

**MONASH LAW STUDENTS’ SOCIETY**

**LLB POSITION DESCRIPTIONS**

**2023**

Table of Contents

[**EXECUTIVE** 3](#_Toc143204963)

[**COMMITTEE MEMBER (THE OFFICERS)** 4](#_Toc143204964)

[ADMINISTRATION 5](#_Toc143204965)

[**PRESIDENT** 5](#_Toc143204966)

[**SECRETARY/DIRECTOR OF ADMINISTRATION (LLB)** 9](#_Toc143204967)

[**TREASURER** 13](#_Toc143204968)

[**ASSISTANT TREASURER (X2)** 18](#_Toc143204969)

[**SPONSORSHIP OFFICER (1 x LLB, 1 x PG)** 19](#_Toc143204970)

[**MARKETING OFFICER (LLB)** 22](#_Toc143204971)

[**SOCIAL MEDIA OFFICER** 24](#_Toc143204972)

[**INFORMATION TECHNOLOGY OFFICER** 25](#_Toc143204973)

[ACTIVITIES 27](#_Toc143204974)

[**DIRECTOR OF ACTIVITIES (LLB)** 27](#_Toc143204975)

[**FUNCTIONS OFFICERS (LLB) (X2)** 31](#_Toc143204976)

[**ACTIVITIES COORDINATORS (X2)** 33](#_Toc143204977)

[**FIRST YEAR OFFICERS (MALE & FEMALE) (X2)** 34](#_Toc143204978)

[**PEER MENTOR COORDINATOR (LLB)** 36](#_Toc143204979)

[CAREERS 40](#_Toc143204980)

[**DIRECTORS OF CAREERS (1 x LLB, 1 x PG)** 40](#_Toc143204981)

[**CAREERS OFFICERS (X6, at least 2 from each of PG and LLB)** 43](#_Toc143204982)

[**CAREERS OFFICERS (PUBLICATIONS) (X2)** 44](#_Toc143204983)

[COMPETITIONS 48](#_Toc143204984)

[**DIRECTOR OF COMPETITIONS (LLB)** 48](#_Toc143204985)

[**COMPETITIONS OFFICERS (LLB) (X4)** 49](#_Toc143204986)

[**JUDGE LIAISON (LLB) (X2)** 51](#_Toc143204987)

[EDUCATION 53](#_Toc143204988)

[**DIRECTOR OF EDUCATION (LLB)** 53](#_Toc143204989)

[**ACADEMIC SUPPORT OFFICER (LLB)** 59](#_Toc143204990)

[**TUTORIALS OFFICER (LLB)** 61](#_Toc143204991)

[**DISABILITY & WELLBEING OFFICER (LLB)** 64](#_Toc143204992)

[**PUBLICATIONS (EDUCATION) OFFICER (LLB)** 66](#_Toc143204993)

[**INTERNATIONAL STUDENT OFFICER (LLB)** 69](#_Toc143204994)

[**STREET LAW OFFICER (LLB)** 70](#_Toc143204995)

[SOCIAL JUSTICE AND EQUITY 73](#_Toc143204996)

[**DIRECTOR OF SOCIAL JUSTICE & EQUITY (LLB)** 73](#_Toc143204997)

[**WOMEN’S OFFICER (LLB)** 80](#_Toc143204998)

[**QUEER OFFICER (LLB)** 84](#_Toc143204999)

[**PUBLICATIONS (EQUITY) OFFICER** 87](#_Toc143205000)

[**JUST LEADERSHIP PROGRAM (‘JLP’) COORDINATOR (X2, open to both LLB and PG)** 90](#_Toc143205001)

[**POC OFFICER (LLB)** 91](#_Toc143205002)

[**INDIGENOUS OFFICER (1 x LLB/PG)** 94](#_Toc143205003)

**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 ensures 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 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 responsibility 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 procedures. The Postgraduate Directors also have office hours, but not as long.

In summer, the Executive meets to settle on the calendar and settle on the budget. This usually occurs in 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 an hour, but can run longer depending on the agenda.

