

**MONASH LAW STUDENTS'
SOCIETY**

**LLB POSITION DESCRIPTIONS
2019**

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GENERAL ROLES

EXECUTIVE

As a member of the Executive, you are responsible for running the society, its strategic plan, financial position and operations as a charity. You will operate both as a Director of a company, and as a Responsible Member of a charity. These roles have legal obligations and duties.

As well as working together to coordinate the calendar and budgets, the Executive work as a team on most decisions affecting the Society.

Each Director is also responsible for their own portfolio and ensuring that they are aware and across everything that their portfolio does. Making officers accountable and supporting them in their events and initiatives is a very important part of being a Director.

The time commitment is more immense than that of an officer, with most Directors stating that it is consistent work and will feel like a part time job. You will need to be fairly accessible all the time. Attending to your emails regularly is very important as you will receive communications from the Executive, your officers, as well as external organisations and the Faculty of Law. Some of these may be marked as urgent, so checking twice daily and acting upon them in a timely manner is important.

Each Director at the Clayton campus has a 2.5 hour office hour once a week. It is their responsible to ensure the successful operation of that office hour, accounting for all officers who are there, and abiding by till procedures, and end of day cash procedures. The JD Directors also have office hours, but not as long.

In summer, the Executive meet to settle on the calendar and settle on the budget. This usually occurs in October/November. This can often be split between two meetings, which are very extensive and can go for up to 5 hours. Holding regular executive meetings throughout the year is also important, and these generally take up to 3 hours.

As with officers, you will be required to attend the Induction Day in September, which sets the standard for the year. You will be required to attend all compulsory events, which the Executive decide upon on Calendar Day and these are generally all competition grand finals, O-Week, and any events on campus that require a good attendance for sponsorship purposes.

COMMITTEE MEMBER (THE OFFICERS)

Being a part of the LSS is a very rewarding experience but it comes with its own unique set of responsibilities. As a society, we support each other and it is important to be across every aspect of the LSS. You are its spokesman, and you should be able to explain to a person why they should join and the benefits they will receive.

Each officer is required to complete a 1 hour office hour per week. This involves sitting in the office at the front desk, selling memberships, tickets and answering general enquiries. A Director will always be on with you to deal with any harder scenarios. Therefore, it is important to be across our till procedures, and selling membership procedures.

These will be taught during your hours, and at the Induction Day held in October. It is important to attend this as it sets the standards for the year and provides you with a good time to meet the extended committee and understand what being on the LSS is all about. Regular committee meetings are held during the year (roughly one a month), which are an hour in length and you will be required to attend.

You will work within your portfolio and assist them with anything they require as well. Due to this, you should be accessible via email at any time. It is important to check your emails daily as you will receive all correspondence through this method. You may also receive emails from people external to the society such as organisations and firms, and these need to be attended to in a timely manner.

Furthermore, you will be required to attend all compulsory events, which are decided by the Executive in October. These are generally all competition grand finals, O-Week, and any events on campus that require a good attendance for sponsorship purposes. Failure to attend these events without making formal apologies can lead to disciplinary action from the President and Director (Administration).

ADMINISTRATION

PRESIDENT

Introduction

The position of President carries the greatest amount of responsibility on the Committee. As the head of the committee of 60+ office bearers, and over 100 sub-committee, the President needs excellent organisational skills. The President must have plenty of energy and time to deal with the many challenges that are thrown up on a weekly basis. The President has a large consistent role managing the Executive, committee, faculty and sponsors, but where it becomes the busiest is dealing with all issues that come up within the portfolios. The most important thing is flexibility and availability – the President must be able to drop everything and deal with urgent situations.

Finally, and most importantly, the buck stops with you – you must be prepared to take responsibility for the actions of every committee member and all of the LSS' activities. Please be aware you need to have served at least one full term as a committee member for the LSS to be eligible for this position.

Key Skills of the Role

The President role is primarily divided into three main sections:

1. *Planning*
 - Organising dates for every event the LSS will run in the year.
 - Working with each Director of each portfolio to think through each event and determine how it can improve and what problems you can foresee and need to overcome. Very important to have foresight and experience as to what can go wrong.
 - The President must have a holistic view of the committee and events. This means that knowing when, where and how things should be advertised to not clash with other portfolio or faculty events.
 - Provide leadership and shape the direction of the LSS. The President must have a clear knowledge of what needs improving and what challenges will be faced.
 - Determining new initiatives for the LSS and determining where the LSS can better serve the students of Monash Law School.
 - Planning how best to promote each event to the law students, including ensuring that the first year students are enthusiastic and involved in events.
 - The President is the main voice of the students to faculty and the broader professional community. The President must always have an open ear to student's concerns and help direct those issues in the appropriate ways.
 - Set the culture – the President must determine the culture.

2. *Managing*

- Must work with the Director of each portfolio to effectively run each event and activity.
- Must call regular committee and executive meetings to ensure that each committee member is working effectively and towards their respective goals.
- Must ensure committee morale and cohesion are maintained.
- President should lead by example and attend as many events as possible.
- Effective management requires a mix of leadership and continual reassessment of your plans. Plans must be adapted to meet the challenges thrown up for each event.

3. *Remedies*

- Almost every day a new challenge will come up. Somebody will have a problem and something will need to be fixed. The President must be across everything going on in the LSS and must have the capacity to act swiftly to resolve any problems. Life as LSS President is very unpredictable – you need to have the availability, composure and quick-thinking skills to deal with urgent issues as and when they arise.
- Problems include relationships with sponsors and other stakeholders, professional communication, personal disputes, date clashes, event attendance, regulatory compliance, student advocacy, dealing with other student societies etc.
- Promptly receiving complaints, criticism and suggestions for change, and dealing with them effectively.

Summary of the Time Commitments

- Approximately **15-30 hours per week** (it feels like a full time job).
- Approximately 20-50 emails per day, which usually require relatively immediate action.
- Constant work over summer, before the year begins (planning phase is HUGE). You will need to complete things in Nov, Dec and Jan in order to be ready to begin semester in mid Feb.
- Continual large workload throughout the semester and holidays, including during exams. You will be required to attend meetings, events and do LSS work during exams and other peak study periods.
- Winter break is equally as large. Preparing any constitutional changes, ensuring financial compliance, organising upcoming elections, as well as ensuring the whole committee stays motivated coming toward the end of their term.
- You must be prepared to take a reduced subject load and reduce your work and other commitments

Key Aspects of the Role

The LSS President must also be across the following broad areas of critical committee activity.

1. *Sponsorship & Corporate Liaison*

- Organising and conducting the annual sponsorship drive (in conjunction with the Sponsorship Officer and Treasurer).
- President must manage the communication with corporate sponsors to ensure committee members are approaching it in a professional and streamline manner, with as few points of contact as possible.

2. *Financial Decision Making*

- The President's key role is to ensure that the LSS remains solvent. The President must work effectively with the Treasury team and the Executive to accurately predict budgets for events and ensure the LSS is able to meet all its financial obligations.
- The President must ensure that these amounts are then recorded and compared against the originally predicted budget.
- The President must be in control of financial oversight and all regulatory compliance with CAV, C&S, ACNC etc.
- The President should read all the 'compliance assistance' links through the ATO, CAV and ACNC website at the start of the year to ensure they have a similar knowledge base to the Treasurer.

3. *Representative Functions (Internal & External)*

- The President is the key connection between law students and a number of key professional and tertiary institutions. The President must ensure that they are abreast of all student issues, so as to keep key stakeholders informed and acting in the student interest.

Internal

- o Meeting regularly with the Dean, Faculty Manager and other relevant staff members.
- o Manage relationships with various areas of Faculty and liaise between them and the LSS when duties overlap eg marketing, Open Day, enrolment days, etc
- o Working with MSA and Clubs & Societies committees to ensure the LSS comply with requirements and receive the benefits owed to us.
- o Organise committee members to sit on other faculty boards and committees as needed.

External

- o Representing Monash LSS on the Australian Law Students' Association (ALSA) Council
- o Working with other Victorian LSS leaders
- o Working with other student society Presidents at Monash and other Universities

4. *Faculty Relations*

- President must have a strong relationship with the Dean, and also know where to direct other key questions to other key faculty members (Marketing, Building Manager, Finance, Competitions, etc.).

- It is vital that the President reports new initiatives, different events or important activities to the Faculty to ensure that the LSS complies with any Faculty protocol.
 - The President works with Faculty to make sure that all new students are integrated into law school and enjoying their experiences.
 - President must also ensure that other Directors are working well with the faculty counterparts to best serve students e.g. LSS Careers Director working with Monash Central Careers and Monash Law Library Staff to deliver tailored programs to law students.
5. *Information Technology & Marketing*
- President must maintain ultimate control over how information reaches members.
 - It is critical to have a clear strategy on how you will achieve the best marketing results without oversaturating students and turning them off the LSS.
 - Marketing is spread over multiple LSS positions including Secretary, Marketing Officer, IT Officer and Social Media Officer. The President must ensure these critical people work effectively with the Directors of each portfolio to promote all that the LSS has to offer.
 - Marketing must be done fairly and equitably between each portfolio to ensure there are no disputes.

Conclusion

The time required to fulfil the position of President will impact on your available time to study and work, so ensure you are prepared to take a reduced subject loading and/or cut back on work. If you are not doing the job for the right reasons (giving back to the student population) then you will not succeed. You must have a selfless attitude at all times.

Overall, if you are organised, enjoy hard work, are good with people and are willing to take on a huge amount of responsibility, then the position of President is worth considering. It is a lot of fun, you get to meet interesting people from all sections of society and it is an incredibly rewarding year. However you must always remember that you are the representative of all law students at Monash, and therefore must maintain an open mind, a social conscience and a desire to provide the highest quality of services to your members at all times.

New initiatives

The President is responsible to have a holistic view of the society and be able to see where large changes need to happen.

- Eventually the JD portfolio will expand even further
- Implement a better system to communicate with faculty and ensuring the executive is communicated with their faculty counterparts
- Further update the website
- Make sure the L Card initiative further expands
- Small refurbishment changes – desk, registered, potential marketing desk

SECRETARY/DIRECTOR OF ADMINISTRATION (LLB)

Introduction

The Secretary/Director (Administration) has a dual role within the LSS, one as the official “Secretary,” and as the person in charge of the administration portfolio. As a member of the executive, you have extra responsibility of being liable as the public officer, and are responsible for areas of compliance with multiple organisations.

As Director (Administration), you are required to coordinate and oversee the following roles; Social Media, IT and Marketing. You are required to manage the entire committee, and deal with any dilemmas that committee members come across. It is important to be across all portfolios, including JD, and making sure you are always aware of what is going on. This way you can follow up early when things are starting to get delayed.

The Director (Administration) also supports the President in their role. This can include small things; such as just hearing an idea and providing advice, to major things such as grievance officer procedures, or liaising with faculty and external organisations on key projects. You must have open communication and be able to get along with your President, as you work as a team and support each other in your decisions. Presenting a united front to the committee, firms and faculty is very important.

Key Aspects of the Role

1. Audit compliance

It is up to the Director (Administration) to ensure we have a current register of members, comply with any CAV requirements (annual statement submissions, charitable organisation requirements), C&S requirements (attending meetings, club registration and complying with C&S event regulations) and be a general source of knowledge for committee members and general members on the goings on of the society. This also includes taking the minutes of committee meetings, executive meetings and AGMs, as well as complying with notice procedures when organising these.

2. Leadership

A very important part of the role is leadership, and being able to manage the committee. A lot of it comes down to ensuring the committee works like a well-oiled machine. Ensuring the committee continues to produce quality events and publications for the student body is the primary objective. To do this, it is crucial to form a working relationship with every committee member, they should feel comfortable coming to you with their issues and asking you for advice.

However, should a committee member be slacking off, or certain events not get up, you must feel comfortable following up on this. With the President, you must support the Directors when following up with committee members who are not meeting performance expectations; this includes office hours and compulsory events attendance as well as their own role responsibilities.

3. Clubs & Societies Compliance

It is the job of the Secretary to ensure that the LSS is compliant with the rules and regulations set out by the Clubs & Societies Executive. This includes making sure that all constitutional changes are approved by the C&S Executive, the club is re-registered promptly every year, that all Portfolios across both the LLB and JD sections of committee are submitting Event Forms and incident reports in a timely fashion. If any problems at events occur, the Director (Activities), officers coordinating the event, President and yourself are responsible for resolving them and you must undertake the Incident Management training through Clubs & Societies Monash. First Aid Certificates and an RSA are extremely beneficial. You will work closely with the Director (Activities) and will be responsible for any incident reports and ensuring the proper reporting standards and protocols set out by Clubs & Societies Monash are adhered to.

4. Organisation

It is very important to be organised; venue bookings are your responsibility, as is the website, organising office hours, keeping track of event attendance, organising the office etc. To do this, you must stay on top of the work and chip away at it. You should be the person giving the least amount of apologies and devoting your time being visible as a committee member and attending as many events as possible. You should be aware and involved in every aspect of the society, and this can be time consuming, so it is important to be able to dedicate this time.

Summary of time commitment

Director (Administration) is much like the President in that it will feel like a full time job. It consumes a lot of your time, but you can't really put your finger on what it is that you have done at the same time.

Summer period

- This is very important for you to set down the standard of how the year will operate; setting up the office, organising induction days, preparing for room bookings, updating the website etc all happens over summer and takes a lot of time.
- You will work very closely with the Marketing Officer to ensure things like keyrings, show-bags, and new merchandise are ready by O-Week.
- Helping the JD with their orientation in January and organising the LLB orientation in February need to happen over summer.
- There are a few very big executive meetings that occur over summer to organise the calendar and budget for the year. These meetings can take up to 6 hours.
- While it will not require a daily commitment, look to spend around 30 hours per week on these tasks, with certain weeks being more important than others.

Semester one

- Once semester has started, you would think the work would settle down...it doesn't. Issues will always come up that need immediate resolution.
- You also need to keep on top of emails, collate advertisements from sponsor firms for the Gazette, venues bookings and help everyone else with their work as well.
- You will still need to dedicate around 2-3 hours per day to complete these tasks.

Winter break

- Preparing for changeover, and semester 2 occurs in this time. It is time to start looking at setting up your SGM, AGM, elections and preparing any constitutional changes. This is a big time for audit compliance.
- As with summer, all the usual semester preparation needs to be done as well; office hours, venue bookings etc.
- As with summer, a daily time commitment isn't required, but look to spend 20 hours per week on tasks.

Semester two

- Straight back into it, the same as semester 1, but with added changeover and Election preparations.
- Secretary is constitutionally elected as Returning Officer come election time, though you may choose to self-relinquish this role should you choose to run again.
- Organisation of the annual Valedictory Dinner often falls to the Secretary as well.

Overall, the time commitment is very heavy. You need to be available 24/7 for urgent issues that arise, and be on your emails constantly. I had my emails set up to come through as text messages. Even if you cannot action them straight away, it allows you to be aware of what is happening. You can receive upward of 20 emails per day that need attention, so you must check them regularly.

Key Events/Initiatives of the Role

1. *The website*

You will work very closely with the IT Officer to ensure the upkeep of the website. This includes maintaining correct information and ensuring publications are uploaded in a timely manner. You will also spend much of your time following up with member's access issues. We changed to online membership through QPay this year, which has resulted in some access issues for students upon registration. Members want their access immediately, so these emails need to be actioned asap, and will help ensure you have a proper and correct register of members. You are also responsible for keeping the calendar updated so must ensure you are keeping track of event date changes.

2. *QPay Memberships*

With membership going online in 2018, it is very important that you stay up to date with making sure keyrings are put aside, or posted out to those that sign up via QPay, and that these members are uploaded to the website so that they can gain access to our resources such as Sketchnotes.

3. *Committee & executive meetings*

Keeping an accurate record of the minutes is vitally important for the LSS to keep a record of all decisions (in particular expenditure decisions) in order to meet obligations both under C&S regulations and under the Act. You are to organise and run these meetings, taking agenda items, sending out agendas and following up with those who do not attend. The same applies to executive meetings, AGMs and SGMs. There is also the constitution. Know where an updated copy is and know it like the back of your hand.

4. Administration portfolio

You have responsibility for ensuring that the duties and tasks assigned to the Information Technology, Marketing, and Social Media officers are fulfilled – from website updates, Facebook events, posters/advertising to global emails, O-Week preparation and continued dissemination of information about the services we provide, to all our members. You will also oversee organization of the annual Valedictory Dinner, and Changeover function. It is expected that you contribute extensively to the decision making process of the Executive, thus lightening the burden of the Treasurer and, in particular, the President.

Potential future events/initiatives

The website is in desperate need of an update, and we have looked into launching it on the Weebly platform in order to eliminate the many problems that the current website has in terms of access. The website requires many hours of in-depth work with the new IT Officer – this should be a priority over the summer period to ensure a smooth launch for semester one.

An LSS app should also be a priority as there is massive room for growth and expansion with an app for our members.

We have created a new line of Merchandise with QPay, and providing that we can effectively advertise this product, the new Secretary should look into expanding the line and creating a postage solution for those members not local to Clayton.

TREASURER

Introduction

The Treasurer is a position with a lot of responsibilities on the LSS. You are responsible to the LSS as a Director, as the person in charge of two assistants, responsible for the effective flow of finances, banking, for record keeping, for timely payments to the ATO, invoicing sponsors and faculty, ensuring committee is aware of how to use the Point of Sale systems and EFTPOS facilities, and to ensure that the LSS' financial details are up to date with the ACNC. Please be aware that you need to be an Assistant Treasurer to run for Treasurer, unless there are no other applicants.

As the one in charge of the committee finances you will effectively get to know the whole committee, as the LSS can't function without effective cash flow all year round. You will be required to educate the committee members about their responsibilities to the LSS in financial matters including the minimum standards of acceptable receipts.

Of the roles on Committee, this is the one that has the most technical knowledge required due to the tax principles involved.

Key Aspects of the Role

1. Compliance

One of the key aspects of being the Treasurer is to ensure that the LSS is financially compliant with a number of government bodies. This includes submitting quarterly BAS (Business Activity Statement) reports to the ATO, ensuring there are up to date financial details lodged with the ACNC. To reach this point you will need to work with the Assistant Treasurers to ensure that all filing of income and expenditure has been done in a timely manner and the records are reconciled accurately. This also means working with the President, Secretary and 3rd party accountants to ensure that documents have been properly signed and accurately reflect the financial position of the LSS.

Compliance also importantly involves a detailed understanding of GST nuances and situations where for example:

- **there are multiple student societies involved and each society can only claim their entitlements to Input Tax Credits and should only be paying their fair share of GST on income.**
- **GST-Free expenses are involved such as for fresh-food**

You will have to know how to accurately report these figures to the ATO because failing to do so is either going to amount to tax evasion OR the LSS missing out on valuable tax refunds.

