS according to the Yearly Plan.

Key yearly events:

- The Intro to Law / First Year mixers
 - Held after the first day of the intro weekend of each semester. Includes: venue booking, tab confirmation, promotion of event via Anne Kallies and on social media.
- Careers Night: venue booking, promotion of event, guest registration, organisation of guest name tags.
- Law ball: venue booking, promotion of event, ticket sales, decorations, event promotion.

Secondary/optional events:

These events include;

- Awards Night (end of year function)
- Summer Social Session
- Personal Injury Moot afterparty
- Networking and social events as required

TECHNOLOGY ASSISTANCE ROLES

IT DIRECTOR

The IT Director is responsible for the facilitation and maintenance of information technology services for the RMIT LSS including;

- Managing RMIT LSS Website (weebly): inc. ensuring content is up to date, calendar is regularly updated.
- Collaborating with committee and President to send out weekly "Whats on" slides to be put up in lectures (these are compiled by the IT director and sent to Tina Popa for distribution to staff)
- E-mail Accounts
- Maintaining accurate databases of login details for Facebook, LinkedIn, Twitter etc.

The IT Director's role is to ensure that these services are setup and administered appropriately, however content is a shared accountability with all Directors.

COMPETITIONS AND LEGAL ADVOCACY ROLES**Good for:**

- ✓ People with an interest in legal competitions, mooting and advocacy
- ✓ Those with experience or a desire to work in a court setting, as a barrister or in dispute resolution
- ✓ Those who enjoy teaching and mentoring other students

Advantages:

- ✓ Become familiar with numerous styles of advocacy and have first pick of involvement in competitions
- ✓ Make great contacts in GSBL and the legal industry
- ✓ Gaining invaluable experience in event planning and the running of a legal competition

COMPETITIONS DIRECTOR

- The role of the Competitions Director is to organise and run all competitions for the RMIT LSS and to promote and organise RMIT's participation in Intervarsity Competitions.
- It is the responsibility of the competitions director to create and maintain an up-to-date schedule of upcoming competitions and to ensure these are promoted to students, in conjunction with the marketing team.
- Negotiate with the Executive at the start of each term as to what competitions the LSS will be running over the course of the year and ensure this is maintained.

Primary responsibilities

- Organisation of all RMIT competitions, including
 - 1) *RMIT LSS Personal Injury Moot - (May or other date TBC)*
 - Booking of Magistrate court or other venue;
 - Writing or arrangement of moot problem in collaboration with lecturers;
 - Organisation of catering;
 - Sourcing industry/academic/student judges as appropriate;
 - Promoting competition to intervarsity competitions directors;
 - Sourcing and registering teams for competition.
 - 2) *RMIT Junior Criminal Law Moot (August or other date TBC)*
 - Booking of Magistrate court or other venue;
 - Writing or arrangement of moot problem in collaboration with lecturers;
 - Organisation of catering;
 - Sourcing industry/academic/student judges as appropriate;
 - Promoting competition to student body;
 - Sourcing and registering teams for competition.
 - 3) *Essay Competition (late September)*
 - shortlisted entrants for McPhersons Papers
 - 4) *Other Internal Competitions as approved;*
 - Negotiations Competition
 - Witness Examination
 - Client interview competition

Other duties (External competitions)

- Promoting external competitions to student body and sourcing RMIT students for competitions as approved by the committee in the yearly competitions plan, such as:
 - RMIT LSS Tort Moot (May)
 - ALSA Conference comps (Mid Year, July)
 - Freemasons Moot
 - Vis Moot
 - AAT Moot (August)
 - Kirby Moot Competition (September)
 - Castan IHR Moot (September)
 - Vic Championship (October)
 - Women's Moot

MOOT COACH

- The Moot coach is primarily responsible for running regular moot training sessions in conjunction with the competitions director. This includes:

- Ensuring students have access to most up to date Moot Guide
- Scheduling regular dates for moot training and ensuring these are promoted to students
- Managing and promoting Moot Club FB page
- Structuring moot training as most appropriate, for eg. Designating one session to submissions and other for oral rounds, or organising training according to upcoming competitions.

General support

- Responsible for the general support of all moot teams competing in internal and intervarsity competitions. This may include, where appropriate and at the discretion of the coach:
 - Running after hours practice moots for competitors
 - Reviewing and providing general feedback on submissions
 - Attending competitions to provide support to teams

Where this position is vacant, moot coach duties will be fulfilled by the competitions director in conjunction with the executive.

STUDENT ADVOCACY & ENGAGEMENT ROLES

Good for:

- ✓ People with a friendly and approachable style
- ✓ Those who are interested in student advocacy or social justice

Advantages:

- ✓ Making an impact in the lives of RMIT students
- ✓ Gaining experience in advocacy and an in depth look at the issues facing students
- ✓ Getting excellent experience in event planning and building stronger ties with the GSBL faculty

EQUITY DIRECTOR

The Equity Director's role is advocate for equality in all activities and the RMIT LSS. This is not limited to gender, disability, ethnicity or religious belief but also to other equality issues facing the RMT LSS, for example face to face versus OUA status.