As with officers, you will be required to attend all compulsory events, which the Executive decides upon on Calendar Day. These generally entail competition grand finals, O-Week, and any events on campus that require a good attendance for sponsorship purposes.

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## **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. Generally, two committee meetings are held during the year, 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, 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. These generally entail 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 Secretary.

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# **ADMINISTRATION**

## **PRESIDENT**

**Introduction**

The position of President carries the greatest amount of responsibility on the Committee. As the head of the committee of 65+ 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, Law 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 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 students’ concerns and help deal with any issues in the appropriate ways.
* Set the culture – the President must determine the culture. It is important that committee members feel valued.

*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.
* The 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 emails per day, which usually require relatively immediate action and considered responses.
* 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 the 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 Officers, Treasurer and Postgraduate Director).
* 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 & Regulatory 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 should have a general understanding of all Treasury duties, including financial reports and recording of all income and expenditure
* The President should have a general understanding of the Secretary’s key duties, including ensuring that the LSS complies 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 assist them in the above understandings.

*3. Representative Functions (Internal & External)*

* The President is the key connection between law students and several 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

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

External

* Representing Monash LSS on the Australian Law Students’ Association (ALSA) Council
* Working with other Victorian LSS leaders as part of the VicLSS
* Working with other Monash Societies’ Presidents

General

* The President must ensure that the LSS remains a neutral, apolitical body that acts as a representative organisation for all Monash Law students, regardless of any factors such as gender, religion, political affiliation, or any other protected attribute. This involves ensuring that the LSS does not take political stances on issues of controversy, unless decided otherwise by the Executive *in conjunction with* The Monash Law Faculty. Whilst of course certain issues of social justice are inherently political, the LSS should steer away from ones which may alienate students due to personal beliefs or upbringing. The President can discuss these matters with Faculty if they want some guidance.
* First and foremost, remember that the LSS exists to provide *all* Monash Law students with opportunities and resources that will enhance their experience as a law student, give them insight into the legal profession and help them develop skills that will assist them once they graduate.

*4. Faculty Relations*

* The President should maintain 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 the Faculty to make sure that all new students are integrated into law school and enjoy 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. For example, in 2022 this role oversaw the introduction and coordination of a fortnightly Undergraduate Newsletter to all undergraduate members.
* 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.

* Look into more comprehensive trainings for new officers at the start of the term, including Ally Training, Anti-Racism Training, etc.
* Continue keeping track of how positions are functioning, and considering any changes to the composition of the LSS that may improve the efficacy and effectiveness of the LSS, and its provision of opportunities and resources for members

## **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 Postgraduate, 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. 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 being 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 their own role responsibilities.

*2. Organisation*

It is very important to be organised. Most 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 number 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.

*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 Postgraduare 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. You must undertake the Incident Management training through Clubs & Societies, and First Aid Certificates / 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. Audit compliance*

It is up the Director (Administration) to ensure we have a current register of members, comply with any ACNC 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 general meetings (i.e. AGM/SGM), as well as complying with notice procedures when organising these.

**Summary of time commitment**

Secretary is much like the President in that it will basically 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.

Semester two (immediately upon taking office)

* You will be hitting the ground running as soon as you take office, so you need to be weary of this
* You will be required to tie off some of the loose ends from the previous term (such as submitting AGM minutes) and facilitate the changeover for the new committee. This includes updating records, setting up committee Facebook Pages and arranging Office swipe card access for Exec Members.
* Office Hours also need to be arranged as a matter of urgency, as the Office is expected to be staffed immediately after the Mid Semester break with members of the new committee.
* As another matter of urgency, you will need to organise an induction committee meeting to take place (ideally on the first Sunday of your term). This will be crucial to setting expectations for committee and discussing important things such as reimbursements, office hour procedures etc
* You will also need to advertise and conduct interviews for the new IT Officer position (as this position is co-opted rather than being elected).
* Organise key exec meetings for Summer – Calendar (November) and Budget (December). You will also have your first Exec meeting in October (likely the weekend after your first committee meeting – otherwise you can choose to host these back to back and get them out of the way.