2. Banking and cash flow

The Treasurer together with Assistant Treasurers need to ensure that there is an effective method of banking that keeps the cash flowing. This means at least weekly deposits of cash on hand.

The Treasurer also needs to ensure there is enough money and the right kind of change on hand at all times – this is particularly important during the launches of new events and ticket sales, where the committee may be selling things at a number of locations across campus. The Treasurer must also ensure that online banking and transactions are processed in a timely manner. This means working with the Secretary and President as the signatories to put through payments to suppliers and committee members. The same goes with timely cheque writing. It is thus important that the Treasurer has a strong physical presence on campus.

3. Reconciliation

With every transaction, both money coming in and money going out, the work does not stop at writing and accepting cheques and online payments, nor just at filing it away, but the work must also be recorded and matched against the bank records in a process called reconciliation. The LSS currently uses an online platform called Xero that takes away a lot of the traditional hassle associated with older methods typical in programs such as MYOB. This has to be done for all income and expenditure and ensures fast and effective processing of BAS statements and accurate online records of transactions. This reconciliation process through Xero can be delegated primarily to the Assistant Treasurers.

You will have to teach your assistant treasurers about the intricacies of the GST system as well so that they can help you with reconciling transactions.

4. Point of Sale

Currently the LSS is using an app called Square Register as the primary POS system for certain items and physical ticket sales. The Society has also transitioned to using QPay as a POS system for membership sales as well as online ticket sales. In any case the Treasurer needs to make sure that the entire committee is aware of how to use the software as all transactions need to be processed through it during office hours and importantly at event sales.

5. Reimbursements

The Treasurer also needs to ensure that the entire committee is aware of how reimbursement procedures work. Reimbursements are the lifeblood of the LSS as being a dual signatory account, the LSS can't have a corporate card. This means that the Treasurer needs to ensure that there is timely payment to the committee members, especially as they are often in need of fast reimbursement. The treasurer also needs to ensure that proper receipt standards have been adhered to.

6. Budgeting

At the beginning of the academic year the Executive engage in the process of setting a calendar and a budget for all events that are planned throughout the year. This involves a broader idea of the long-term spending and income projections of the society. This can be difficult given the uncertainty faced by the society each year. Of particular difficulty is the uncertainty of sponsorship income which is generally not finalized until after semester has commenced and the budget is approaching completion. Another key difficulty is allocating sponsorship funds; while the vast majority of them come from the careers portfolio is in clearly impractical for these funds to all go towards the careers portfolio. Some form of distribution needs to occur and this can be difficult and political. Thankfully, it is a decision to be made by the executive as a whole.

Once the budget is complete and incomings and outgoings have commenced, it is the responsibility of the Treasurer to continuously update the budget (through balancing adjustments) as well as incorporating any necessary amendments as decided by Executive approval. Often the Executive will rely heavily on your opinion as to the feasibility of prospective budget requests, so it is necessary to have a sound understanding of the finance.

You absolutely under no circumstances can perform creative accounting or list a certain item spent as another item where a director has not spent the amount approved. This amounts to an abrogation of your duties as Treasurer in holding directors accountable to their budgets. Ask the director in question to seek approval in advance of the spending and in the worst case, retrospective approval.

You will need to have the hard conversations with people to make sure they're sticking to their budgets. It's times like this your resolve will be tested. You will become a stronger person through doing so.

7. Sponsorship

The sponsorship officers are included under the Treasury Portfolio. This is because these Officers work closely with the President and Treasurer throughout the year with respect to the conduct of the annual sponsorship drive. This is also because the Sponsorship Officers 'float' between the LLB and JD Committees, much like Treasury. The Officers will report to the Treasurer and President directly. It is the role of the Treasurer to produce necessary invoices at the request of the Sponsorship Officers through the Xero platform. This process is ordinarily conducted February - July, when sponsorship is complete.

Things to look out for as Treasurer with respect to Sponsorship are:

- Making sure that the prospectus is out on time
- Making sure that faculty grants are sorted out with the help of the President and Faculty
- Making sure that where events are held over multiple societies and are sponsored, that the sponsorship officers liaise with the sponsorship officers from the other society such that the sponsors are not confused as to whom to pay. It is possible to enter into agreements where the societies split sponsorship money evenly.

8. Leadership and Time Management

These tasks will see you put in enormous hours, but you will also need to maintain a more general leadership role as an executive member. This includes anything from assisting other portfolios when they need it, to even being a mediator if conflicts arise. The Treasurer will often be in a position to direct the movements of the club as most things stem from the economic viability of the society.

It's not always easy, but it is very rewarding. In taking up this role, you will learn about GST and its complexities to an extent you never thought possible. Because GST and business finance is so commonplace in the commercial world, this is an excellent foray into managing company finance and reporting. This job cannot be done by cutting corners – **this will almost certainly lead to the creation of a mess that a later treasurer will need to clean up, and could have potentially dire consequences for the society generally.** It is also important to understand that the Treasurer is the 'Public Officer' of the Society in the eyes of the ATO, and as such is the director ultimately responsible for financial compliance.

Please remember that this is a very serious role and mismanagement has the potential to bring not only the LSS into disrepute but also Monash University more generally. The sums of money that you are handling are large and it is a constant mission to ensure they are all secure, accounted for and being applied for the best interests of the members of the society. NB: Please note that the incoming Treasurer will be trained by the outgoing Treasurer. Assistance should always be sought from the previous Treasurer if any sort of crisis situation emerges and help is needed.

Summary of time commitment

The role of the Treasurer is an all year round role, sometimes it will feel like it is a 365 day kind of role, with transactions occurring all year round, especially as the JD students operate on a trimester basis.

Taking over

- You start straight away, you need to organise a change of signatories with the bank and establish yourself as the contact person for the ATO. This can take a bit of time to establish as there are many forms to fill out and signatures to obtain. But this is a one time process, so it shouldn't be too bad.

The rest of the term

- It is best to think of the year spent in the role as four 3 month quarters, with the first starting in Oct-Dec.
- Each quarter involves payments, reimbursements, reconciliation and preparing BAS reports. It is pretty tough to have a 'break' from being treasurer, so don't plan on any long holidays if you are going for the role. You can conduct the role remotely outside of semester hours (as there is no cash handling), however once in semester it is important to have a physical presence (either through yourself or your Assistant Treasurers)

Quarter 1 – Oct-Dec

- As well as setting up the signatories this term also has some key events you need to make sure you're aware of, such as EOX, purchase of keyrings and camp payments for busses etc are all major transactions that you need to ensure are paid in a timely fashion.

Quarter 2 – Jan-Mar

- Possibly one of the largest quarters in terms of raw work you will do. The Budget needs to be decided by early this year (or at the **end of the last quarter (i.e. December)**), depending on the availability of the Directors); Sponsorship invoicing needs to be generated; Faculty Grants to be secured; Lots of transactions to take care of including à First Year Camp, Pub Crawl, Booze Cruise, printing of guides, purchasing of memberships. This means a lot of money will be flowing through and a lot of reconciliation will occur.

Quarter 3 – Apr-June

- This tends to be a little bit quieter than the last quarter, but not by much. Again major transactions to be aware of are EOX, JD Cocktail Night, Moot catering and the Tutors need to be paid (that is a lot of cheques/online transactions!).

Quarter 4 – July-Sep

- This is a crucial quarter as SGMs and the AGM occur, meaning that financial documents need to be prepared as soon as possible (start of July) with accountants. The accountants already have access to the 'books' through Xero, so it is advised to engage them at the start of June requesting the financial statements be prepared. The ultimate deadline for preparation of the EoFY reports is AGM time (~ early/mid September).

Key Events/Initiatives of the Role

- Continuing updating the Treasury Database where we are required to keep 7 years' worth of financial records (5 for the ATO, 7 for the ACNC)
- Moving to a near paperless society
 - o Xero for Reconciliation
 - o Square for POS

- Electronic record-keeping: a drive exists that has comprehensive and detailed records for each spend and reimbursement throughout the year. Please continue to keep this updated so we can move completely from physical to electronic filing over the course of the next few years.

Potential future events/initiatives

- Moving BAS statements all online: in 2019 we will make sure that the minutes enable the 2020 Treasurer to successfully obtain an AUSKEY from the ATO/ABR. This has not been possible over a number of years due to a variety of reasons.

ASSISTANT TREASURER (X2)

Introduction

Assistant treasurer is the right-hand-(wo)man to the Treasurer, and is vital to the smooth operation of the LSS' finances. The position is intended to support the Treasurer in completing regular tasks, as well as training the Assistants in the role and skills of the Treasurer.

Importantly, it is expected that of the two Assistant Treasurers, **one will go on to become the Treasurer in the year after**. This is particularly highlighted in the constitution wherein it states that ONLY Assistant Treasurers can nominate for election for the Treasurer position UNLESS no Assistant Treasurer wishes to nominate for the Treasurer Position. As such, the two Assistant Treasurers are essentially understudies to the Treasurer.

Though not a disaster by any means, it is valuable that an Assistant Treasurer goes on to become the Treasurer simply because that way the head of the Treasury is already familiar with the tax issues, logistics, reconciliation process and Xero Interface.

Key Aspects of the Role

1. *Use of Xero Accounting Software*

- The software is very intuitive and there are many tutorials that assist in learning. Prior knowledge is not necessary. However, problem solving skills are needed to deal with the more difficult GST reconciliation situations.
- Tasks include reconciling bank accounts against chequebook records.
- **This role requires at least foundational knowledge of the Australian GST taxation regime** - Your Treasurer will have sufficiently comprehensive knowledge to teach you the basics and explain the more nuanced GST situations that the LSS encounters.

2. *Filing Invoices, Bank Statements and Reimbursements*

- It is a statutory requirement that we maintain hard-copy files of all our transactions. You will be required to maintain the electronic filing system that is currently in place. This requires a strict adherence to formatting and an eye for detail.

3. *Odd Tasks*

- Beyond electronic and physical filing and reconciling, there may be other tasks that necessarily arise to assist the Treasurer. These may include contacting the CAV or our Accountants for information, or organising for other committee members to seek out lost funds.

Summary of time commitment

As some of the tasks for the Assistant Treasurers may be undertaken at home/outside the office (e.g. Xero reconciling, organising reimbursement requests), the commitment can be spread across the week in very small increments to suit your spare time. Also, as much reporting takes place quarterly, it is easy to either allocate a very small amount of time each week to keeping up to date, or spending at day at the end of the quarter catching up. Overall, the role takes very little time commitment – max. up to 5 hours a week.

Key Events/Initiatives of the Role

Treasury plays a background role in the events run by the LSS. Often, rather than brainstorming events or organising their production, we ensure that all bills are paid. Happy creditors = Successful Events = Happy LSS members

Potential future events/initiatives

Most importantly, Treasury ensures that our reporting obligations are met. Beyond this, there is some room for brainstorming new ways to manage our finances – for instance, investment opportunities over the Summer holidays, easier ways to take payments, and procedural changes that makes life easier for the entire committee.

SPONSORSHIP OFFICER (X2)

Introduction

Sponsorship Officers are incredibly important roles within the LSS, as you are essentially the link between the LSS and the law firms. The Sponsorship Officers must attempt to secure as much money as possible from the firms, and with more and more LSS's cropping up each year this is no easy task! You must have a comprehensive knowledge of all of the events run by the LSS (both LLB and JD) as well as an understanding of what particular firms may be interested in sponsoring.

There will be a Sponsorship Officer in both the LLB and JD Committees, who will both report to the Treasurer and President. It is crucial that you work as a team to bring in the most Sponsorship for the LSS as you can.

Key Aspects of the Role

1. Communication

- Constant email/phone communication with law firm HR
- Face to face meetings with HR
- Negotiation (especially on price!)
- Constant communication with LSS committee PARTICULARLY DIRECTORS to ensure they are aware of sponsorship arrangements
- Working together (attending meetings together and separately, helping to further integrate LLB/JD events)
- Communicating **WITH OTHER SOCIETIES AND ORGANIZATIONS WHERE YOU ARE RUNNING SPONSORED EVENTS JOINTLY!** This is critical and being diligent over this trait is vital to avoid difficult situations where a sponsor has paid one student society only to be approached by another for the same event.
- **IMPORTANT! DO NOT** tell anyone outside of the Treasurer and President what the sponsors have actually paid overall. This must be kept confidential.
-

2. Organisation

- Creating/updating the prospectus (can do this on PPT or Word). Try to make this very exciting with a bit of the old razzle dazzle because we are competing with other universities for sponsorship revenue.
- Putting together sponsorship packages (working out discounts requires knowledge of previous years arrangements)
- Keeping on top of which firms you have met with, confirmed, invoiced, received payment for, introduced committee members to etc.
- Try to ensure that sponsorship arrangements are financially advantageous for the LSS; do not offer to provide so much that it costs us more to produce our supply than we receive in sponsorship revenue.

3. Knowledge of the LSS/legal industry

- A thorough understanding of how the Monash LSS operates, including all key events and likely dates, the types of students that attend
- Knowledge of the differences between law firms and the types of events they are likely to be interested in

Summary of time commitment

Semester two (Post-Changeover)

- Organise a meeting together to discuss your approach for the year, and begin work on the 2019 Prospectus
- Liaise with each of the Directors regarding their events for 2019 and what they would like sponsored.

Just after exams Semester two - Before December 1st

- Complete the Prospectus
- Make contact with the firm representatives, send them a digital copy of the prospectus and organise a time to meet up with them

January - February 2019

- Attend 30 minute – 1 hour long meetings with 20-30 law firms

Before Semester one 2019

- Put together packages for each firm (base it off last years and what they want this year) and include some discounts. Organise with the LSS Treasurer to write up invoices.
- Send invoices to firms along with introductions to committee

Early Semester one

- Constant communication with committee to ensure everyone understands their sponsorship obligations

Throughout the year

- Monitor email for new sponsorship enquiries, pass firm requests to appropriate people, attend LSS events

Key Events/Initiatives of the Role

1. The Prospectus

You will need to design the prospectus - a document containing a comprehensive overview of all LSS events that have sponsorship potential. While this can largely be copied from previous years, it will require yearly updating and refreshing. Try to make the role your own. We are competing against other universities after all. You will also need to organise a few copies to be printed off to take to firm meetings.

2. Communication & Teamwork

You will always be working with someone as part of your role within the LSS. With that being said, it is important you work well with lots of different people. Throughout the Sponsorship period, you will both work with the President and Treasurer, and it is important this is done with respect and professionalism.

3. Meetings

Initial firm contact/ sending out of prospectus/ booking in meeting times

Meetings with HR

Putting together sponsorship packages and confirming these with HR

4. Invoices and introductions

Organising invoices to be made up for each firm and sending these out with committee introductions

Communicating sponsorship arrangements to committee members

5. Ongoing supervision of sponsorship arrangements

You should attend events such as the Clerkship Guides launch and other important events

Potential future events/initiatives

There is definitely potential to form sponsorship relationships with the professional services firms (KPMG, PwC, EY and Deloitte). KPMG became a gold sponsor in 2019 and PWC has sponsored Bronze Packages in the past. These firms offer very valuable experience to

students just like all the firms we approach, and try to receive quality work applicants in return.

MARKETING OFFICER (LLB)

Introduction

The role of the Marketing Officer is to promote the face of the LSS through marketing merchandise and the internal advertising of events, competitions and activities.

Key Aspects of the Role

1. Organisation

This role requires organisation. A marketing officer must be on top of ordering of merchandise to ensure it all arrives by the necessary date, as well as being creative to ensure that merchandise is exciting.

2. L Card Representative

It is your job as Marketing Officer to take over the role of the L Card representative.

This responsibility may include:

- Being the point of contact for all other Victorian LSS' and sponsors with regards to the initiative
- Finding sponsors around Clayton for the card
- Designing the card
- Designing and distributing posters advertise the card
- Arranging additional sponsorship money
- Monitoring and reporting this money to other LSS'
- Printing and distribution of the card
 - o Ensuring that all LSS' have the card by the necessary required dates
- Helping design and upkeep the L Card website and Facebook page

3. Photoshop & Advertising

A basic understanding of Photoshop is also needed to create cover photos and posters for all LLB events – nothing too substantial, but the more knowledge the better (because you can make stuff look better!)

Summary of time commitment

Summer

- This is where the bulk of work is done. The Marketing Officer has to organise LSS keyrings, showbags and merchandise for the upcoming O-Week, and all should be ideally ordered by the end of December. Most of this is coordinated via email and travel is possible during this period, but you would need to arrange a delivery location for all of the showbag items and merchandise. It would total about four hours per week for the key organising period between late November and December.

- The keyrings and some showbags need to be ready for JD Orientation in the first week of January.
- The showbag contents need to be ordered in order to make Showbags for JD Orientation in each of the three trimesters, and LLB O Week in both semesters.
- Organising new sponsors and confirming old sponsorship relationships for the 2020 L Card
- New designs for 2020 QPay merchandise
- Organise decorations and the set up of the O Week Stall

During semester

- The main duty during semester is advertising of events. This involves creating cover photos, making posters and ensuring that events are well advertised around the law building. It averages out to about three hours per week, but keep in mind that there are busier periods of the semester depending on the scheduling of events.
- You will also be responsible for the writing of the weekly LSS & Faculty Bulletin, which is sent out globally to all students by the Faculty.

Key Events/Initiatives of the Role

- Creating an exciting showbag for Monash LSS members: negotiating with various companies for freebies, ordering showbag items,
- Working with all portfolios of the LSS for event marketing and advertising.
- Being the L Card Representative for the Monash LSS

Potential future events/initiatives

- Utilising the screens in the Law Foyer to ensure advertisement of LSS events. There is a screen that is purely for LSS use in the kitchenette that could be better utilised.

SOCIAL MEDIA OFFICER

Introduction

The role is responsible for all things social media related for the LSS.

Key Aspects of the Role

The key responsibilities of the Social Media Coordinator will vary from year to year, depending on the specific needs of the LSS in a particular term.

In general, the role involves coordinating all events, Facebook profile, Instagram posts, Snapchat Stories and any other communication via all forms of social media with which the LSS is involved. You will play a key role in ensuring the hundreds of crucial messages and communications are received by the student body and LSS members. It is your responsibility to make sure these messages are received at the right time, with maximum exposure, to meet the best interests of the LSS as a whole. It is up to you to manage the available time and space on social media, and make sure each portfolio is given the appropriate access to these resources. You will also be working closely with the Marketing Officer and IT Officer throughout the term.

Time management and expectations management skills are key. The role requires constant work throughout the entire year, holidays included. You will also need to be able to manage the expectations of different portfolios and 3rd parties who will be making constant requests.