General duties

- Managing equity and concession tickets in line with the equity policy for major events (Law Ball).
- R U OK day?
 - The equity director has discretion as to what activities, if any, will be organised for this event. These might include free food along with information pamphlets or other information dissemination about mental health to students. All new initiatives must be approved by the executive.

- Coordinate any diversity surveys initiated by the LSS.
- Assess and explore external opportunities for engagement with other equity groups; for eg. Queer Networking events run by other universities.

OUA DIRECTOR

- The key role of the OUA coordinator is to advocate for and represent the interests of OUA students and work to integrate them into the day-to-day life of the university.
- This includes:
 - Providing updates to the committee at General Meetings as to state of OUA
 - Engaging with OUA students on social media
 - Collaborating with events team to make social/academic events more accessible to

FIRST YEAR OFFICER

- The First Year coordinator's main function is to engage with the first year cohort and promote the LSS. They are also responsible for advocating for the interests of first year students, and for regularly reporting to the committee the changing needs of the students.
- Key responsibilities:
 - Attend all general meetings and report on changes, concerns and initiatives relevant to First years.
 - To actively promote first year specific events in classes and on social media as required.

UNDERGRADUATE OFFICER

- The Undergraduate officer's main function is to engage with the undergraduate cohort and promote the LSS and its activities. They are also responsible for advocating for the interests of undergraduate students, and for regularly reporting to the committee the changing needs of the students.
- Key responsibilities:
 - Attend all general meetings and report on changes, concerns and initiatives relevant to First years.
 - To actively promote first year specific events in classes and on social media as required.
 - Work proactively to engage with undergraduate students on social media, in class and at orientation in the capacity of the LSS representative.

OTHER POSITIONS

Good for:

- ✓ Those that are interested in taking on an Executive position in the future
- ✓ People interested in developing their leadership skills

Advantages:

- ✓ Gain in depth knowledge on the running of an organisation, including secretarial duties, treasury and presidential obligations
- ✓ Getting excellent experience in event planning and building stronger ties with the GSBL faculty

JUNIOR EXECUTIVE

- The purpose of this non-elected position is to encourage committee members that are interested in Executive positions to engage with and understand the purpose/practical obligations of those positions.

Primary duties

- The Junior Executive is required to take on a general committee portfolio, with their Junior Executive position being auxiliary to this.
- To assist the Executive with the day-to-day running of the committee. In return, the Junior Executive can expect to be educated on the duties and requirements of each Executive position.
- To negotiate with the Executive as to timeline for shadowing requirements (for eg. Junior Executive will rotate through each Executive portfolio bimonthly).

APPENDIX: OVERVIEW - DUTIES OF THE CLUB EXECUTIVE

- To coordinate the Club's annual re affiliation to RUSU
- To ensure the Club's activities are in line with the Club's stated aims and annual activity plan or that the Club formally alters its aims or activity plan by formal vote at a full club meeting
- To ensure the Club operates according to its Constitution, in an otherwise legal and responsible manner; and to seek support from RUSU should the Club be unsure about these responsibilities
- To act as representatives of the Club within RUSU, RMIT and the broader community
- To organise, promote and run Club meetings (full club meetings and executive committee meetings)
- To prepare and distribute Club meeting Agendas and other meeting documents in a timely manner
- To take and distribute accurate minutes of Club meetings
- To report regularly to the Club including presenting formal reports to the club Annual General Meeting
- To coordinate the preparation and approval of the Club Annual Activity Plan and budgets for individual Club activities and events
- To appoint a person to act as Returning Officer (RO) for the clubs' executive elections and to ensure the RO has the practical resources needed to run the elections as per rule 40
- To ensure Club planning and budgeting is carried out in accordance with the wishes of its members and all RUSU, RMIT and legal requirements
- To maintain accurate accounts and records of all Club financial transactions, including up-to-date records of all Club income and spending
- To present a written annual statement of the Clubs' accounts to the Club Annual General Meeting
- To immediately deposit all monies received by the Club into the Club's Official RUSU Clubs and Societies Commonwealth Bank account
- To make all approved Club payments and send out invoices promptly
- To maintain Club membership records, organise membership drive efforts and membership administrative requirements
- To ensure Club events and activities are legal, and carried out safely and with due risk management
- To ensure all club records and assets are handed over to the following years elected Club Executive and to support the incoming Club Executive to successfully take over the coordination of the club
- To present membership, meeting, financial or other records to the RUSU Clubs & Societies Department upon request
- To appoint officers to the General Committee as required