Summer period

* This is very important for you to set down the standard of how the year will operate; setting up the office, organising the induction meeting, preparing for room bookings, updating the website etc all happens over summer and takes a lot of time.
* Organising the LLB orientation in February needs to happen over summer. You will work very closely with the Marketing Officer to ensure things like show-bags and new merchandise are ready by O-Week, and will also liaise with C&S to secure a stall for the LSS and need to organise a roster so that the LSS stall is staffed throughout O-Week
* 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 each.
* You will also be required to organise compulsory events for the year ahead (after calendar has been completed) and arrange Office Hours for Semester 1.
* 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 the 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, venues bookings and compulsory event attendance
* 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 at this time. It is time to start looking at setting up your SGM, AGM, elections and preparing any constitutional changes.
* 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 for urgent issues that arise and be checking your emails frequently. 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 to make sure pressing matters do not get missed.

**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 are also responsible for keeping the calendar updated, so you must ensure you are keeping track of event date changes.

*2. QPay Memberships*

You will also spend much of your time following up with member’s access issues. We sell online membership through QPay, which has resulted in some access issues for students upon registration. Members want their access immediately (to access sketchnotes / tutorials), so these emails need to be actioned ASAP. It is important to keep in close contact with the IT officer to ensure that members are being approved within 3-5 days at most.

*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 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 also may be required to oversee organization of the annual Valedictory Dinner, and will be the key person responsible for the election/Changeover process. 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 was updated in 2019, however there are some issues with it as it requires members to be manually authorised to access the website. It might be worthwhile looking into alternative options and liaising with the old/new IT Officers to try and facilitate this

It would be good to better utilise our social media platforms. In 2022, we have been much more active on LinkedIn and try to post many of our sponsored events online. We have also been utilising our Instagram much more.

## **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 and invoices.

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.**

1. *Banking and cash flow*

The Treasurer must 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. It is thus important that the Treasurer has a strong physical presence on campus.

Further, the Treasurer must be able to assist committee members with the effective use of our Eftpos machine (Clayton) or Square reader (Chambers) to ensure the accurate flow of money from merchandise, ticket or membership sales into the LSS bank account.

*3. Reconciliation*

With every transaction, both money coming in and money going out, the work does not stop at accepting 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. Reimbursements are primarily done through online bank transfer with occasional use of the LSS chequebook.

This is a dual responsibility between the Treasurer and Assistant Treasurers. You will be responsible for efficiently allocating reimbursement work between yourself and the Assistant Treasurers.

*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 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 PG 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 Postgraduate 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.

- Once you are officially registered with the ATO, you can set up personal access between your MyGov ID and the ATO online business portal. This means you don’t need to physically lodge BAS statements and can instead do it online.

- You will also need to organise access for the Assistant Treasurers to enable them to submit online payments (i.e. setting up Westpac accounts, obtaining ID verification)

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 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 a 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, PG 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.

## **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.

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 roles 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 (1 x LLB, 1 x PG)**

**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 Postgraduate) 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 Postgraduate Committees, who will both report to the Treasurer, President and Postgraduate Director. It is crucial that you work as a team to bring in as much Sponsorship for the LSS as you can.

This can be a very intense role at times. When challenges with firms arise, it can be high-pressure. You need to remain professional at all times, and remember that you are representing the LSS and its members. Most importantly, you need to be organised, respectful and keep certain aspects of your work confidential.

**Key Aspects of the Role**

*1. Communication*

- Constant email/phone communication with law firm HR (be prepared to answer several weekly emails + have a voicemail set up on your phone in case firm representatives call)

- 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/Postgraduate events)

- Communicating with other societies and organisations 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.

- In the event that sponsorship issues arise, you may be required liaise with sponsors and directors involve to resolve the issue. This will also involve communicating concerns from sponsors to directors should they arise.