Summary of time commitment

Unlike other LSS roles, the time commitment is consistent throughout the year. You will be co-ordinating the timing, platform and tailoring each specific posting request that comes to you at all hours of the day. There are also peak periods at the start and end of the semester, where requests for notices and posts are particularly high.

There will unavoidably be urgent last minute requests, the social media officer needs to be someone who is easily reachable at short notice.

Key Events/Initiatives of the Role

You will be involved in the marketing of every event.

Potential future events/initiatives

Continue to look into different ways to utilise our social media platforms in order to boost exposure for our events and initiatives.

INFORMATION TECHNOLOGY OFFICER

Introduction

The IT Officer manages the LSS Website including member accounts, updates and design. This involves liaising with all of the portfolios to ensure content is up to date as well as managing the online delivery of Sketch Notes. Please note that this position is not an elected position. An application and interview process will be held by the incoming President and Director (Administration).

Key Aspects of the Role

1. Website

A thorough knowledge of website design and coding is required for this role with the option for improvement and extension of the current system in place. The website is an important channel for communication to our members and they notice when things are amiss. Importantly, it hosts the LSS Calendar, membership database, learning materials (Sketch Notes) as well as key information on each portfolio. Whilst you are not responsible for the content of each of these pages, you are responsible for its delivery and following up with committee members if pages are outdated.

2. Email

Further, you are also responsible for managing and maintaining the LSS email system. Since the email system runs off Google Apps for Business, it does not involve much work.

3. Online Elections Platform

Assisting the Secretary and Returning Officer in finding the best online elections platform for the 2020/21 LSS Elections

4. *Generally*

The role allows for 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.

Summary of time commitment

The commitment for this role is usually spread out evenly across the year, with a few spikes in busy periods. Notably these busy periods include the beginning of Semester One when mass amounts of memberships are being sold and these details need to be uploaded onto the online system ASAP. This period and the beginning of Semester Two can be busy also due to Committee updating their website content all at once. Bottom line, you need to be checking your email at regular intervals.

Key Events/Initiatives of the Role

This year, the IT Officer assisted in the integration between our QPay platform and our current website.

Potential future events/initiatives

1. *iPhone App*

Whilst the LSS Website has a mobile version, the IT Officer might consider bringing back the iPhone App. The LSS introduced an iPhone app in 2012, but it has fallen into disuse as most members find the website adequate to serve similar functions. There is interest in a new iPhone app which could provide a broader range of functionality and assist members with event notifications, location-triggered guidance for LSS tutorials, easy listing of second hand books, etc. The LSS has already subscribed to the Developer Program, and the IT Officer might consider working to make this a reality.

ACTIVITIES

DIRECTOR OF ACTIVITIES (LLB)

Introduction

The main function of the Director (Activities) is to oversee and be accountable for the running of all functions and events. This includes coordinating a seven person portfolio and 20 person subcommittee, in addition to the large Activities budget. Further, the Director works in conjunction with the Activities departments from The Monash University Business and Commerce Students' Society (BCSS) and The University of Melbourne Commerce Students' Society (CSS) to run two end of exam parties (EoX) at the end of each semester.

By being the Director (Activities), you will also be a member of the LSS Executive. As such you have a wider responsibility to the rest of the committee. The Director is required to attend Executive meetings, represent the Activities portfolio at whole-committee meetings as well as other Executive responsibilities.

Key Aspects of the Role

1. Leadership

It is up to the Director of Activities to organise and motivate those in the Activities portfolio to create events for the year. Essentially the Director (Activities) is the person who gets the ball rolling for these events. It is essential that the person in this role has great communication and delegation skills.

2. Budgeting

Arguably the most important aspect of the role is being able to budget for the events. The Activities portfolio is responsible for approximately 80% of the LSS total finances. It is imperative that the Director (Activities) keeps a good record of the income generated and expenses paid for the various events.

3. Compliance

If any problems at events occur you are responsible for resolving them and you must undertake the Incident Management training through Clubs & Societies Monash. First Aid Certificates and an RSA are extremely beneficial. You and the Secretary will be responsible for any incident reports and ensuring the proper reporting standards and protocols set out by Clubs & Societies Monash are adhered to.

4. Organisation (specifically emails)

Due to being the leader of a portfolio, it is understandable that the Director (Activities) receives a number of emails a week. It is important to be able to answer these emails timely and in respectful manner. The latter is especially significant as sometimes the Director (Activities) will correspond with members of the faculty.

Summary of time commitment

In short the Director (Activities) will commit between 15-20 hours per week during semester this includes a 2.5 hour weekly office hour. Over the university breaks you will need to commit 7 hours per week.

Semester Two (immediately following your election)

- Given the time of elections, the newly elected Director of Activities has to be ready from the start to organise EoX for the end of semester two.
- This will involve contacting the representatives from BCSS and CSS who will also be newly elected and working together to find a venue, DJ, etc.
- In addition, this is a good time to meet with your portfolio to set up your plans for the upcoming year. In particular, the Director will need to meet with the First Year Officers as First Year Law Camp will need begin being organised.

Summer Period

- This time is when you will work a lot in your Executive capacity as plans will be created for the upcoming year. As such you will have to prepare an estimated budget for the year and attend an exec budget meeting in December.
- You will also need to be meeting with the First Year Officers to ensure Law Camp is being organised thoroughly
- In addition you will want to meet with the Activities Coordinators in order to organise Pub Crawl that occurs in Week 1 of semester one.

Semester One

- O-Week is particularly busy for the Director (Activities). You will need to oversee the running of the O-Week BBQ and the Peer Mentor Tour. Camp occurs at the end of the week.
- Throughout Semester One, the Director needs to have touch base with the portfolio for the running of Pub Crawl, Booze Cruise, First Year Dinner and Trivia Night.

Winter Break

- During this time the Director will make Law Ball their main priority. It is essential that you have a good relationship with your Functions Team and that Law Ball is organised early.

Semester Two

- This semester is less busy than semester one and the Director's main role is on Law Ball.
- In addition you will be involved in changeover preparations.

Key Events/Initiatives of the Role

1. *First Year Camp*

This is the one of the most important events of the year, as a successful camp is key to ensuring first year students keep coming back to other events. The Director will be liaising with First Year Officers to organise the camp. In addition, you will need to attend Grievance Officer Training.

2. Pub Crawl

This is probably the easiest event to organise, but requires early initiative. The Director will meet with the Activities Coordinators in the summer to organise this event.

3. Boat Cruise

With working with the Functions Officer, your role for Boat Cruise involves booking a cruise boat with a good drinks package, choosing a theme and planning the after party.

4. First Year Dinner

In addition to camp, First Year Dinner provides an opportunity for first year law students to enjoy a dinner exclusive to first year students, followed by an afterparty. The Director's duty is to ensure the First Year Officers book a venue, enticing food and drink package and planning the after party.

5. Law Ball

This is the biggest event in the LSS calendar. Law Ball is something that the portfolio will spend the entire year working towards. There are so many elements that go into planning Law Ball, and the portfolio must be well-organised to ensure that these are completed on time. It is important for the Director to meet with Functions often and early to ensure the Law Ball is organised successfully.

6. BBQs

The famous LSS BBQ's are frequent and require a lot of man-hours. Be organised with food and BBQ orders at least one week in advance. Organisation includes committee task lists, organising food, alcohol etc.

7. EoXs

Generally, run with BCSS and CSS, EoXs can be difficult to organise due to having to co-ordinate with other student societies.

Potential future events/initiatives

The second semester EoX may be run in conjunction with MSA to create a united Monash approach to celebrating the end of year. This is something we are trying to arrange for the end of 2018.

It may be wise to consider running an event to replace the boat cruise - a themed evening, cocktail night, etc. The past few years have seen boat cruise drop in popularity, so it may be necessary to make it an event which occurs every two years, etc.

We have always hoped to have a live act at Law Ball, however it has been too far out of the price range to consider. It may be an option to change the budget to allow for a live act, but this would involve discussions with the Executive.

FUNCTIONS OFFICERS (LLB) (X2)

Introduction

The role of a Functions Officer is one of the most challenging, yet a highly rewarding position on the LSS. You will be responsible for the organisation of all aspects of the annual Booze Cruise and Law Ball, both of which require the ability to plan in advance, and necessitate a love of event management. Professionalism and teamwork are skills inherent to the role, as you will be spending hours on end planning events with your co-officer and Director (Activities). You will also be required to support the rest of the Activities Portfolio with any activities and barbecues that they have planned.

Key Aspects of the Role

1. Event Management

It is up to the Functions Officers to ensure the smooth running of the functions throughout the year. This includes organising venues, DJs, photographers, tickets, wristbands, food and beverage packages, buses and after parties. Ensuring that a night runs according to plan comes with the ability to keep tabs on all aspects of the event well ahead of the night itself, and it requires you to see the 'bigger picture' and plan ahead before any bumps eventuate!

2. Professional Communication

As Functions Officer, you should expect to be receiving upwards of 15 emails per week, and quite a lot more as your events draw closer. You will be liaising with numerous people at the same time, and it is important to fine-tune your professional communication and etiquette, particularly as we foster relationships with organisations and professionals who we hope to continue using for many years to come. Formal language should be adhered to when communicating with venue managers, suppliers and contractors.

Summary of time commitment

Be prepared for the role of Functions Officer to be time consuming—similar to a part time job, but more fun!

Summer period

- It is important over summer to meet with your co-officer and director to lock in dates for key events, and to plan out when and how you will go about planning the events.
- Before holidays, around the end of November, a few hours will be required to pay the deposit and lock in the date for law ball, after which law ball will not require much planning until mid-semester one.

- Look to spend 5-10 hours per week around end of December locking in Boat Cruise, and organising entertainment and package deals. If the boating company is already booked out, it becomes a very time consuming process searching for another boat that will offer the same amazing deals at student prices.

Semester one

- Semester one is all about Boat Cruise. As it occurs quite early in the semester, the first few weeks of university will be busy ensuring that everything is locked in for the night.
- Organising the Boat Cruise is good practise for Law Ball in semester two.
- This being said, you will still need to dedicate around 5 hours per week to stay on top of communications and make sure that everyone you have booked in is on the same page regarding timelines for the night.

Winter break

- Realistically, even if you plan on going on holiday, you will not be able to escape the necessity of planning the bulk of law ball over winter break.
- Around 10 hours per week will allow you to ensure that DJs, photographers and bands are booked in, the decorations cost estimate is on its way, and after party is locked in.

Semester two

- With Peninsula's deadline for centrepiece, ticketing, floorplan and menu confirmations due in mid-August, it is crucial that you are on campus every week leading up to law ball.
- You will be fielding many emails not only from organisers, but from keen students, regarding law ball. It is important to liaise with the marketing officer early in the semester, if not before, to post a 'save the date' message on Facebook pages, and begin planning details such as designs for tickets and wristbands. Approving marketing designs can also take up a lot of time for you and your marketing officer if you are not clear on what theme you are after.

Overall, the time commitment is heavier than ever in Semester Two leading up to Law Ball, and you should expect no less than 10 hours per week of LSS work, other than your allocated office hour, during these busier periods to ensure that your events run better than ever before!

Key Events

- Booze Cruise – March/April
- Law Ball – September

As mentioned, you have two major events you are responsible for planning, organising and successfully running. However, there are more quasi-events that need to be arranged, such as the launch-BBQ for Booze Cruise ticket sales. Keep in mind these won't necessarily be at convenient times of semester, and unfortunately there is little flexibility the dates.

Potential Future Events

In 2016, a Winery Tour of the Yarra Valley wine region was attempted, in the aim of engaging a different group of students in the society events, who may not be interested in Law Ball or Boat Cruise. There definitely needs to be an event to fill this gap. It may be wise to consider an alternative event to replace the Boat Cruise.

ACTIVITIES COORDINATOR (X2)

Introduction

Activities Coordinators arguably hold the most important roles in the committee – providing food and beverages to the masses, being the frontline for the LSS! The Activities Coordinators and their BB-Crew organise and run all the highest quality cook-ups at Monash!

Key Aspects of the Role

Key roles of the Activities Coordinators are organising and running BBQs throughout the year with the help of the Activities Subcommittee. In addition to that, they are responsible for organising the both the annual LSS Pub Crawl and Trivia Night, whilst generally being prepared to provide logistical/emotional/psychological/spiritual support for the Activities that run throughout the year.

Summary of Time Commitment

Summer

- Subcommittee applications occur over Summer, so while you do not need to plan many BBQs, you will need to help the Director (Activities) review, interview and select applicant
- O-Week is massive for the BBQ team, being the ones responsible for the main BBQ on the day of the Law intake. It is crucial that you are there on this day as 300-400 new First Years want food!

During Semester (1 & 2)

- Activities Coordinators are responsible initially for ordering all food and drinks a few days beforehand. Furthermore, being present on the day to run the BBQ is tantamount (generally Tuesday/Wednesday), which can be quite time consuming as it requires constant supervision and coordination of the subcommittee. Around 4-6 hours might be needed for every BBQ so whilst not 'constant' work like some other roles, the days you are needed are very intensive.
- Pub Crawl and Trivia Night (Semester 1) can take a few hours of organisation a few weeks beforehand but are quite straight forward. Being

present at as many Activities events as possible is also part of the role, where you may be required to lend a hand and create a great atmosphere.

Key Events/Initiatives of the Role

As discussed earlier, pub crawl and trivia night are the two primary events that Activities Coordinators organise. Both occur in first semester, with Pub Crawl within the first couple of weeks and Trivia Night closer to the end of semester.

1. *BBQs*

You must be able to be there on the days leading up to and the day of the BBQ. You will be required to lead the subcommittee and organise the BBQ –making sure things are moving swiftly and efficiently and all the preparation that is necessary is done. Ensuring people are there to pack down and clean up is also very important.

2. *Pub Crawl*

Coordinating with different bars/pubs is required for pub crawl due to the large number of people present, obtaining drink specials and setting up a tab.

3. *Trivia Night*

Trivia night requires the setting of a venue and the use of a third party quiz company to run the night.

Potential Future Events/Initiatives

Most of the room for expansion for Activities Coordinators is making the BBQs bigger and better than ever! This year, we have increased the amount of food on offer so to cater for more students. We are also looking at potential themed BBQs.

FIRST YEAR OFFICERS (MALE & FEMALE) (X2)

Introduction

The First Year Officers work to organise social events for First Year Law students, in order to introduce them to law school and help encourage and foster friendships. The First Year Officers are also available as a point of contact for any first year students that have questions about their first year of law. Please be aware that you must be a first year in 2019 to apply for a role. You must identify as a male to run for the male position, and identify as a female to run for the female position.

Key Aspects of the Role

The First Year Officer role requires organisation and good communication with your fellow first year officer. You will be booking venues, marketing events, balancing budgets (particularly important for law camp, which is a large-scale event) and generally engaging with the First Year cohort. Be prepared to get creative with themes and try and bring something new to each event – as First Year Camp and First Year Dinner are annual LSS events, so bringing something new and fresh to the event is important.

You will also have to collaborate and communicate with the Director (Activities), and be prepared to ask the Director, as well as other members of the activities portfolio, for help when needed.

As part of the Activities portfolio, the FYO's are required to assist the portfolio where needed – especially on days with BBQs.

Summary of time commitment

Summer

- Law Camp will be the majority of your work for the year. This requires a lot of hours over summer, and work will begin booking transport, venue etc. basically as soon as changeover occurs. Make sure that you are available for most of the summer and be prepared to dedicate quite a bit of time to organising camp.

Semester one

- First Year Dinner requires booking the venue, a DJ, photographer, and organising ticket sales. This is substantially less work than Camp, but make sure you remain on top of it and get onto it early regardless. This is generally in May, so towards the middle/end of semester. This requires organisation from mid-March.

Key Events/Initiatives of the Role

1. Law Camp

First Year Law Camp is the main event, and the biggest event that you will have to coordinate for the year. The camp is for 200 incoming students, and is generally over the Friday, Saturday & Sunday of the weekend at the end of O Week. The work does not end whilst you're there either – this role requires you dedicate a lot of time during the camp to organise and make sure it runs smoothly. This is not a social weekend for both FYOs, and everything you do should be done for the benefit of the first years in attendance!

2. *First Year Dinner*

First Year Dinner is a sit down dinner & afterparty, thrown for 175 first year students. It is generally in May, but the date has varied over the last few years – it is important to check with the faculty on the dates for the students major assignments (Law Report & Crim Case Note) so that there is no clashing with this.

3. *Support for first years*

The First Year Officers act as a general support contact for any students that have any questions or need any help with their first year of law. Be prepared to keep an eye on your emails and your Facebook inbox, and be available to help whenever needed.

This year, the First Year Officers ran hourly informal sessions on Wednesdays to offer first years any support or advice they may need.

Potential future events/initiatives

This year, we were thinking of running a second semester bar event. This unfortunately didn't eventuate, however there is certainly scope to create a second semester first-year event.

PEER MENTOR COORDINATOR (LLB)

Introduction

The Peer Mentor Coordinator (PMC) is the primary organiser and responsible for the Peer Mentor Program. The PMC oversees and organises the transition program for approximately 580-600 first years and leads 70 mentors and 6 Deputy-Super (DSMs) Mentors. The PMC works with six DSMs to organise social events, wellbeing programs and informal catch-ups for first years and mentors. This involves planning the program from November the previous year, putting grievance and accountability procedures in place and organising social events. You must have been a peer mentor in the past to run for this position.

The PMC also liaises with the Study Skills Librarians to provide educational seminars for first years. The PMC works closely with both DSMs and Peer Mentors to ensure they feel supported in their roles and to ensure mentors are contacting their mentees. PMC also organises and runs Mentor Training/Call Day for Mentors and Law Orientation Day. The PMC should foster a collaborative working environment with DSMs and ensure they have leadership opportunities (e.g. speaking at Enrolment sessions and running events in collaboration with the PMC and other DSMs).

The PMC liaises with Faculty (Student Experience/Wellbeing) and the LSS to run this program. The PMC also liaises with the Law Faculty administration team to obtain data on incoming students (for both start of the year and mid-year intakes) and stratifies this data into groups.

When the PMC takes on the position in November of the previous year, it is their responsibility to review the survey results from that year's program and consider ways of overcoming bottlenecks and/or ways to ensure PMP continues to grow into the future.

The PMC can also be contacted by first year mentees should there be any grievances or queries. Therefore, responding to emails and phone queries is a key part of the role, particularly in the early part (Jan-May) of the year. The PMC speaks at Enrolment sessions and promotes the PMP.

Key Aspects of the Role

1. Organisation

Organisation is a key part of being PMC both in terms of organising events but also organising and working with a large team. The role is for the most part quite independent and thus it is important that you take initiative and carefully plan out events, people to contact and keep the LSS Activities Officer and Faculty up-to-date. This includes contacting Faculty to arrange data of incoming students; organising and reviewing mentor and DSM applications; stratifying student data into groups; enforcing the accountability system and keeping tabs of mentors via the DSMs to ensure all mentors are being contacted at least 3 times in the semester in addition to formal events.