*2. Organisation*

- Creating/updating the prospectus (can do this on Canva). 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/bespoke packages (some firms may have received a discount in previous years and will ask you so be aware of previous years’ arrangements)

- Keeping on top of which firms you have met with, confirmed, invoiced, received payment for, introduced committee members to etc (best to keep a table/spreadsheet)

- 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 (this is important so that you can give holistic and comprehensive information to the firms)

- Knowledge of the differences between law firms and the types of events they are likely to be interested in

- Having an interest in commercial law isn’t necessary, but may be relevant, given that the types of firms that you will predominantly be dealing with

**Summary of time commitment**

Semester two (Post-Changeover)

- Organise a meeting together (LLB + Postgraduate officer) to discuss your approach for the year, and begin work on the 2022 Prospectus

- Liaise with each of the Directors regarding their events for 2023 and what they would like sponsored. This includes each Director providing details of each event.

Just after exams Semester two – End of November

(This time frame may overlap with Postgraduate exam period)

- Complete the Prospectus

- Contact the firm representatives, send them a digital copy of the prospectus and organise a time to meet up with them

End of January - February 2023

- Attend 30-minute – 1-hour long meetings with 20-30 law firms, organisations and consulting firms

Before Semester one 2023 (February 2023)

- Put together packages for each firm (base it off last year’s and what they want this year), you may apply a discount only if appropriate. Organise with the LSS Treasurer to write up invoices.

- Send invoices to firms along with introductions to committee

- Communicate with directors RE what is required of them from a sponsorship perspective.

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

- Oversee sponsorship emails (you should be cc’ed into all firm correspondence)

**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 prospectus/ booking in meeting times.

Meetings with HR to put together sponsorship packages and confirm arrangements.

4. *Invoices and introductions*

Organising invoices to be created for each firm.

Send out committee introductions at the start of the year, introducing the firms to the relevant directors (the ones whose events are being sponsored by said firm). Communicating sponsorship arrangements to committee members is very important!

*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 potential to increase sponsorship relationships with professional services firms (KPMG, PwC, EY and Deloitte) and non-traditional firms, such as in areas of criminal law. These firms offer very valuable experience to students just like all the firms we approach and try to receive quality work applicants in return. Try to make a bespoke arrangement with these firms.

## **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, this should be done before the uni semester even begins. The Marketing Officer also must be on top of replying to emails and marketing requests with a sense of urgency.

*2. Creativity*

The Marketing must be creative to ensure that merchandise is exciting and something that students want to send their money on. Ideas for new merchandise products are very welcome. You should also be creative in your design skills and your initiatives in attracting the student body.

*3. Liaising*

A big part of the role is communicating with suppliers and manufacturers of merchandise and going back and forth with designs and ideas. It can be a time consuming process of speaking over email/phone with multiple people so patience is key!

*4. Photoshop & Advertising*

A basic understanding of Photoshop, Canva or whatever program you decide to use is needed to create cover photos and posters for all LLB events. You need a moderate understanding of design to ensure consistency and well presented designs.

**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 Postgraduate Orientation in each of the three trimesters, and LLB O Week in both semesters.
* Assist the Secretary in the packing of showbags for O-Week (expect this to take at least one full day)

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. 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 compiling the Fortnightly LSS Newsletter, which is sent out to all members.

**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.
* Designing and creating merchandise to be purchased throughout the year by students.
* Designing and creating a jumper for LSS committee members.
* Creating social media initiatives, i.e in 2020 it was MEET YOUR COMMITTEE on instagram.

**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, 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 coordinating 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 inevitably be urgent last minute requests, the social media officer needs to be someone who is easily reachable at short notice.

Another key role will be ensuring that the LSS Facebook messages are answered promptly. A group chat should be established with the Social Media Officer and the entire Executive so that messages can be directed to the appropriate person to answer. You should also work with the Secretary to ensure that Exec Members are also assisting you in this role during their office hours (to ensure that messages do not go unanswered).

**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 Secretary.

**Key Aspects of the Role**

1. *Website*

A thorough knowledge of website design 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 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. *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 members need to be granted access to the website ASAP. This period and the beginning of Semester Two can be busy also due to the 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 creation of a new podcast series for the Careers Portfolio as well as assisting with the transition of LSS tutorials into an online format.

**Potential future events/initiatives**

1. *Website*

Whilst the current website is a Wix design, there is the opportunity to swap platforms or to incorporate your own coding in order to improve the delivery of information to our members, sponsors and potential students. Our website is in need of an easier streamlined way to have our members granted access to the sketchnotes (as this is currently a manual process). The IT Officer might also look at giving the website added functionality.

# **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 other societies, such as The Monash University Business and Commerce Students’ Society (BCSS), The University of Melbourne Commerce Students’ Society (CSS), and The Monash University Society of Arts Students (SAS), to run two end of exam parties (EoX) at the conclusion 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. To aid in your responsibilities, you must undertake the Incident Management and BRIGHT training through Clubs & Societies Monash, as well as completing compulsory Moodle modules. First Aid Certificates and an RSA are extremely beneficial. You 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 in a timely and 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 approximately 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 other societies (traditionally 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 to begin being organised.

- The Booze Cruise boat company may also need to be contacted at this time as they historically have March/April dates booked out early.

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 – this is dependent on COVID regulations and has recently been replaced with a Bar Night.

- At the start of the new year, the Director (Activities) will contact BCSS and The Monash Biomedical Student Society to begin Toga Party preparation for O-Week of Uni. The date of this event must be organised early to avoid clashes with Camp dates.

Semester One

- O-Week is particularly busy for the Director (Activities). You will need to oversee the running of the O-Week BBQ, Peer Mentor Tour and Toga Party. Camp occurs at the end of the week.

- Throughout Semester One, the Director needs to have a touch base with the portfolio for the running of Pub Crawl, Booze Cruise, First Year Dinner and Trivia Night.

- The Director may also wish to organise short one-on-one meetings with each member of the portfolio following the conclusion of their first event in their roles. This can be used to gauge any hiccups or issues in a confidential space, with the aim being to rectify these prior to the member’s next event.

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.

- You may also wish to help out the FYOs organising a First Year Movie Night or other new event initiative.

- In addition, you will be involved in changeover preparations.

**Key Events/Initiatives of the Role**

Key events have changed over the past few years due to unknown COVID regulations and Clubs & Societies (C&S) requirements. The usual calendar would consist of the below events:

*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.

*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*

The Director’s role for Boat Cruise involves booking a cruise boat with a good drinks package, choosing a theme and planning the after party alongside your Functions Officers.

*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 Officers often and early to ensure the Law Ball is organised successfully.

*6. BBQs*

The famous LSS BBQsare 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, drinks etc.

*7. EoXs*

Generally run with BCSS & CSS (or SAS in 2022), EoXs can be difficult to organise due to having to co-ordinate with other student societies. This requires a single venue with good drink specials, a photographer and DJ.

**2022 Event Changes**In 2022 the Activities portfolio made many changes to the calendar that the incoming Director (Activities) may wish to also implement.

Camp was replaced by a First Year Cocktail Night to ensure first year students did not miss out on a fun social evening to meet each other. This did not sell out perhaps due to late notice of camp cancellations by the University. In future, it may be better to make this a less formal event. A bar night or themed party may be more popular and allow for more inclusivity across students.

Pub Crawl was replaced by a Wild West Bar Night which sold out due to cheap tickets and a bar tab. From experience, the Pub Crawl can be more fun especially in hotter months and it allows first year students to meet soon after camp and reinforce friendships formed and encourage more mingling as they move from venue to venue.

Booze Cruise was replaced by Golf Pars & Tennis Stars Party – an outdoor themed party that was our best-selling event for Semester One.

A First Year Movie Night has been added to the LSS Calendar in 2022 a week following Ball and the week before Midsem Break. Yet to occur, it is worth seeing the turnout for this event and if it should be carried over for future years. Having an additional first year specific event in Semester Two is a great imitative from the first years’ feedback.