2. Emotional Intelligence and Communication

Emotional intelligence is key to this position. The PMC and the PMP act as ambassadors for the Faculty in welcoming and transitioning first years to Law School. Managing mentors and setting expectations early on is important to ensure the program works. This involves responding to grievances from both mentors and mentees and working with DSMs to change systemic problems. Being aware of what is happening and communicating with both DSMs and mentors to fix issues is crucial. Further, 'putting yourself in the mentees' shoes and ensuring DSMs and mentors understand how first years are feeling at Training Day, enables the whole team to be effective mentors and work towards a shared goal of helping first years emotionally/academically/socially transition. The PMC must also demonstrate this emotional intelligence when speaking at enrolment sessions and at every event.

3. Culture Builder

Culture is key to the PMP. The PMC is primarily responsible for setting the tone for the year and the program. The PMC needs to strike a balance between top-down governance and bottom-up. As such, the PMC is responsible for overseeing and making final decisions for the program, however effective use of DSMs and empowering mentors to get involved and be proactive has positive results. This is achieved by creating a collaborative and open culture in which DSMs help shape the program and mentors, with the DSMs and PMCs overseeing this aspect, have freedom in the way they meet up and mentor their respective groups. Overseeing and adding to the mentor/DSM Facebook groups also allows mentors to easily contact you/their DSM. Setting expectations for mentors and ensuring they know they are contributing to something important (and crucial) is a part of creating this culture and is key to ensuring objectives and goals are met and ensuring the accountability of mentors.

Summary of time commitment

Key events: all formal events, Training Day, Law Orientation Day, Enrolment Days

October (7 hours per week)

- Advertising and sending out mentor and DSM applications, reviewing applications and conducting DSM interviews, choosing DSMs based on the application review process against objective criteria
- Successful/unsuccessful mentors are contacted
- Send out email to mentors informing them of dates and start expectation setting.
- Liaise with LSS Activities Director to lock in event dates
- Contact Faculty to organise speaking at Enrolment sessions.
- Clarify LSS and Faculty grants
- Organise Mentor/DSM T-shirts and wristbands through Faculty.

November - Jan (10 hours per week)

- Meet with DSMs (approx. 4/5 times) to organise the year and keep them up-to-date via FB group and write minutes/agendas
- Keep LSS Activities Director up-to-date
- Contact Faculty to discuss opt-emails and data obtained in February
- Plan (and book where necessary) Training Day, Orientation Day and Intro Night (liaise with Student Experience personnel and Faculty + LSS)
- Speak at enrolment days and encourage DSMs to attend
- Send emails out to mentors ensuring they know which events are compulsory, Training Day, Orientation Day and expectations re: informal catch ups

Feb-March (8 hours per week)

- Meeting with DSMs and writing minutes/agendas (send to LSS Activities Director/President)
- Obtain Data via Monash Admin after each enrolment session. Stratify and group data per degree type/geography
- Run Training Day with Student Experience personnel and DSMs
- Run Law Orientation Day (activities/assist students with enrolments/tours/Case Chase)
- Running Intro Night and Sports Day with DSMs

April-June (approx. 5 hours per week)

- Meeting with DSMs
- Overseeing DSM/Mentor FB groups
- Promoting other LSS events to ensure integrated culture
- Running Coffee/Pastry Catch-up and PMP BBQ

July (total 3 hours)

- Assign DSMs to these students; create FB group
- Organise Case Chase/ Study Skills Sessions for incoming mid-year students
- Handover

Key Events/Initiatives of the Role

1. Introduction Night

Introduction Night is the largest compulsory event for the PMP. After being contacted on Training Day, mentees meet up with their mentor group and have dinner together prior to the event and get to know each other. Mentor groups then join each other which enables first years to meet approximately 300 other first years in their cohort prior to the commencement of university and Orientation Day. This event took place on the Friday prior to O-Week. Food, alcohol (provided via drink cards) and a DJ are supplied. DSMs, PMC, LSS Activities members and the venue owner supervise this event.

2. Orientation

This year, the faculty took over most of the running of Law Orientation Day. All DSMs, PMs and the PMC attended and took students around the campus for a tour and assisted other committee where necessary in running activities.

3. Sports Picnic Day

Sports Picnic Day took place in mid-March at Monash Sport. Mentors and DSMs ran and played dodgeball. A BBQ style lunch was provided.

4. Cookie-Decorating

The Coffee and Pastry Catch-Up took place in May and functioned as an informal catch-up at Taste Baguette. This enabled all PMP participants to catch up with their mentor groups and take a 'half-an-hour break' from study.

5. PMP BBQ

The PMP BBQ took place at the end of March. It involved a normal BBQ run by two DSMs. This was an opportunity for mentors to meet with their mentees prior to exams.

6. Accountability, Informal Catch-ups and Wellbeing

Accountability is crucial for the success of PMP, as commitment and attendance has been a shortfall of the program according to qualitative data in past surveys. "Introduction Night", "Training Day" "Orientation Day" and "Super Sports Picnic Day" were compulsory events for Peer Mentors and DSMs. We encouraged the attendance at "Coffee/Pastry Catch Up" and the "PMP BBQ". Peer mentors were expected to catch up with their mentor group at least three times throughout the semester (informal catch-ups).

Potential future events/initiatives

This year, we found Sports Day to not be as popular. We had moved it to a Friday in the hope it would have more success but that did not help the event. We would suggest scrapping the event and instead making it into a second pastry event to facilitate the mentor/mentee relationship.

The accountability of PMs is something which needs to be enforced (as has occurred in previous years). It may be worthwhile arranging DSMs to check in with PMs every fortnight to see if they have arranged to catch-up with their mentors. This was not as successful this year.

CAREERS

DIRECTORS OF CAREERS (1 x JD, 1 x LLB)

Introduction

The Directors of Careers oversee the planning and execution of the LSS' careers events, programs and publications. There will be two Co-Directors, one from the LLB and one from the JD. Each Director will also be a member of the executive team and will contribute to the running of the society as a whole.

Key Aspects of the Role

Due to the merger of the LLB and JD careers portfolios, the Careers Portfolio is the largest portfolio in the Monash LSS and the one most visible to external organisations. On average, more than half a dozen events and initiatives will be run every semester and it is the Directors' responsibility to ensure the smooth running of the entire Portfolio.

The Directors will firstly need to decide which events and initiatives will be run during their term, and then delegate the work to the Careers Officers. Ongoing communication is required to supervise and oversee delegated work, and Directors must work with the Officers to plan, organise and run those events. In addition, a substantial amount of planning and thinking must go into each event, from the dates on which it should be held, to the appropriate budget to set aside and the style/type of each event to be run.

In addition to supervising the general administration and running of the Careers Portfolio, the Directors act as the main point of contact for all communication with sponsoring firms, the Faculty and other legal professionals. Email, telephone and in-person communication requires a high level of professionalism and confidence in acting as a representative of the Monash LSS. Once sponsorship has been confirmed for all firms, the Directors are responsible for contacting firms to introduce themselves, and informing firms which Careers Officers should be contacted for each event.

Time Commitments

10-15 hours per week

- A significant amount of time will be spent planning with Careers Officers about the events and initiatives to be run, delegating tasks, liaising with firms/stakeholders and responding to emails.
- During major events, such as the Expert Panels, Networking Evening and Beyond Commercial Careers Fair, workload will increase significantly.

Key Events/Initiatives of the Role (in more detail)

The Careers Portfolio is the most outward-facing portfolio of the LSS, and events and initiatives may vary from year to year depending on interest from sponsors and students.

The events ultimately being run will be decided at the discretion of the Directors. However, a snapshot of some of the events run in previous years include:

1. *Clerkship Guide*

The Clerkship Guide (Guide) helps students navigate the clerkship process by offering extensive information on firms and their respective areas of practice in the firm directory chapter. The Guide includes valuable advice from former seasonal clerks, enabling students to be as well-prepared and informed as possible for the clerkship recruitment process.

The Guide is **the** major LSS Publication and requires many hours of preparation over the summer working in close connection with the two Careers Officers (Publications) to take charge of its production. The Directors thus assume an overall managerial role. To be useful, it is imperative that the guide is released well before clerkship applications open. As such, launching the Guide around weeks 8-9 is ideal as it is at the stage of semester where students are not preoccupied with exams.

The Directors also liaise with the Sponsorship Officers and other LSS Committee members to facilitate the work of the Clerkship Guide.

2. *Networking Evening*

The Guide is launched at the annual Networking Evening, a cocktail-style evening with canapes and drinks provided and attended by the platinum sponsors of the Guide. In 2019, this event was held at the Sofitel. There were approximately 170 students and 70 firm representatives in attendance, and students received a copy of the Guide as they arrived at the Evening. The Directors will perform the majority of the organisational tasks associated with the evening.

3. *Expert Panels Series*

The Expert Panel Series highlights the commercial law opportunities for law students, and is organised by the Careers Officers. In 2019, three Expert Panels were run, with the Litigation Panel and the Projects Panel held as cocktail evenings at Monash University Law Chambers and Oaks on Market respectively, and the M&A Panel held as a breakfast panel at Crown Towers. Partners from each firm sat on the stage and answered questions posed by our MC, (both Directors (Careers) and President in 2019) and from the student audience. Depending on the format of the event, food and drink will be served prior to or after the panel discussion. Students will register online for the events via google form.

The Directors will provide support for the officers, setting budgets and dates (crucial as the firms can be quite fussy with dates). The Directors will also MC the panels.

4. *Barrister Shadowing Program*

The Barrister Shadowing Program (Program) allows students to gain an insight into a career at the Bar. Participating students have the opportunity to see the inner workings of a barrister's work life and aims to give students a more in depth view of a particular area of law in a practical context. As part of the application process, students are required to complete a detailed registration form to ensure that the most

applicable students are chosen for the program. The program runs over the July holidays.

6. *Beyond Commercial Careers Fair (BCC Fair)*

The BCC Fair is a fantastic initiative involving numerous organisations from the legal sphere, with a non-commercial focus. The event is usually held at the Campus Centre Dining Hall, with the room set up like a careers fair. In 2019, the BCC Fair was held in the ground floor of the Law Building. In previous years we have had over 200 students register and great attendance on the night. The event will run during an evening in mid-May. A small amount of food can be provided.

7. *From Student to Professional*

This event is held in the Auditorium at Monash University Law Chambers and is the first careers event of the year. It aims to give students an idea of the variety of career possibilities open to them in the law. Four distinguished panellists share about their career path, the highs, the lows and words of wisdom and encouragement. In 2019, the four panellists were His Honour Frank Shelton, retired judge of the County Court and Deputy Chairperson of the Adult Parole Board, Catherine Button QC, David Griffin (Senior Associate at Herbert Smith Freehills) and Rebecca Taube (Senior Legal Counsel at RMIT). This event was sponsored by Herbert Smith Freehills.

9. *Professional Mentoring Program*

The Professional Mentoring Program pairs mentors from commercial firms, government, the courts and other organisations with students who have an interest in pursuing a career in their mentor's practice area. Because of the high demand for spots in the program, it is generally focused on finding professional mentors for penultimate and final year students. There will be the capacity to expand and grow the program, as interest is always high.

10. *Journey to the Bar*

This event aims to give students insight into joining and maintaining a practice at the Victorian Bar. A panel of four barristers/judges come and speak about their careers at the Bar. This event has been popular and well attended by students in the past.

12. *Liaising with Monash Law Faculty Careers*

As Directors you may need to meet with the Monash Law Faculty Careers representatives a few times a year. It is important to maintain a good relationship with the faculty and ensure everyone is on the same page. Essentially your meetings will be knowledge sharing and updates.

13. *Emails and external organisations*

You will also be contacted throughout your term by various external and internal (Monash) organisations to assist them with promotions of job opportunities and programs. The Directors also manage the 'Monash LSS Careers Information' Facebook group, which has over 1000 members and has been utilised to streamline promotion of our events. In order to maintain its traction, only LSS Careers events and initiatives, as well as closely related events and initiatives, have been posted in

this group, with sponsorship and other materials being posted onto the Monash LSS Facebook page by our Social Media Officer.

14. Other events

- Clerkship 101 Seminar
- Small and Boutique Firms Seminar
- Criminal and Family Law Seminar
- Clerkship Skills (run by Allens and Baker McKenzie in 2019)
- Clerkship Q&A (sponsored by Ashurst, Clayton Utz, Gilbert + Tobin and MinterEllison in 2018)

CAREERS OFFICERS (X6, at least 2 from each of JD and LLB)

Introduction

Careers Officers, as part of the Careers Portfolio, are in charge of organising and running LSS careers events throughout the university period.

Officers will – at the discretion of the Directors – be allocated events and initiatives to focus on at the beginning of the term.

Key Aspects of the Role

1. Organisation and time management

Careers Officer will need good organisational and time management skills. In particular, given that almost all of our events are outward-facing, the ability to work consistently and steadily is required to achieve success.

2. Professionalism

As mentioned multiple times before, the Careers Officers will spend a significant amount of time liaising with sponsors and external contacts. Communication must be professional, and emails will need to be responded to within a reasonable time.

3. Teamwork and dedication

The Careers portfolio is a demanding portfolio and is heavily reliant on all members of the team working together and communicating effectively. A good, willing attitude is integral to successfully performing this role.

Summary of time commitment

10-15 hours per week

- Careers Officers will be allocated a number of events and initiatives over the course of their term to own and manage. The work will include liaising with firms, stakeholders, participants and attendees, organising catering and venues and completing administrative tasks (e.g. preparing name tags).

- In addition, it is expected that Careers Officers will attend as many careers events as possible. This is especially important for the Careers Portfolio's most significant events, such as the Expert Panels, Networking Evening and BCC Fair (which is a compulsory event for all LSS LLB committee members).

Key Events/Initiatives of the Role

Careers Officers will be responsible for organising, managing and running the events and initiatives of the Careers Portfolio. Those events and initiatives are to be decided by the Directors at the start of each term, based on interest from sponsors and students and what has previously been run.

Potential future events/initiatives

The Careers Portfolio is always looking for new and creative ways to best serve the LSS' members, and any suggestions and ideas are always welcome.

CAREERS OFFICERS (PUBLICATIONS) (X2, open to both JD and LLB)

Introduction

The predominant role of the Careers Officers (Publications) is to produce the Clerkship Guide. Arguably one of the most important things the LSS does, the Clerkship Guide is the leading student publication of its type and is an incredibly important publication in terms of informing students about clerkships. It also represents a large portion of the LSS's sponsorship from law firms.

The Careers Officers (Publications) will also assist with the production of the Public Sector Careers Guide or the International Careers Guide, whichever is being published that year.

1. *Timing and Organisation*

This position is all about timing and organisation. Producing the Guide involves a significant amount of time over the summer; it is best to initially contact firms before the Christmas period, and begin substantial work on the Guide in February. No matter how well organized you are, something will always go wrong. Remember to follow up with law firms, but strike a balance so as to ensure you are not continually pestering them. Aim for publication about two weeks earlier than the absolute necessary time (the date of the Networking Evening/Guide Launch event). It is advised to make a plan of your timing (a schedule with deadlines) as soon as you take office, as the Guide involves significant collaboration with the LSS Sponsorship Officer, the Careers Officers, HR law firm representatives and student contributors. Also, remember that much of the legal profession is incredibly busy in the lead-up to Christmas, then away on holiday for most of January, so it's important to have as much as possible organised prior to this.

2. *InDesign knowledge*

In addition, designing the guide is a significant aspect of its production and knowledge on how to use InDesign is essential. The process of formatting and designing the guide will be the most time consuming aspect of your role. If unfamiliar with the program it is best to ask for a tutorial from a previous user before attempting to begin the guide formatting. Ideally you and your partner should agree on formatting aspects before you begin so as to easily share the work between you and ensure consistency. You should download InDesign on your own laptop (which is reimbursed by the LSS) to ensure you always have access to it, which is important when coordinating with your partner the design layout.

3. *Editing and publication*

The Guide then needs to be printed. Do not underestimate the time that goes into the actual printing of the Guide, which can only begin once you have received and edited every single page of the Guide from every contributor, and have compiled and proofread it. Work out how many copies you want printed and about 1 month before the Networking Evening, approach the printing company to ask for a quote. Inform the printing company well in advance that you will need the order completed by a certain date and leave them as much time as possible (at least 2 weeks) to format and design the Guide; this process is much more complicated than we understand, and remember that the Guide is not their sole project. It also takes up to two weeks to physically print the Guide, so timing must be allocated accordingly. Note that even with two people the Guide is a large amount of work, and (along with organising the Networking Evening) takes up approximately the same amount of time as one law subject during semester one.

Note: When the completed profiles, articles and content is sent back to you, make Google Drive folders to keep everything tidy and neat so as not to forget a document as asking a firm to send a document back when you have already received it is embarrassing.

Top tip: Organise the firm profiles and articles, allocating the articles to the sponsoring firms, ensuring all parts of the guide are covered.

Summary of time commitment

Summer: 5-10 hours/week

Semester 1: 10-15 hours/week

Winter Break: N/A

Semester 2: N/A

During semester one, coordinating with other relevant stakeholders, emailing, calling designing the guide will take a lot of time, so be prepared to put in a couple of hours a day to ensure the Guide is completed within the time frame.

- Emailing the firms with requests and dates will take a while, so you wait for their reply.
- Collect all the firm profiles and arrange for all articles, advertisements and logos from sponsoring firms in conjunction with the LSS Sponsorship Officer.
- Maintain appropriate and timely contact with all involved firms throughout the period.
- Arrange for a Foreword to be written by the Dean, the LSS President and you.

- Collect a range of additional information, such as LIV Guidelines, Practical Legal Training Information from Leo Cussen and Monash Careers information from Careers Connect.
- Collate, edit and proofread everything received.
- Desktop publish the Guide using InDesign, which is a very time consuming task.
- Engage a printer. Let them know well in advance (about 1 month) that you will be printing about 200 copies of a document of about 200 pages. They are familiar with us, and the printing of the guide and have therefore generally been very accommodating to our needs. The printing itself doesn't take too long if arranged in advance; however, leave at least 2 weeks for the entire printing process to allow for changes to be made after you proof a sample of the hard copy.

Key Events/ Initiatives of the Role

1. *Clerkship Guide*
Organisation of the Clerkship Guide is the main initiative of this role. Please see above for an in-depth explanation of this and how best to navigate the process.
2. *Networking Evening*
Once the Guide is printed, you will need to help out with the Networking Evening and arrange transport of the Guides from Monash University to the city. Usually, a student drives in with the guides in their car.
3. *Beyond Commercial Careers Fair*
Assist with the preparation and running of the BCC. This will require emailing prospective attendees and setting up on the night as well as any other organisational duties the coordinating party requires.

Potential future events/initiatives

- Consider approaching some firms who didn't sponsor in 2018 but may want to sponsor in 2019. Firms such as Mills Oakley, MacPherson Kelly Lawyers and Clarendon Lawyers had expressed interest in sponsoring the Guide.
- Speak to the Sponsorship Officer - Designate specific tasks and response timetables between the two of you in order to avoid confusion or missed emails about potential sponsorship from new firms. (Divide up tasks)
- Keep online regularly updated checklists of everything you need and when you require it.
- Try to avoid double ups of articles to the best of your ability.
- Definitively decide on any stylistic (including font, size, design) changes well in advance as even minor changes can be arduous and result in inconsistency when altered last minute
- Consider what other articles, not previously published, would be beneficial to potential clerks, particularly in terms of engaging various student experiences.

COMPETITIONS

DIRECTOR OF COMPETITIONS (LLB)

Introduction

Director (Competitions) is one of the most demanding, but also rewarding, positions on the Monash LSS Executive. Alongside a team of five Competitions Officers and one Judge Liaison, the Director of Competitions is responsible for managing and running a variety of competitions throughout the year, as well as assisting in the organisation and promotion of inter-university competitions.

Further to running competitions, as a member of the Monash LSS Executive, the Director of Competitions is responsible for general oversight of all activities of the Monash LSS.

Key Aspects of the Role

The competitions portfolio is one of the largest portfolios in the Monash LSS, with competitions running in most weeks of the semester, and many competitions attracting over 100 competitors. Inclusive of judges, witnesses, clients, etc, on some nights of the year there are in excess of 200 people to be organised.

A substantial amount of planning and organisation must go into each competition, and it is not possible to run the portfolio successfully without appropriate delegation of work to the officers, followed by ongoing communication to supervise and oversee delegated work. In particular, overseeing operations on the night of the initial rounds of large competitions require the Competitions Director to be able to remain calm and composed in what can, at times, be a stressful environment.

In addition to supervising general organisation of competitions, the Director acts as the immediate point of contact for all communication with sponsoring firms, faculty and other legal professionals. Email, telephone and in-person communication requires a high level of professionalism and confidence in acting as a representative of the Monash LSS.

The Director (Competitions) must be willing to commit to the responsibility of continuously managing such a large undertaking, with typical tasks for each competition including:

- Liaising with sponsors to confirm sponsorship arrangements
- Liaising with legal professionals to judge competitions
- Liaising with members of the Monash Law Faculty to judge and/or draft competition problems
- Training competitions officers on technical skills required (Microsoft Excel, Microsoft Word Mail Merge, Google Forms, Google Mail Merge)
- Reviewing and updating competition documents
- Delegating, overseeing and supervising preparation for competition

- Managing officers on the night of each competition, including resolving unanticipated problems

Summary of time commitment

Outside of competitions: **10-20 hours per week**

- Over university breaks and weeks in which no competition is being run, time is spent planning and organising documentation, officers' roles and sponsorship arrangements.

During competitions: **30-40 hours per week**

- Much of the preparation and overview of work can be performed remotely as long as the Director is active in responding to messages.
- On the night of many competitions (20-30 times throughout the year), the Director is required to be in attendance, generally from mid-afternoon until 10pm, to oversee preparations and running of the competition. Depending upon the Director's ability to delegate responsibility to competitions officers, the director may be able to reduce some of the time required on campus, however the Director must be able to commit to attending each night of every competition if need be.

Key Events/Initiatives of the Role

Competitions run in 2019:

- General Moot: week 2-4, semester 1
- Client Interview: week 5-7, semester 1
- Negotiation: week 8-10, semester 1
- Mergers & Acquisitions: week 6-11, semester 1
- First Year Moot: week 3-5, semester 2
- International Humanitarian Moot: week 4-6, semester 2
- Witness Examination: week 7-9, semester 2
- JD v LLB Moot: week 10, semester 2

With some exceptions, generally each of the tasks listed in 'Key Aspects of the Role' must be completed for each competition.

Additionally, the Director (Competitions) will be the point of contact for organisers of external competitions and students interested in external competitions, facilitating advertising and contact between organisers and competitors.

Potential future events/initiatives

The Director currently undertakes an exceptionally large commitment and it is not recommended that plans for expansion of the portfolio be made without a full understanding of the current commitment. However, a plan to further delegate responsibilities to officers may enable expansion. This can be underestimated by inexperienced directors.

There is scope to expand the portfolio's engagement with other Victorian law student societies, and representatives of such societies have indicated that they may be interested in developing inter-university competitions.

Greater collaboration and involvement with the sponsor of the Mergers & Acquisitions competition is desirable. Best way to achieve this is to contact the sponsor regardless of how early it is in the semester.

More effective methods of communicating competition details (especially to first year students) is always possible and should be contemplated by the director and their team. For example, a brochure was discussed this year, to be handed out to new members.

Grand-finals of the First Year Moot and other competitions were held in the Moot Court. There is potential to firstly use the Court for all competitions, sponsors thus hosting the semi-finals as opposed to the grand-final. This requires further deliberation and a deeper understanding of the logistics behind the rounds. Secondly, there is potential for greater utilisation of the technology in the Court, such as allowing competitors to present their memo digitally on the screens (in addition to paper copies). This would require a strong understanding of the Court's technology as well as discussions as to how this would be executed.

COMPETITIONS OFFICERS (LLB) (X5)

Introduction

Competitions Officers, as part of the competitions portfolio under the Director, are in charge of aiding in the running of LSS competitions throughout the university of period.

Officers will – at the discretion of the Director – be in charge of running each competition together throughout the year, with each officer taking responsibility for different parts of the preparation process.

Key Aspects of the Role

1. Organisation

As part of the competitions team, a Competitions Officer will need high organisational skills in the preparation of template documents before their competitions – the competitor's guide, judge's guide, sourcing problems and bench notes for the competition, name tags for competitors and judges, and the draw.

2. Emails and mail merge

In the preparation of nametags and the draw, at least two competitions officers will need a basic proficiency in the 'merge mail' functions of Microsoft Word & Excel (your Director will instruct you in this before the first competitions take place). Additionally, competitions officers must promptly reply to all emails regarding the competitions, so as to assist competitors.

3. Teamwork and dedication

The Competitions portfolio is a demanding portfolio and is heavily reliant on all members of the team working together and communicating effectively. A good, willing attitude is integral to successfully performing this role.

4. Strong communication skills

The role requires officers to interact with competitors and judges. It is therefore essential that officers can communicate effectively in order to ensure the smooth running of competitions, and foster a great learning environment for competitors.

Summary of time commitment

For major competitions (such as First Year Moot & General Moot), all competitions officers will be needed during the day in the preparation of documents during rounds 1 & 2 (typically Monday & Wednesday).

Subject to the time allocations of your Director, there will be a roster of time allocations during the day where different Competitions Officers will need to come in and print off template documents for the coming competition.

Key Events/Initiatives of the Role

Competitions run in 2019:

- General Moot: week 2-4, semester 1
- Client Interview: week 5-7, semester 1
- First Year Moot: week 3-5, semester 2
- International Humanitarian Moot: week 5-6, semester 2
- Negotiation: week 7-9, semester 2
- Witness Examination: week 7-9, semester 2
- JD v LLB Moot: week 10, semester 2

All moots are run similarly. Template documents are completed and prepared prior to the start of round 1. Competitions Officer(s) will be present in the society office during the day on the day of round 1 to both collect and distribute memoranda to the teams.

Client interview is run similarly to mooting competitions, except also involves the coordination of 'clients' for the competition. In doing this, competitions officers must also allocate clients to teams in their draw while ensuring that backup clients are available if needed (there *will* be clients that pull out).

Negotiation is run almost identically to the moots. However, as the problems are grounded in fact and not law (like the moots).

Witness Examination is run almost identically to client interview, yet there are two witnesses (adds another dimension of coordination). Ensure backups are available.

Potential future events/initiatives

To increase awareness and student knowledge of how our various competitions are run, it may be wise in the future to release 'Competitor's Guides' onto the Monash LSS website well prior to the start of the competition. This is because currently competitor's guides are only emailed out once registration to the competition in question has closed, which in many cases is less than a week prior to the start of the competition.

JUDGE LIAISON (LLB)

Introduction

The main role of the Judge Liaison is to invite judges (students, solicitors, barristers etc.) and ensure that there are enough people to judge the competitions run by the Monash LSS. These competitions are outlined below. The crux of this role is emailing, 'liaising' with judges, and particularly for highly esteemed Grand Final judges, liaising with judges' associates as appropriate.

The aim of the role is to have as many practicing lawyers (especially barristers for moots) come in, as this is the most helpful experience for the students. It is also important to engage senior student judges and those who have previously competed at later stages of competitions. Having student judges on standby is essential, as even when there are way too many judges for an evening of competition, last minute jobs often come up at work for the lawyers. I would recommend pairing less experienced student judges with more experienced student judges to further engage Monash LSS members and 'train up' future senior student judges.

Key Aspects of the Role

- **Organisation:** the difficult thing with this role is that often the judges cannot be contacted more than about a month before the competition, as they will not know whether they have anything on much before then. I sent out invitations a day after Round 2 of the previous competition which would give roughly two and a half to three weeks.
- **Time management:** due to the sheer volume of judges you will be in contact with along with the process of confirming, cancellations, sending materials, reminders, and also clarifying information, it can be easy to remove yourself from the comps environment as the role is not limited to only Monday and Wednesday evenings but is ongoing across everyday. I established a timetable by which time I should do the above tasks which helped with clear communications.
- **Teamwork:** the comps team all have different roles and responsibilities for each competition, so having a clear understanding about who to go to for help on which issue is important, as is pitching in when someone else on the team requires

assistance. This is particularly important when there is a task to be done in relation to judges including food ordering, judges' packs, and other logistical elements of competition nights

- **'Networking'**: almost all of your time will be spent contacting, emailing, speaking to practicing lawyers (solicitors, barristers etc.), faculty teaching staff, Monash alumni, and also HR of sponsoring law firms so a professional and likable demeanour will be beneficial in easing into the role (or at the very least, it will help you practice it). To that end, the role is especially front-facing.

Summary of time commitment

The competitions were run as follows this year (2019):

- **General Moot**: week 2-4, semester 1
- **Client Interview**: week 5-7, semester 1
- **Witness Examination**: week 8-10, semester 1
- **First Year Moot**: week 2-4, semester 2
- **International Humanitarian Moot**: week 5-7, semester 2
- **Negotiation**: week 7-9, semester 2
- **JD v LLB Moot**: week 10, semester 2

The Grand Final judges for each competition needed to be organised at least a month in advance (but having six weeks made it much easier to manage), and then the organisation of each judge from there started within the month of the competition starting. Depending on the type of judge you will have for each respective Grand Final, this will likely require direct communications with judge's associates and members of faculty.

It is difficult to put a time on the commitment. It depends on the strike rate of the emails sent – personally, I found that for every five emails sent, two would generate no reply, two would decline and one would accept. As time went on, I learned tricks for being more targeted in my emails, and that increased the strike rate, such as contacting judges who had previously judged competitions as they were more likely to be willing and available to judge if we had an established rapport earlier and they were particularly pleased with how we ran the competition. On average, I would spend 1 to 2 hours a day on emails.

As part of the comps team, it is essential that you are available for the competition evenings, typically Monday and Wednesday. Being able to commit to that is part of the role, especially as you finally get to meet all the people you have spent ages emailing.

The addition of Gmail Mail Merge to the Portfolio's technological suite in 2019 has assisted in the judge acceptance rates and reduced hours for Judge Liaison as personalised emails can be easily sent en masse. We recommend that this practice continues in 2020.

Potential future events/initiatives

The JD v LLB Moot was a new initiative in 2016 which was expanded in 2018 to a three-competition showdown. There may be more moots available in the future to develop

relationships with other universities. These moots are much easier to find judges for, however, because generally academics from the faculty are happy to do this.

EDUCATION

DIRECTOR OF EDUCATION (LLB)

Introduction

As Director (Education), you will have sole responsibility of the Education Portfolio, leading and overseeing the various functions as well as having an advocacy role within the Faculty of Law. As a member of the executive, you will be involved in planning, strategy and decision making of the Monash LSS as a whole, and have responsibility as a public officer.

In 2018, student advocacy regarding the marking of assignments was an issue of significance, as well as the use of technology as an educational tool for the Faculty of Law, particularly in introducing eAssessments (online exams). As Director (Education), you will need to work with the students and faculty to strike this balance, and ensure that students have avenues to voice their concern.

Key Aspects of the Role

The main responsibilities of the Director (Education) include:

1. *Advocacy*
 - Advocating for student academic issues and bringing them to the attention of the Faculty of Law
 - Working with the Academic Support Officer to ensure student needs are represented on various Faculty of Law boards and committees.
 - Liaising with the Faculty of Law regarding the curriculum review and pedagogical changes (currently a focus is on the use of Moodle, Lecture recordings and past exams)
 - Assisting the Academic Support Officer with general student academic issues
2. *Publications*
 - Assisting the Publications (Education) Officer and Academic Support Officer write, update, design and print the Monash Law Guide to be published in February 2018.
 - Working with the Publications (Education) Officer in the constant monitoring of the Electives Guide (published online)

- Assisting the Publications (Education) Officer and Health and Well-being Officer to write, edit, format and publish the Health and Well-being publication – ‘BEING’ for semester 2.
3. *Tutorials*
- Assisting the Tutorials Officer select and manage tutors for the 10 week Student Tutorial Program in semesters 1 and 2, as well as the Revision Seminars in Week 12.
 - Assisting the Tutorials Officer in organising the First Year Seminar, Exam Skills Seminar and Revision Seminars in semesters 1 and 2
 - Assisting students find private tutors
4. *Health and Wellbeing*
- Assisting the Health and Well-being Officer organise events including R U OK? Day and World Mental Health Week.
 - Assisting the Health and Well-being Officer in new initiatives, such as weekly dog visits and yoga, running club and any other initiatives.
5. *International and Exchange Services*
- Assisting the International Student Representative organise welcome lunches for the international and exchange students in semesters 1 and 2 and social events.
6. *StreetLaw Coordinator*
- Assisting faculty and the JD Director of Education to run the Monash StreetLaw program
 - Emailing participants and attending workshops and events
 - Liaising with faculty on the running of the program

Summary of time commitment

The Director (Education)’s weekly responsibilities attending a 2.5 hour office hour, ensuring that Committee members attend their office hour, liaise with the Monash LSS IT Officer to update the Education and Well-being section of the Monash LSS website, liaise with the Monash LSS Social Media Officer to ensure that all Education events have Facebook events and posts, liaise with the Monash LSS Marketing Officer to ensure that all Education events have posters and regularly checking the email account.

The Director (Education) will be particularly busy leading up to O-Week, during weeks 2 and 3 for the Student Tutorial Program and in the two weeks leading up to any event (e.g. publication). Below is a non-exhaustive list of the main tasks you will undertake. In general, expect ten hours on average a week, as well as 2.5 hrs in Office Hours. Keep in mind that you may be required to speak with faculty ad hoc about any issues that arise, which could take 1+ hours each time.

Semester 2 2018

- Mental Health Week: this requires organising the Law Library Refreshment Stand in Week 10 (purchasing food, setting up the stall, refilling it daily) in Week 10. You will also

be required to be present at any events that run during the week, such as guest speakers and the launch of the BEING guide.

- Sub-committee Selection: you will need to interview and select a sub-committee for the various publications before the summer break begins.
- Student Tutorial Program and Revision Seminars: working with the tutorials officer, you will need to organise the schedule and roster for the remaining weeks of the tutorial program, and the Week 12 revision seminars.

Summer Break 2018/19

- Monash Law Guide: the law guide must be printed and delivered before Orientation Week 2019, meaning you will need to work with the Publications Officer over December and January in the planning, editing, writing and printing process. This is a strict deadline and will take a 3-4 a week at a minimum (keep in mind the Publications Officer will be spending even more time on this). Keep this in mind if you plan on applying for clerkships/internships.
- APC Student Hearings: runs for one week, will be required to spend a few hours sitting in as a student representative.
- Tutor Interviews: this requires shortlisting and interviewing applicants for the Tutorial Program in January 2019. It is a competitive and prestigious process to become a tutor, and you must work with the Tutorial Officer to ensure the best applicant is chosen for each subject. Expect to spend two weeks conducting interviews.
- Sponsorship Prospectus: you must prepare the relevant parts of the prospectus for the Education Portfolio. This will take a few hours.

Semester 1 2019

- Student Tutorial Program: the STP begins in Week 3, so you must ensure the timetable, roster, room bookings and sketch notes are all prepared by Week 2.
- For the International and Exchange Student Lunch, First Year Crash Course and Exam Skills Seminar: ensuring the organisation of these events, approving speakers
- Revision Seminars: same as Semester 2 2018
- Towards the end of Semester 1, running the application and selection process for StreetLaw

Winter Break 2019

- Publications: work on the BEING guide must begin in the winter break.
- STP: you may be required to interview for new positions in the tutorial program.
- Facilitating the StreetLaw compulsory workshop

Semester 2 2019

- Assist Faculty with events for R U OK Day, such as organising themed cupcakes and masseuses. Assist the Activities Portfolio with any barbecue that they run on R U OK Day.
- Mental Health Week: organise guest speakers, the completion of the BEING guide and the launch for week 10. This will take a few hours a week, and will be particularly time-intensive early September.
- Deliver the StreetLaw Program

- STP: as in Semester 1.

Key Events/Initiatives of the Role

1. Faculty Representative

The Director (Education) may be called upon to be a member of the Faculty Education Committee, in addition to the Monash LSS JD Education. The role of this committee is expanded upon in the description of the Academic Support Officer's Role.

2. Publications

The Education portfolio is responsible for the following publications: Monash Law Guide, Health and Well-being Magazine and Electives Wiki.

Monash Law Guide: The Guide is a comprehensive directory of academic resources designed as a 'one-stop-shop' for students, and includes articles on academic advice and resources, competitions, elective summaries, LSS and Faculty run programs and services, information regarding the curriculum review, volunteering and extra-curricular opportunities and an outline of the various career pathways open to people graduating with a law degree. Given the breadth and size of this publication, articles will be sourced and written by a team of 4-5 subcommittee members, who will be interviewed and selected by the Director of Education and Publications (Education) Officer. The role of the Director is therefore to manage the workload of each subcommittee member, and ensure that they are working towards their deadlines.

BEING Guide: This is one of the largest content based publications of the Monash LSS and requires a subcommittee of at least 4 people to research and write the publication. The Publications (Education) Officer is responsible for managing and delegating tasks to the subcommittee, as well as editing and formatting the publication. The Health & Wellbeing Officer is responsible for organising the launch of the guide. The Director (Education) is responsible for ensuring the publication and launch date come together, and is the sole point of contact between the Faculty of Law and corporate sponsorship.

Electives Wiki: A new initiative which we started in 2016, the Electives Wiki is an online resource providing a much needed student perspective on the different law electives offered. This requires regularly working with the Publication (Education) Officer, IT Officer and the Faculty. In its early stages, it will be important to ensure the integrity of the information presented. This will mean regularly updating the information, checking and editing any reviews and ensuring it complies with faculty requirements.

3. Publications Subcommittees

The Director of Education sits on the subcommittees for both the Monash Law Guide and BEING magazine. It is the ultimate responsibility of the Director (Education) to ensure the publications are well researched, formatted, delivered on time and within budget. The Director (Education) makes the final decisions regarding content and formatting and approves the publication before printing.

4. Student Tutorial Program

The Student Tutorial Program is the largest and most expensive program run by the Monash LSS each year. It is a highly successful and well-established program both within the Monash law school and across LSS's throughout Australia. The Director of Education and Tutorials Officer are responsible for interviewing, selecting, training and managing up to 12 student tutors each semester for a 10 week program commencing in week 3 and finishing in week 12. The Director of Education must act a second line of contact for tutors if for some reason the tutorials officer is unavailable or out of action.

5. Other Education Seminars

First Year Crash Course: the Director (Education) and Tutorials Officer are responsible for the First Year Seminar, which was introduced in 2013, replacing the Introduction to the Australian Legal System Seminar. It usually runs in Week 4 or 5 of Semester 1.

Exam Skills Seminar: The Director (Education) and Tutorials Officer are responsible for the Exam Skills Seminar. This seminar takes place in semester 1 and covers topics including open book, closed book, take home and policy writing in exams.

Plain Legal Writing Seminar: The Director (Education) and International Student Officer are responsible for the Plain Legal Writing Seminar. This seminar takes place in Semester 2 and is targeted at International Students, and helping them to improve their legal writing.

Revision Seminars: the Director (Education) and Tutorials Officer are responsible for the Revision Seminars. The students who are appointed tutors present at the Revision Seminars, therefore it is the main responsibility of the Tutorials Officer to ensure that tutors are prepared and to book rooms. However, this is a significant time burden before exams, therefore the Academic Support Officer will support the Tutorials Officer in implementing this program (such as organising the committee door roster).

6. Health and Well-being

The Director (Education) must provide assistance for any of the Health and Wellbeing activities organised by the Health and Wellbeing Officer. This

includes R U OK? Day, World Mental Health Week, the Fundraising Event for the Tristan Jepson Memorial Foundation and any other events or initiatives run.

New Events: 2017 saw the continued weekly visits from Boof and Kaz the Dogs, providing students with a reprieve and opportunity to destress while they patted or cuddled the dogs. The initiative was quite successful, and was embraced by the Library and Faculty who allowed Boof to be led through the Law Building. Boof has been cemented as a Law School tradition which we would like to continue. Free yoga classes were also trialled in 2018, but a busy calendar meant it did not reach full potential.

7. International and Exchange Students

In 2013, the Monash LSS implemented a new international and exchange student program. The International Student Representative will be responsible for established initiatives such as the Welcome Lunches in O Week of Semester 1, as well as ensuring that international and exchange students are integrated into the Monash law community. Moving into 2019, it is important to consider running events that are not “international student only” so that integration will be possible. A potential relationship with Hall Socs, and MOVE would greatly help achieve this. It is also important to create and monitor a new International Law Students Facebook page.

Potential future events/initiatives

The issue of lecture recordings is likely to run on into 2020 and will be of great concern to the student populace. It is important that, as Director of Education, you continue to advocate for the students, working with Faculty to strike a fair and balanced deal. At a minimum, it would be advisable to aim for all core units to continue to have a recorded lecture, and for there to be appropriate avenues for students who cannot attend lectures for personal reasons. Our Academic Support Officer has campaigned for a published list of all recorded units to inform the decision of students when enrolling in certain units. This should be followed up over the Summer Break. The addition of E-Exams to assessments continues to be an issue for the Director of Education, as the system is still being worked out and still gives rise to complaints. It is important for the Director to listen to and consider student concerns while also understanding the faculty position.

The role of the Health and Well-Being officer can also be further developed, with more events possible, such as a discussion forum and guest speakers on issues such as work-life balance and mental health. Our International and Exchange Student program could be enhanced greatly, with attendance at our events this year being very poor. Further consideration on how to develop this program and integrate International and Exchange students is very much needed.

ACADEMIC SUPPORT OFFICER

Introduction

The Academic Support Officer ('ASO') has a number of roles within the Education portfolio. Principally, the ASO must represent the general student body. This includes acting as a student representative on various Faculty boards and serving as the point of contact for students' academic inquiries.

Key Aspects of the Role

The ASO must act as a representative for students in relation to academic issues arising in the course of their law studies. Such issues include, inter alia, curriculum content, course offerings, lecture scheduling, timing of lectures, exam timetables, lecture clashes, etc.

In order to serve this role, the ASO must work closely with the Education Director, and be in regular contact with the Faculty, in particular the Academic Services Manager and the Associate Dean (Education). The ASO must attend Faculty meetings to give a student's input in Faculty decisions. To do this, the ASO must also sit on various Faculty boards and committees. These include:

1. Faculty Education Committee ('FEC')

The Faculty of Law's principal organ responsible for all aspects of administration, curriculum and delivery of the LLB, JD and LLM degrees. Its membership comprises degree Directors, Associate Deans, elected academics and some professional staff including the Faculty General Manager and the Manager of Student Services. It has two student representatives: one LLB student (generally the ASO) and one JD student;

2. Disciplinary Committees

From time to time, the Faculty may need to convene a panel to adjudicate on general or academic misconduct of a student. These panels comprise one student, which usually the ASO unless an actual or perceived conflict of interest arises. The Faculty generally appoints the ASO to serve as a Disciplinary Committee representative for a one-year term;

3. Academic Progress Committees ('APC')

At the conclusion of each academic year, the Faculty identifies students who have failed more than 50% of their enrolled units that year or who have failed a compulsory unit twice. These students are at risk of being excluded from their course and are referred to APC, which is charged with determining whether these students should be permitted to continue their studies with or without conditions, or whether they should be excluded. APCs comprise several academic staff members and one student member.

The ASO should also be the students' point of contact regarding academic issues that arise ad hoc, such as issues with insufficient assignment feedback, inconsistent feedback or alleged breaches of university policies.

Summary of time commitment

The principal time commitments relate to the various boards and committees, which are as follows:

- Faculty Education Committee – meets once each month for 2 hours. Most important aspect of the role.
- Disciplinary Committee – is convened ad hoc, as the need arises. In 2019 there was two disciplinary matters. The time commitment varies according to the case, but includes time for reading and reviewing evidence of misconduct, presenting at the hearing and deliberating with other panel members;
- Academic Progress Committee – the APC process has two ‘rounds’, in January and March, each for one-week periods in which hearings are held usually each day of that week. The ASO is not required for every day, but will generally be assigned one day in each period in accordance with their availability.

Potential future events/initiatives

As the Monash law degrees – in particular, the LLB – are in a period of rapid change and evolution, there is an enormous need to ensure that the Faculty properly consults with the student body in all its decision-making.

Together with the President and Director of Education, the ASO can be a key player in this process. By virtue of their membership of boards and committees and working relationships with Faculty members and academics, the ASO is uniquely placed to voice the perspectives and concerns of students when the need arises.

It is particularly foreseeable that the following issues will be prominent and will need to be addressed in 2020:

- Continuing the push for special exemptions from VLAB for special exemptions regarding the accreditation of our degree which would enable all Priestley units to be recorded
- Monitoring the introduction of Central’s new Assessment policies (being effective as of 2020).
- A continued discussion about introducing hurdle requirements into law exams;
- More evening classes held for a number of subjects, which will need to be monitored for fairness and equity reasons.

TUTORIALS OFFICER (LLB)

Introduction

The Tutorials Officer is principally in charge of organising and administering the Student Tutorial Program, a weekly student run, peer assisted learning program. The

Tutorials Officer is a demanding but rewarding role. Persons undertaking this role must have strong organisation skills and be committed throughout semester to the effective running of the student tutorial program. On the other hand, you will have a direct influence on one of the largest and most successful programs run by the LSS, and which provides invaluable assistance to hundreds of students throughout the law school. Ultimately, the success or failure of the program comes down to the person in this role.

Key Aspects of the Role

The main role involves organising the Student Tutorial Program. The Program runs for 10 weeks of semester, starting in week 3 and concluding in week 12. Tutorials are run for the majority of compulsory and quasi-compulsory law subjects.

1. Tutor applications

Before semester begins, the Tutorials Officer will need to advertise for, interview and select a team of tutors to take each of the subjects for which tutorials are run. Applications for tutor positions must be widely advertised on the LSS Facebook page and LSS website (which will involve liaising with the IT Officer and Social Media Officer) and must allow sufficient time to receive a sizeable number of applications (taking into account holiday periods and so forth). Tutor interviews will be conducted in conjunction with either the Academic Support Officer or the Director (Education). Tutors must be selected at least a month before tutorials are scheduled to commence (and ideally 2-3 weeks before semester starts) to allow sufficient time for tutors to prepare for their tutorials and draft up Sketch Notes and Practice Problems. The Tutorials Officer should also conduct a tutor-training day before tutorials begin.

2. Timetabling the tutorials

As soon as possible from when student timetables are released, the Tutorials Officer will need to organise for all tutors to provide tutorial time preferences. The tutorial Officer must then draft a rough timetable for the program (while attempting to minimise clashes with lectures or between complimentary tutorials such as Criminal Law, Contracts and Torts) to be submitted to Monash Venues. Venues must be booked for the whole semester before semester starts and with enough time for the timetable to be promoted during week two, and to allow for extra time to sort out booking difficulties with Venues in their limited capacity.

3. Sketchnotes and practice problems

The Tutorials Officer must ensure that tutors meet deadlines for Sketch Notes and Practice Problems. These materials need to be formatted and uploaded to the LSS website before tutorials commence in week 3.

The Tutorials Officer needs to ensure that each tutor prepares a set of Sketch Notes and Practice Problems before semester starts. Sketch Notes are a digital-only set of course summary notes that provide a skeleton of the course. They are not a replacement for a student's own learning and ideally should be approximately 20 pages long. Tutors must also prepare a set of Practice Problems to cover in their tutorials. These Practice Problems can be taken from past exams, extra questions in a subject's tutorial booklet, or written by the tutor. The Tutorials Officer must compile each set of Practice Problems into a Practice Problems Booklet which is available to download and print from the LSS website.

4. Monitoring the program

Although the majority of the Tutorials Officer's work will occur before week 3, once tutorials start, the Tutorials Officer must still regularly track attendance of tutorials and make decisions accordingly (e.g. rescheduling poorly attended tutorials) as well as regularly check emails. The Tutorials Officer will need to be able to handle situations such as tutors having to cancel or reschedule tutorials on short notice. The Tutorials Officer must also prepare invoices and organise payments for all tutors, liaising with the Treasurer and Assistant Treasurer of the LSS.

5. Revision Seminars

The Tutorials Officer must also run a series of twelve revision seminars in the last week of semester (note this includes a seminar for Lawyers Ethics and Society). These seminars run for 90 minutes in the evening (starting at 5pm and 6:30pm) from Monday to Thursday. Much like the Student Tutorial Program, the Tutorials Officer must take preferences from tutors and tell them to start preparing for their seminars at least a month in advance. The seminars must be sufficiently marketed (meaning liaising with the IT and Social Media officers). Timetables for the seminar series must be ready by week 11 at the latest.

6. First Year Seminar

The Tutorials Officer would also need to organise the First Year seminar in semester one and the Exam Skills Seminar in both semester one and two. The presenter of the seminar is usually one of the appointed tutors whom the Tutorials Officer shall pick after allowing them to express interest (Usually one of the first year subject's tutors).

7. The Law Guide

The Tutorials Officer will also work in conjunction with the Academic Support Officer and the Publications (Education) Officer in preparing the Education Guide. This Guide must be prepared before O-week so that it can be distributed to old and new students alike. The Tutorials Officer will generally be responsible for sourcing or writing academic articles for the Guide (and should liaise with tutors for subject-specific guides/reviews).

Summary of time commitment

The position is undoubtedly time consuming. The Tutorials Officer will have to set aside some time in the summer to organise the application process for tutors and interviews. The

program attracts upwards of 60 applications in a slow period. Additionally, timetabling and preferencing, preparing the Program guide and the tutor-training day are all tasks that must be completed before Week 1.

The position also involves ongoing time commitments with responding to questions about the program from the student cohort at wide. The tutorials office must also be readily available to respond to emergencies such as reschedules and locked rooms.

The Tutorials Officer or the Director (Education) must be present for the start of every single week 12 Seminar to make sure it starts smoothly. They must also be present for the start of every additional seminar.

Key Events/Initiatives of the Role

Events organised in 2017/2018 include

- Opening of tutor applications (after the release of results for Semester 2)
- Interviews (Before Semester 1)
- Tutor Training Day (Before Semester 1)
- Tutorials (all year)
- Exam Skills Seminar (Semester 1 and 2)
- First Year Seminar (Semester 1)
- Week 12 revision Seminars (Semester 1 and 2)

Descriptions of these events can be found above in the key description of the role.

Potential future events/initiatives

2018 was the first year in which elective tutorials were introduced, which have continued to run successfully in 2019. It may be worth exploring this further with the most popular electives taken by law students.

HEALTH & WELLBEING OFFICER (LLB)

Introduction

The Health and Well-being Officer position was introduced in 2014 in response to the growing concern of health and well-being in the legal community.

Key Aspects of the Role

The role entails the organisation and running of events that are designed to reduce stress and anxiety levels among law students and provide support throughout semester. As such, the role involves acknowledging and being sensitive to the presence of mental health issues within the legal community and helping to reduce the stigma surrounding the topic.

Summary of time commitment

Semester two, 2017

- In week 12, we provide the Law Library Refreshment Stand with food and beverages available to students as they study. The Director of Education may need help purchasing the food and ensuring that it is set up and refilled twice a day.

Summer period

- Need to meet with Director to set out a plan for the events and activities to be organised in the upcoming year.

Semester one 2018

- During semester, the time commitment really depends on what events are being run. Based on what I did this year, it would be a maximum of 5 hours a week.

Semester two 2018

- Same as semester one, but the added weight of Health and Wellbeing Week may add a few hours.

Key Events/Initiatives of the Role

1. BEING Guide

The annual health and wellbeing publication. It is run in coordination with the Publications Officer (Education). You will be responsible for helping source content, but more importantly, organising the launch. This involves contacting Boost Juice and getting them to supply juices for the launch.

2. Daley Nutrition Seminar

This runs in Week 4 of Semester 2, and is a cooking demonstration aimed at informing students about healthy eating choices and the effects this can have on physical and mental wellbeing. The Law Foyer Kitchen is the perfect venue for this event.

3. R U OK? DAY.

Usually R U OK DAY cupcakes are organised and provided in the Law Library for students. Additionally posters and screensavers are presented throughout the law library.

4. Running Club

Introduced this year, the running club meets twice a week. It is your responsibility to invite new members to the facebook group, set times, and have someone leading each run.

5. Therapy dogs: Boof and Kaz

Boof and Kaz from Delta Society, visit every Thursday during semester for an hour.

6. The Law Library Refreshment Stand

This involves buying healthy, low-sugar snacks and drinks from the supermarket and stocking them in the library during week 12, always a popular giveaway.

New initiatives as of 2019:

1. *Free Yoga Classes:* Ran 3 times throughout Semester 2 in the Monash Sport Mind and Body Studio.
2. *Wellness Wednesday:* On the Wednesday of World Mental Health Week, massage therapists come into the Law Library and provide short head and shoulder massages for students. Additionally 'LSS Stress Less Packs' are provided to students with freebies and health related products.

Potential future events/initiatives

You basically have full creative license in this role to introduce things you think will benefit the wellbeing of law students, in coordination with your Director. For example, the yoga and therapy dog were ideas that had never been implemented before 2016 and worked well, as with the Running Club in 2017, so it's really up to you to introduce new initiatives, and expand on those that have been put in place this year.

PUBLICATIONS (EDUCATION) OFFICER (LLB)

Introduction

The Publications (Education) Officer is responsible for creating and editing three main guides: the Law Guide, Electives Guide and the Being Guide (done cooperatively with the Health & Wellbeing Officer).

This role is largely team-management based as you will have a sub-committee to assist with each guide, but it is worthwhile for you to be able to understand the process behind producing and editing the material. Additionally, the Publications (Education) supports the Director (Education) in their role. As such, open communication is essential, as well as a good relationship with your Director. More often than not they have worked in your role before, or has valuable knowledge and experience which will help you to be successful in your position.

Key Aspects of the Role**1. Leadership**

Having strong leadership skills is integral to this role. As you will be in charge of managing writers, it is important to build a strong, working relationship with each member, set clear guidelines and deadlines, and follow up with your team if you feel they are falling behind. Your team should feel comfortable coming to you if they have any issues. For me personally, when doing the Law Guide, we only met together as a whole once. I would have informal catch ups with individuals if they needed it, but it was not often necessary.

2. Organisation

Organisational skills are essential in this role. Not only will you be balancing queries from a number of writers at once, you will also have to adhere to strict deadlines to allow for articles to be formatted into the InDesign document, as well as to ensure there is enough time for

them to be printed. This is particularly important with the Law Guide, as it is a tradition for the guide to be available to first-year students during O-Week as one of their first introductions into law school. This is also important in balancing the development of the Electives Guide at the same time as the Law Guide (as both will be released at approximately the same time).

3. Technical skills: InDesign and Photoshop

It is helpful for the individual applying for this role to have had prior experience with InDesign or Photoshop. Whilst these skills can definitely be learnt on the job, or with online tutorials, the strict time frame would add additional pressure and stress in trying to both learn the software and manage the team at the same time. However, I did not have any prior experience with InDesign (though I did have a lot with Photoshop and Canva), and it took a day or so to get used to it. Alternatively, when recruiting a sub-committee, it would be beneficial to find someone who can also use InDesign to take on board more of the design aspects, allowing you to focus on team management and editing. Proficiency in Excel, Google Sheets and Google Drive is also necessary, in order to be able to track which articles have been or are yet to be completed.

Summary of time commitment

The majority of the time commitment lies within the university holiday periods. This is particularly with the Law Guide which is to be done over the Summer Break. Whilst the Electives Guide and the Being guide can be done over the winter break, it is worth preparing earlier after finishing the Law Guide, to avoid having to complete a large quantity of work within the limited time frame.

Summer period

- From just after Semester 2 exams, preparation for the Law Guide begins.
- This involves meeting up with your team of writers, brainstorming ideas of how you want to organise the guide and dividing up the work. You will also set deadlines about when you would like your team to complete work by, in adhering to editing and printing deadlines.
- After this, continue to maintain contact with your team over a three-month period, checking to make sure they're up to date with their work and addressing any questions which they may have.
- Host informal coffee catch ups to see whether they need any further guidance.
- In the earlier part of the summer period, the workload may seem manageable, particularly whilst your sub-committee are still writing their articles, it is essential for you to use this time to brush up on InDesign and to make sure you begin researching design templates and begin building your format.
- Later on, you will be required to begin editing the subcomm's work as soon as they email it to you, in which case, you can copy/paste them into your InDesign document the moment you have approved the article.
- To do the Law Guide is manageable when working part-time over the holidays. I would not advise doing it if you're doing a clerkship or internship over summer. I worked full time due to a colleague's unexpected absence, and it was difficult (but doable) to complete the Guide.
- It is also recommended that the publishing date of Electives Guide be moved to be prior to the opening of allocations and enrolments for Semester 1.

- The guide is in the format of an online blog. This will build a framework which is easy to update and add reviews of laws electives. With the technical aspect sorted, as such, the majority of the time frame can be used to source as many articles/electives reviews as possible in helping to grow the online database.

Winter break:

- Planning with the Being officer in preparation for the Being Guide.
- Managing a sub-committee to write articles.
- Meeting with student designer, given the design of the Being Guide is usually funded.

Semester two:

- Editing and completing the Being Guide in meeting the desired time frame.

Key Events/Initiatives of the Role

1. Law Guide

A magazine detailing tips for settling into law school, how to become more involved at university and pathways to a legal career. Released during O-Week to first year students.

2. Electives Guide

An online database storing student reviews of Monash law electives. Needs to be constantly updated with relevant and new information. The Publications Officer would act as a moderator to ensure that all work submitted is approved and non-abusive. Released prior to allocations for units and before unit changes occur.

3. Being Guide

A magazine detailing tips on how to maintain health and wellbeing throughout law school. Released in Sem 2 Mid-Semester break.

Potential future events/initiatives

- Provide more marketing to the student body regarding the Electives Guide once it's up and running. I posted in Monash Law about this and it got a lot of traction to the website. The greatest challenge, however, is collecting contributions to the Electives Guide. Foster a culture where students will want to contribute their reviews to the Electives Guide.
- I would like to see more representation within the Law Guide or Being Guide, such as more cultural and gender diversity within the professionals and/or students interviewed.

INTERNATIONAL STUDENT OFFICER

Introduction

The role of the position is to facilitate international students in their studies and transitioning to Australia as well as help them with career goals whether in Australia or overseas.

Furthermore, the faculty might want you to show prospective international students around and give them a better understanding of your experience at Monash Law. Please be aware you must be an international student to be eligible for this position.

Key Aspects of the Role

1. Organisation

Responding to questions/emails, organizing events (student lunches/seminars etc)

Note: in the past small group events as social functions have been made; however, the turn up rate was very low (most of them like socializing within halls/in their own group) but they are more interested in on campus events during the day due to the convenience and culture

2. Being engaged with the International Student community

You will need to update the International Student Facebook group with LSS events or anything relevant. As well as this, you need to be known to the International and Exchange student community, so being personable and friendly is a must. You will also be required to speak at the enrollment day for International Students during January and July prior to semester commencing.

Summary of time commitment

Be available during summer enrolment period and flexible.

2-5 hours per week during that time and the regular LSS committee member commitments

Key Events/Initiatives of the Role

1. Welcome Lunch for International and Exchange Students

2. Semester 1 and Semester 2 International and Exchange Student Lunch

These were usually at Taste Baguette

3. New Events & Seminars

In 2017 we ran a 'Know Your Rights' Seminar – the turnout was not great but the idea was a great one, and its important we keep coming up with events like this.

The turnout rate is quite low compared to most events, so schedule it in a time where there isn't too much other stuff overshadowing it also would help if the faculty could give the email address of exchange/international students. The international and exchange community really want to be integrated into the university community, and this is why international only events are generally not well received. Moving forward, it would be pivotal for the International Student Rep to work with the Activities team in creating events that are for everyone, with an international theme or flair, so that international and exchange students get to meet locals and integrate into the community. These do not need to be drinking based events, and more ideally would be local events such as bowling, or international food theme nights.

4. Plain Legal Writing Seminar

In 2018 we ran a *Plain Legal Writing Seminar*. We invited Professor Ross Hyams as our guest speaker. The aim for this seminar is to provide students, especially international students who have English as their second language, with legal writing training. However,

we also invite domestic students as writing in correct legal language is one of the first and foremost challenges for any law student.

The Seminar is a good opportunity for domestic and international students to bond. Improvements to the event could be made in the future by advertising more (for example, talking to the students about the Seminar at the start of their lectures) to attract more participants.

Potential future events/initiatives

See above for comments regarding integration and joint events with Activities. I would recommend maybe 1 or 2 event gatherings doing something touristy in Melbourne just so they can become more acquainted to each other, and potentially with others attending so they don't feel so isolated. This is room and scope to contact MOVE and potentially the Hall Socs and work with them on events until our events gain traction on their own. This year, there has been a lacking of career or academic based events for international and exchange students and this is something that could be worked on a lot more in the future; whether it be study groups or the electives taken or seminars on Australian politics etc.

SOCIAL JUSTICE & EQUITY

DIRECTOR OF SOCIAL JUSTICE & EQUITY (LLB)

Introduction

The Director (Social Justice & Equity) oversees the planning and implementation of each of the officers' tasks and events. This requires a heavy amount of involvement in the portfolio as the Director is ultimately accountable for the actions of the officers within the portfolio. The Director must always be aware of what each member of the portfolio is doing to ensure that each officer complies with deadlines, and they must be ready to brainstorm and assist to implement alternative options if plans fall through.

Key Aspects of the Role

1. *Overseeing the SJE Portfolio*

This includes:

- Being responsible for ensuring all initiatives and events are completed in time, to a high professional standard, and within budget
- Working closely with all portfolio officers to formulate yearly budgets and timeline plans to ensure all components of the tasks are fulfilled
- Regularly getting in touch with officers to check on their progress and to feel comfortable to give further direction where needed, including setting deadlines or extending deadlines and discussing the expectations they agreed to when they took on the officer position
- Taking on the officers' responsibilities or assisting officers with difficult task where they are unable to do so

2. *Speaking/MCing Events*

There will be a number of events and seminars throughout the year in which you will be required to MC or speak in front of an audience including prominent legal professionals.

3. *Coordinating the Textbook Equity Grants and Law Camp Grants*

The Director will be required to meet with representatives from the Faculty and the Monash Bookstore to determine the allocation of equity grants to students who require financial assistance to purchase their textbooks. In order to finalise the grants before the beginning of each semester, this requires the Director to be very well organized and have a good communicative relationship with the faculty and Bookstore representatives.

Meetings should be organized at least a few weeks in advance, mainly because the Bookstore is very busy in the weeks prior to each semester. The grants should be made a priority. The Director should be in Melbourne in February and July to best coordinate the grants for each semester so they can attend meetings in person.

The Director must also organise the Law Camp Grants. The application process is largely the same, but will involve a high level of organisation and communication with the Activities team, to meet their deadlines, and ensure the confidentiality of those who have been successful in obtaining a grant.

4. Other General Key Aspects of the Role

Representing and embodying values of social justice and equity in all LSS activities – you will not discriminate or tolerate discrimination based on race, sex, religion, gender, sexuality, age, ability or the like (this extends to your interactions with the public on social media and LSS email)

Ensuring all SJE activities and initiatives do not present a political bias or preference for any political party or policy

Summary of Time Commitment

The Director will be required to commence work almost immediately with the proposed budget and calendar dates for 2019 to be organised with the Executive team. The time commitment is huge.

Summer will be dedicated to organising the Equity Grants, speakers for events and seminars, booking a venue for the Women in Law Breakfast, planning and completing the SJE Publication, and organising the SJE Guide Launch. The Social Justice and Equity Seminars along with the Just Leadership program will be ongoing commitments throughout the year.

- **SJE Publication** - This may require fortnightly if not weekly catch-ups or phone calls with the Publications Officer to make sure they are on track. This publication is completed over the summer break so you will need to be contactable and have access to a computer and your documents. You will be required to break down the steps involved in completing the publication and ensure that they are meeting all the deadlines along the way. This is not a small task so you need to be ready to assist them with their tasks if they are not meeting their deadlines. The Director will also be required to proofread the drafts of the publication. This is also not a small task and will require at least a few days to do as there will need to be proof reading of more than one draft. Finally, the Director must oversee the SJE Guide Launch, which involves helping the Publications Officer find an appropriate venue and speaker.
- **Social Justice and Equity Seminars** - The Director will be expected to attend the seminars to support their Equity Officer. They will also be expected to thank speakers for attending and give a Social Justice and Equity Portfolio update at each seminar. Where the Equity Officer is struggling to find speakers, the Director is expected to assist the Equity Officer. Seminar rooms and advertisement will need to be organised with the Secretary, Marketing Officer and Social Media Officer well in advance of the seminars.
- **Women in Law Breakfast** – The Director will be required to assist MC the event, and will be required to give a speech about the Social Justice and Equity Portfolio. There will be a lot of time organising this event with the Women's Officer, particularly as every year it has grown in size and this year it was relocated to the State Library. Finding an appropriate location and potential speakers should be commenced over summer (nothing to be booked until sponsorship is finalized).

- **Textbook Equity Grants** – As above.
- **Just Leadership Program Seminars** – The Director will be required to be available at all times during the seminars in case there is an issue the coordinators require assistance with. With at least 3 speakers invited to speak at each seminar, there will be issues that unexpectedly arise. In preparation, the Director will be required to keep the coordinators on track in terms of inviting speakers, organising rooms and ensuring spending is within the allocated budget. Speakers are sought over the summer break period as many potential speakers already have busy schedules for the year ahead. The application process is also very involved, so the Director must be on-hand to provide guidance to the coordinators. The Director oversees and organises the Graduation & Public Lecture, which involves working closely with the Faculty, President, Venues, Secretary, Security, and other stakeholders.
- **Office Hour (2.5 hours a week)** – This requires overseeing the officers there in the period. It may involve sitting at the front desk, selling memberships and merchandise. There are generally plenty of LSS tasks to complete so there is little opportunity for one's own private study.

Key Events/Initiatives of the Role

1. Social Justice and Equity Guide

This guide contains an overview of opportunities, internships and careers in the social justice and equity field. It also includes articles by student who describe their personal experiences with social justice and equity organisations and opportunities. This is released early semester 1 and is the task of the Publications (SJE) Officer and the publications subcommittee.

2. Social Justice and Equity Publication Launch

This is the official release date of the Social Justice and Equity Guide. Organised at the Staff Club, members of faculty along with LSS members were invited to celebrate its release with an opening address by a guest speaker.

3. The Reasonable Observer

The Reasonable Observer (formerly *Clayton's Law*) is the LSS's online blog dedicated to social justice issues and law reform. It is updated by the Publications (Equity) Officer with current social justice and equity news, cases and interviews with students and professionals. The blog was relaunched in 2017 so it requires a commitment from the SJE Director and the Equity Publications Officer to keep momentum.

4. Textbook Equity Grants

This is a grant that students may apply for if they require assistance to pay for their textbooks. It is a joint grant between the LSS, Faculty and the Bookstore. The allocated amount in the grant itself needs to be agreed between all parties, applications need to open at least 3 weeks before O-Week and the applications should be assessed by the end of O-Week.

NB: In semester two of 2018, the LSS, Faculty and the Bookstore agreed to fund the grants equally between them. This arrangement continued in 2019, but the future SJE Director should ensure this remains a longstanding agreement.

5. *Law Camp Grants*

As above, this is a grant that students may apply for if they require assistance to attend camp. Applications need to be assessed in line with the Activities Team's timeline.

6. *Women in Law Breakfast (WIL Breakfast)*

Over the past three years, the WIL Breakfast has been held at three different venues:

- in 2017, at Allens' Offices, the sponsoring firm;
- in 2018, at Rydges; and
- in 2019, at the State Library of Victoria in the Isabella Fraser room (named after the library's first female employee).

The breakfast is an annual event that seeks to celebrate and acknowledge women in the legal profession. This year there were 3 guest speakers who formed a panel.

In the past, representatives from several law firms attended the breakfast. It would be good to consider having legal professionals from different organisations on each table at the event, if sponsorship considerations allow it.

7. *Women in Law: Professional Development & Networking Evening*

This event, new in 2018 and continued in 2019, has been sponsored by Clayton Utz and held at their offices. It involves a series of short speeches / panel discussion, and then a networking component. Previous speakers have included: facilitator from Navigator, a recent Monash Graduate, a representative / partner from the sponsoring firm. Catering and drinks followed.

8. *Queer & Women's Mentoring Program*

New in 2019, the program pairs groups of students with a legal professional who identifies as female and/or queer (be that a lawyer, judge etc.) to guide the students and to improve their professional network. The program will enable students to learn from mentors who have challenged entrenched power structures with grit, determination and skill. Although targeted at students who identify as female and/or queer, this program is not limited to these demographics so we invite everyone to apply. The Program culminates in the Launch Night, which was held at a venue in the city. This served as an informal networking event, and a chance for mentors and mentees to meet.

9. *Queer Keynote*

A speech with an esteemed legal professional who identifies as queer. Aimed at providing queer students with insight into the industry, and key contacts.

10. *Melbourne and Monash Queer Networking Night*

A networking night run as a partnership between the two universities. It is a professional event held in Melbourne CBD. Legal professionals are sourced from commercial firms, boutique firms, the bar, community legal centres, consulting firms, etc.

11. *Just Leadership Program*

Seminars are held in academic weeks in Semesters 1 and 2. They were usually held on Tuesday evenings at Monash Chambers. The seminars are run as a Q&A style panel, with prominent professionals from the law, social justice and equity organisations, and academia. Each seminar is on a different social justice issue. Alongside the seminars, student participants are split into groups and allocated one of the program's topics. In those groups, the student participants work on a project for the duration of the program.

12. *Just Leadership Program Graduation and Public Lecture*

The Just Leadership Graduation and Guest Speaker was a new event in 2016 that replaced the previous Just Leadership Program Launch. The graduation involves a graduation ceremony for the participants of the Just Leadership Program. Afterwards, the special guests give a Public Lecture / panel discussion, which is open to all students. The aim is to encourage students to participate in the Just Leadership Program in the following year.

As SJE Director, you are the main planner of this day, along with the Just Leadership Coordinators. You should invite the guest speaker before the start of Semester 1. You should secure a venue (probably Monash Club) early in the year too. Monash Club is not generally available for students and clubs, so you will have to secure an exemption (this shouldn't be too difficult because Monash Club has been one of the venues for the Graduation since 2016). Alternatively, the event has been held in the Law Foyer. Coordinating this event will involve communicating with the President and the Dean, Venues, Security, directly with the guest speaker or their staff, and working with the JLP Coordinators to ensure the graduation is consistent with the program as a whole.

8. *Social Justice and Equity Seminars*

The Social Justice and Equity Seminars are a six part series. They are organised by the Equity Officer. In 2018 they covered the following topics: Access to Justice, Animal Welfare & the Law, The Environment & the Law, Family Law, and Indigenous Australians & the Law. These seminars should run approximately every 2-3 weeks during semester with three per semester. In 2018 we advertised the seminars as a seminar series with the dates released from the start of the year.

Potential Future Events/Initiatives

- SJE is one of the portfolios essential to the LSS's status as a charity, It is important that future SJE teams seek to expand the portfolio, both by expanding current initiatives and coming up with more events/programs.
- Key ideas:
 - Creating a third more casual Women's event eg. a movie night on campus
 - Organising joint sponsorship arrangements between Melbourne University and Monash for the Queer Events (potential onboarding of Deakin and RMIT).
 - Expanding the scope of *The Reasonable Observer*
 - Adding an ethno-cultural aspect to the Queer & Women's Mentoring Program

EQUITY OFFICER

Introduction

As the Equity Officer, your main role will be to promote the existence of the social justice aspects and opportunities within a law degree. This is done through 6 social justice seminars/panels (ideally 3 each semester) that focus on a variety of social justice topics of your choice. 2016 also saw the introduction of the SJE award – this involved designing an application form and then creating a shortlist from which the Director (SJE) and yourself will pick the winner. The SJE Award wasn't run in 2017 or 2018, but will be run again in 2019. There is scope to expand this again in 2020.

Key Aspects of the Role

1. *Organisation*

The officer must ensure that the seminars take place. This involves choosing topics, inviting speakers in advance, inviting attendees, advertising in advance and making sure everyone comes together at the right time and place. It is best to invite speakers 2-4 months before the event, so organisation is key!

2. *Communication*

The officer must be able to get in contact with potential speakers, be it via phone or email. The officer must also communicate with their director and fellow officers to ensure that there is no 'double dipping' of speakers.

3. *A knowledge of social justice issues*

The officer gets to pick the seminar/discussion panel topic, as well as the speakers. This requires a knowledge of current social justice issues and, if they don't already know, the ability to find out which organisations and people are prominent in that field. Even when you find the speakers, they will look to you for guidance on the precise material that you would like covered. These are all important things to think about when the topics are being decided. It is also important for the speaker to have knowledge of social justice issues to be able to ask questions and facilitate discussions during the seminars.

Previous topics have included Gender Identity, Parole and Sentencing, the Environment, Refugees, Domestic Violence, Social Justice Pathways in your Degree, Homelessness and Poverty, Indigenous Australians, Inequity in the Parole Process, Animal Law and Family Law.

4. *Advertising*

Your role is to provide an interesting and educational seminar/panel discussion to LSS members. In order to deliver this, you have to make sure people know about the event and try to make attendance as high as possible. You will need to write the Facebook event description and promote the event as much as possible. This will require advance notice to both the Marketing and Social Media officers so that they have time to do their jobs.

Summary of time commitment

During the weeks leading up to a seminar, the time commitment can vary depending on whether the speaker has been lined up.

Ideally, you will be organising the majority of the seminar outside of semester time, so the time commitment throughout the year should remain constant at 10-15 hours per week. You **MUST** be in attendance at the seminars, as well as beforehand to meet and greet the speakers and escort them to the room. You do not get much say over when the seminars happen, as they need to be convenient for the majority of the LSS members.

Key Events/Initiatives of the Role

The events this year have been:

1. Seminar – Refugees and Asylum Seekers (Semester 1, Week 1)
2. Seminar – Environmental Law (Semester 1, Week 2)
3. Seminar – Family Law (Semester 1, Week 6)
4. Seminar – Inequity in the Parole Process (Semester 2, Week 1)
5. Seminar – Indigenous Peoples (Semester 2, Week 3)
6. Seminar – Animal Law (Semester 2, Week 6)

In 2019, applications for the SJE award opened on the 27th of August (week 5) and closed on the 3rd of September (week 6). The winner was announced at the JLP Graduation and received \$500 to put toward their SJE initiative.

Potential future events/initiatives

You may want to look into the revival and further development of the SJE Award. This may include coordination with the Publications (SJE) Officer & Social Media Officer to set up 'social justice posts' on Facebook, Twitter and Instagram to inspire and encourage LSS members to volunteer at a social justice organisations.

More ideas would be the introduction of a volunteering database or organising a group to undertake regular volunteering (for example at soup kitchens).

WOMEN'S OFFICER

Introduction

The Women's Officer role centres around promoting gender equality in the law; whether it be providing a support network at University or equipping students with skills to tackle the continued gender discrimination against women in the legal profession. You will work closely with the Director (SJE), and should be willing to assist wherever needed in other SJE initiatives. This year has also expanded the role to include collaborating with the Queer Officer on the Queer & Women's Networking Program. Please be aware you need to identify as a female to be eligible for this position.

Key Aspects of the Role

1. Organisation and time management

The most important skills required for this role are organisation and time-management. Many of the initiatives require attention at the same time, so it is important to stay on top of things and have things organised early. You will also need to be able to work closely and effectively with the Director of the SJE portfolio, particularly in finalising invitees and speakers for the events.

2. Communication

As each event is sponsored, this role requires communication with law firms and as such it is important to conduct conversations in a professional manner. The introduction of the Queer & Women's Mentoring Program has added to this as you will need to communicate with legal professionals to secure mentors.

Summary of time commitment

Time commitments for this role vary throughout your term. A significant amount of the work, however, can be done throughout the Summer and Winter holidays to reduce the workload during semester.

Summer

- Getting started early is important. Ideally, you should begin planning the Queer & Women's Mentoring Program in December/ January keeping in mind that you cannot contact firms, individual lawyers or venues until sponsorship is confirmed. Preparations will include drafting letters to send to potential mentors, creating the applications for both mentors and mentees, drafting letters to the sponsoring firm etc.
- As the Launch Night for the Mentoring Program and the Women in Law Breakfast (WILB) occur in relatively quick succession, it is helpful to also begin planning the WILB in the holidays.
- Hours: 10 hours per week

Semester one

- If you have venues and speakers organised early, your time commitments should not be significantly larger than summer. However, you will need to organise advertising and ticketing for each event during the semester.
- Hours: 5-10 hours per week.

Winter

- Currently, the only event in second semester is the Women in Law: Professional Development & Networking Night. This will require roughly the same amount of work as the WILB.

Hours: 5-10 per week

Semester two

- See semester one.

Key Events/Initiatives of the Role

1. Queer & Women's Mentoring Program

This program aims to challenge the traditional power dynamics in the legal sphere, and even more broadly in society, by pairing law students (of any self-identification) with legal professionals who identify as female and/or queer. This allows students to not only grow their professional network, but also to learn from professionals who have forged a career against adversity.

Mentoring groups are expected to meet at least 2-3 times throughout the year and attend a Launch Party to ensure the mentoring relationship is beneficial.

There are also plans for this program to expand and include the multicultural community in addition to those who identify as female and/or queer.

2. Women in the Law Breakfast

As one of the largest events run by the Social Justice and Equity Portfolio, this event aims to promote the importance of recognising and celebrating women in the law, by inviting high-profile women to speak about their experiences in the legal industry.

In recent years, this event has continued to expand and has consistently sold-out, which is a good indicator of its popularity among students. Your main tasks for this event are to find and book a venue, organise key-note speakers, organise ticket sales, and MC the event on the morning. It is important to contact speakers early, as it is not uncommon for speakers to have to change their schedules or cancel.

The event is usually run in April or May, but you will need to confirm with the main sponsor in which semester they would prefer to run it.

3. Women's Professional Development & Networking Evening

After two successful years, this event aims to show female law students an array of career trajectories through the varied experiences of the speakers.

This year, our speakers consisted of a Clayton Utz graduate lawyer who spoke about the recruitment process at a corporate firm as well as her personal experience undergoing the clerkship and graduate programs.

In contrast, our second speaker discussed her experience in not receiving a clerkship offer. She went on to discuss her time at Leo Cussen Centre for Law where she undertook her Professional Legal Training which has ultimately led her to her role as Deputy Associate at the Federal Circuit Court.

Our final speaker was a solicitor who has worked exclusively in family law throughout her career. She spoke about how to manage the complexities of working in family law as well as her personal experiences balancing work with being a mother.

This event provides invaluable practical advice to the attendees about the multitude of directions studying law can take you.

QUEER OFFICER

Introduction

The Queer Officer role provides support and visibility to LGBTIQ+ identifying law students, in the spirit of providing an inclusive environment within the Law Faculty and the LSS. The Queer Officer must identify as LGBTIQ+. The role sits within the Social Justice & Equity Portfolio of the LSS and had its first year in 2017, so there is much room for expansion and potential regarding events.

Key Aspects of the Role

- Possess and develop a strong understanding of current issues affecting the LGBTIQ+ community, including an understanding of inclusive and appropriate language, the status of LGBTIQ+ mental health, LGBTIQ+ representation in the legal profession, LGBTIQ+ support services, etc.
- Organise and promote activities for LGBTIQ+ Law students, including:
 - o At least one social activity, such as:
 - BBQ
 - Movie night
 - Bar night
 - Themed excursion (e.g. to Melbourne Queer Film Festival, Midsumma, Pride March etc.)
 - o At least one networking activity, such as:
 - Networking night with LGBTIQ+ groups at major firms
 - Speed Networking with LGBTIQ+ legal professionals
 - o At least one mental health and wellbeing activity, such as:
 - Being 'out' in the workplace and job market – advice and experiences from LGBTIQ+ legal professionals
 - Mental health for young LGBTIQ+ people seminar
 - Stress-relief – all-gender sports days, yoga/meditation etc
 - Queer Training provided by Monash (this is something that we try to get all Peer Mentors and Camp Parents to undertake)
- Act as a contact person and spokesperson for LGBTIQ+ Law students, by:
 - o Making students aware of the role of Queer Officer
 - o Acting in a friendly, professional and inclusive manner at all times
 - o Being willing to discuss sexuality and gender with students, staff, sponsors and members of the university community
 - o If necessary, liaising with at-risk or concerned LGBTIQ+ Law students or allies and referring them to appropriate support services.
- Moderate the Facebook group, to be used for notices regarding social activities, important dates, general Law news and LGBTIQ+ focused news.

- Liaise regularly with relevant sectors of the university to share knowledge, calendars and ideas, including the MSA Queer Department, Diversity & Inclusion Office, Queer Mentoring Program, LSS Health and Wellbeing Officer, Law Faculty, etc.
- Attend all LSS Committee office hours, meetings, SGMs and AGMs
- Attend all compulsory LSS events for committee members
- Attend and actively participate in as many LSS events and initiatives as possible

Summary of time commitment

During semester: 10 hours per week

Outside of semester: 5-10 hours per week

This is a guide only. As the position is relatively new, the Queer Officer is encouraged to commit as much time as possible to the establishment and success of the role.

Key Events/Initiatives of the Role

1. *LGBTIQ+ Networking Night*

Held in May, this is one of the largest events of the year in the SJE portfolio, alongside the WIL Breakfast and JLP Graduation. As it is run as a joint event with the University of Melbourne LSS, you will need to have a strong working relationship with the two Melbourne Queer Officers, as well as with your Monash SJE Director, and the sponsoring law firm.

The event aims to bring together LGBTIQ+ identifying lawyers, professionals and law students in a casual and fun atmosphere. It was tremendously successful in 2019, so it is important that you bring a lot of energy to planning the event. Your main tasks will be to find and book a venue, organize and invite representatives from a wide range of law firms, CLCs, and government and community organisations, and organize ticket sales.

Depending on what the Melbourne Queer Offices would like to do, you may have to MC the event on the night.

It is important to contact law firms early so that you secure guests early. One of the reasons why the 2019 event was so successful was the lawyers:student ratio.

In 2019, this event was sponsored by Allens. Melbourne LSS also had sponsorship from other firms. In 2020, we are looking at streamlining the sponsorship for this event and the Mixer, to allow RMIT and Deakin to also be involved.

2. *Queer Mixer*

Held in the Semester 2 mid-semester break, this event is a purely social event for Monash Queer law students. It is a pretty simple event, so all it requires is booking a venue, securing a tab, and advertising the event to law students. This event was not ticketed.

This event aims to provide a safe, enjoyable space for queer law students to make friends and enjoy some (really good) music. This year, the event is also likely to involve a non-alcoholic aspect before, to further facilitate the inclusion.

3. *Queer Panel*

The Queer Panel comprised of a panel of Queer identifying legal professionals. The purpose of this event to promote discussion of the issues facing LGBTIQ+ people in the

legal profession, workforce, and society more generally. In 2019 the event was held at Monash Chambers campus before the *Queer Networking Night* around the corner at *La Di Da* to promote non-alcoholic events with professionals.

For this event, you will need to co-ordinate with the SJE Director to secure the venues at Chambers and negotiate catering. You will also need to invite guest speakers from law firms and other organisations, advertise the event, and keep the sponsor firm well informed about what is happening. In 2019, the panel event was sponsored by Allens.

4. Queer Keynote

A keynote Speech from a prominent Queer individual in the law. In its second year in 2019, the event was held at Monash Clayton Campus.

5. Queer/Women's Mentoring Program

A new event in 2019 and working in conjunction with the women's officer the mentoring program composed of connecting Queer/Female identifying professional mentor and pairing them with a student mentee. The structure of the program was as such that the mentees could identify in any manner but the mentors had to identify as Female and/or Queer as there is benefit from having a Queer and/or Female identifying mentor regardless of one's own identity.

The program commenced with a Launch Night held at La Di Da where mentors were able to meet with their mentees. This event requires a student application process done through a google doc as well as a registration form for all professionals involved. Plans for next year is to expand the program to also include people of colour and of ethnic backgrounds.

6. Queer Lunch

A new Initiative in 2019, the Queer portfolio aimed to promote health and wellbeing events as well as coproate events. A simple lunch set up in the Kitchen of the Law Building. An opportunity for Queer students and Allies alike to meet in a safe space at univeristy over a community lunch.

Potential future events/initiatives

As this is a relatively new role, the Queer Officer is encouraged to bring new ideas to the role and commit to making them happen.

- Queer 101 training was organised but cancelled due to poor attendance from students. Needs to be made compulsory for committee members.
- Queer Communities training was included in the Peer Mentor Training Day. This should be expanded to include committee members attending First Year Camp.

PUBLICATIONS (EQUITY) OFFICER

Introduction

The main roles of the Publications (Equity) Officer is to produce a professional standard Social Justice & Equity Guide and manage an on-going social justice & equity blog. Currently, these publications are known as the *Social Justice & Equity Guide* and *The Reasonable Observer*. This position requires a high level of skill in proof-reading, publication design and some experience using the program InDesign would be advantageous.

Key Aspects of the Role

1. Collating Information for The Reasonable Observer (TRO) and the Social Justice & Equity Guide

The task of gathering information to create the SJE Guide and TRO requires interpersonal skills, organisation and persistence. It will require tactfully and respectfully contacting legal professionals, students and lecturers for articles that would be relevant and current within a short time frame. This information will then need to be formatted so that the guide has a consistent format from cover to back page. This may include deconstructing information packages sent from firms or agencies to present the information in a consistent and visually engaging layout.

2. Technical Experience: InDesign

While not essential, experience using InDesign would be advantageous. Alternatively, you must be prepared to self-teach yourself how to use the program. Everything from the cover design to formatting the guide will require use of this program. The LSS does not outsource cover design. There is an expectation that the Publications Officer shall design and produce every aspect of the publication.

3. Running a Subcommittee

The Publications Officer may select a subcommittee. In 2019, there were two subcommittees. Their main role was to assist the Pubs Officer with editing the Guide (2 students) and sourcing material for TRO (3 students). The Publications Officer will need to manage, delegate and work as a team member alongside their subcommittee and enforce deadlines for the completion of tasks.

4. Experience with Online Blogs

Social media and blogging experience is favourable. The Publications Officer will have a large task to ensure *The Reasonable Observer* is an effective and valued resource. This will involve publishing articles regularly and posting news content on the TRO Facebook page regularly.

Summary of time commitment

End of Semester/Summer Break

- The publication must be completed over the summer and ideally sent to the publishers 4 - 6 weeks out from the publication launch, whilst giving the SJE Director time to proofread the final draft. This is not a small task and organising a subcommittee and collecting articles needs to start as soon as possible. The time you will need to commit to formatting should not be underestimated. This is a challenging task to complete if you are not in Melbourne over summer, particularly if you do not have InDesign experience. It is recommended that at least two weeks prior to sending the

publication to the publishers the guide is completed and in the proof reading stage. There will inevitably be things to edit and spelling and grammar mistakes that will not be picked up in the first proofreading of the guide.

- Concurrently, the Publications Officer should begin planning content for TRO for 2020. The blog is most active during semester because that is when readers are more responsive. Before each semester, the Officer should plan how to spread content across the semester. At the same time, the Officer should have an eye to public affairs so that TRO can respond to public events while they remain topical.

Semester one

- The launch of the SJE Guide will be in the first few weeks of semester. To organize this you must book a venue on campus and secure a keynote speaker(s) which is usually a legal professional who contributed to the Guide. You must organise catering and gifts for the speaker/ sub-com.

Year-round

- You will also be required to manage and gather resources to keep the blog updated throughout the year.

Key Events/Initiatives of the Role

1. Social Justice and Equity Guide

The Social Justice and Equity Guide is designed to present volunteering opportunities, internships and career advice to students who are interested in following their passion for social justice and equity causes. It includes articles written by students about their experiences and advice to students who wish to undertake similar experiences. The Publications Officer will work with the assistance of a subcommittee and the Director of Social Justice and Equity. This is released in early March.

2. Social Justice and Equity Publication Launch

This year the launch was on the 28th of March. This involved organising two guest speakers; Julian McMahon and Shanta Martin. The Dean also made an appearance and provided an introduction for the Guide. The event was catered and over 80 students attended. The event was located in the Law Basement.

3. The Reasonable Observer (TRO) – the SJE blog

This blog was relaunched in 2017, after being inactive for a few years. The idea is to keep a constant stream of content; at least one post a week. Ultimately, it is up to you how you manage the blog.

Maintaining the blog involves:

- Formulating ideas for articles – it is best to use a subcommittee to help you find students willing to write articles for the blog; often students will be keen but not know exactly what to write.
- Writing articles: you will find that you won't get many articles sometimes, in which case, in order to maintain our online presence and constant stream of content, you must be willing to write articles when needed
- Editing articles and delegating editing duties

Once new articles are published on the website, it is highly recommended you advertise the new post with a post on the TRO Facebook page to increase readership.

Potential future events/initiatives

There is potential for the Publications Officer to collaborate with the Castan Centre and the Progressive Law Network in future to make a fuller SJE Guide with more opportunities for students.

JUST LEADERSHIP PROGRAM COORDINATOR (X2)

Introduction

The two JLP coordinators will be responsible for organising and running the 2020 Just Leadership Program. The program runs as a series of seminars on various social justice-oriented legal topics. Participants are Monash law students (LLB and JD), selected through an application process, and then divided into groups that are each allocated a topic for a research project. Please be aware you must have participated in the Just Leadership Program to be eligible for this position.

Key Aspects of the Role

As a program coordinator, you will be required to contact and secure a large number of guest speakers to present at each of the program's seminars. You will also need to market the program to Monash law students to attract applicants, develop criteria for selecting participants and manage the participants once selected.

The role is very time-consuming and will require you to possess sound organisational skills, to be proactive and willing to contact (by email and phone) a variety of people in a professional manner. Because there are two coordinators, you must enjoy working in a team. Most importantly, you should have a vision for how the program can be improved and expanded in future years.

Summary of time commitment

While what you are doing in a given week will change during the year, the time commitment will remain consistently high.

Summer holidays

- You should use the summer holiday to plan the program's seminars, set topics and dates, brainstorm potential speakers, secure venues, and nut out any changes you want to make to the program's structure. Care should be taken to liaise with the Ancora Imparo Program to avoid clashing dates
- One way of making your life easier later in the year is to start drafting invitation letters for your speakers, and to start sending these

- Invitations to the speakers for the Introductory Night and Graduation Event should be sent off by early February, if not before.

Semester one

- You can use semester 1 to finish anything you were meant to do during the holidays (eg: invitation letters for speakers)
- Aim to send all of these invitations by the end of week 2. This will give you time to send invitations to back up speakers, should initial invitees decline
- You should use the first few weeks of semester to promote the program to the wider student body. Remember to promote to JD students as well
- The main task will be to draft an application form for the program and advertise the program.
- Both coordinators should set the final day of applications aside, because it is a very busy day. Based on the last two years, you will probably receive about half of your total applications for the program in the last 8 hours (usually 100+ applications).
- In 2019, the successful candidates (about 45 in total) were accepted into the program and the program started in Week 5.
- As the seminar approaches, you should be confirming your guest speakers, and advertising these speakers on the JLP Facebook Page
- Draft emails to be sent during the program
 - o Info about each seminar to send to participants
 - o Instructions to send to each speaker
 - o Thank you emails for the speakers (to send the day after each seminar)
- Ask for participants to send through a progress report by the last week of semester

Winter holidays

- This can be a little break for you
- By the holidays, the 2019 cohort was halfway through the program
- Ask for participants to send through a progress report due first week back of semester two to ensure they have made headway over the holidays.

Semester two

- Your main commitment here is continuing to run the program seminars
 - o You must be available for every seminar in the program
 - o You should be checking your inbox daily for any emails from participants and speakers
 - o Hosting the seminars requires you to be very organised so as to present a professional front
- During semester 2, finalise advertising for graduation and venue.
- As the program comes to an end, you should choose which groups will present their project at the graduation event.

Overall, the time commitment is high. You need to be well organised and work and communicate well with your fellow coordinator.

Potential future events/initiatives

- There has been a lot of change to the JLP over the last two years, so it is probably best to consolidate what progress has been made if this years program was successful.

- There is always room to change the program from how it has been run in the past. As coordinator, you will have license to dramatically change the program structure, if you think it is necessary.
- New additions this year were periodic progress reports with continual feedback and the altering of the seminar structure, incorporating a new discussion segment.