**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 was something tested at the end of 2018, but has not been tried since.

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. Other society Balls have had acts such as Peking Duk, Touch Sensitive, and The Jungle Giants perform DJ sets – noting these are not the same as live performances on instruments.

##

## **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, communication, 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 October, a few hours will be required to pay the deposit and lock in the date for Law Ball (after consultation with your director), after which Law Ball will not require much planning until mid-semester one.

- Look to spend 5-10 hours per week around the 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 10-15 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 the after party is locked in.

Semester two

- With the venue’s deadline for centrepiece, ticketing, floor plan 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 cover photos 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 – noting this has not occurred for a few years due to COVID but is still encouraged as hype for the event despite ticket sales being online. Keep in mind these won’t necessarily be at convenient times of semester, and unfortunately there is little flexibility with 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, or a third event such as a cocktail evening.

## **ACTIVITIES COORDINATORS (X2)**

**Introduction**

Activities Coordinators arguably hold the most important role 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 both the annual LSS Pub Crawl and Trivia Night (pre-COVID), 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 are taken over Summer, hence you will need to create an application form for current students to apply. When it’s getting closer you’ll want to review the applications and reach out to everyone you accept before O-Week so that they can help you with that BBQ. You’ll also need to go through the same process for incoming students but that can be done in O-Week or even Week 1.

- 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, you’ll also want to make sure you have organised a subcommittee of current students to be there on the day with you.

During Semester (1 & 2)

- Activities Coordinators are responsible for ordering all food and drinks a few days before BBQs. Furthermore, being present on the day to run the BBQ is tantamount (generally Tuesday/Wednesday), and 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 daily work like some other roles, the days you are needed are very intensive, and you’ll want to be as free as possible on BBQ days.

- 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 and promoting as many Activities events as possible is also part of the role, you may be required to lend a hand and cultivate a friendly environment.

**Key Events/Initiatives of the Role**

As discussed earlier, pub crawl and trivia night are the two primary events that Activities Coordinators organise. Both usually occur in first semester, with Pub Crawl within the first couple of weeks and Trivia Night closer to the end of semester. However, if you find that the Activities calendar would work better with the Trivia Night in Semester Two, that is also a possibility.

*1. BBQs*

A day or two before each BBQ you’ll need to post a roster for the subcommittee, make time to meet the food deliverer and pack it into the LSS Office fridge. On 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. You may also wish to purchase bands to put on people that have bought a ticket at the start of the night. You are also responsible for coordinating an after party venue in addition to the three earlier pubs, however after party turnout has been variable in the past.

*3. Trivia Night*

Trivia night requires the setting of a venue and the use of a third party quiz company to run the night, as well as choosing prizes for the winning tables. You may also request a bar tab from the executive and set a theme. To note, trivia night has previously been a staple event for Activities Coordinators, however PMP now runs a large trivia night at the end of Semester One. It may be wise to replace this event with a new event such as Mystery Bus or a cheap bar night. Alternatively, the event could be moved to Semester Two, and would still differ from PMP Trivia Night due to being inclusive of the entire law cohort. Adding an easy dress theme for the night may encourage participation.

**Potential Future Events/Initiatives**

Most of the room for expansion for Activities Coordinators is making the BBQs bigger and better than ever! We are looking at potential themed BBQs, such as the already themed annual ‘R U OK Day Breakfast BBQ’.

## **FIRST YEAR OFFICERS (MALE & FEMALE) (X2)**

**Introduction**

The First Year Officers work to organise social events for First Year Law students, 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 2022 to apply for a role. You must identify as a male or gender diverse person to run for the male position, and identify as a female or gender diverse person 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 – First Year Camp and First Year Dinner are annual LSS events, so bringing something new and fresh to the event is important.

A large part of the role is being friendly, welcoming and kind to all new law students – they should feel comfortable approaching you with questions or for help.

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 FYOs 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 (FOL Essay & Crim Sentencing) 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 is not a major commitment, but a consistent one, particularly busy around the start of each Semester, and to field questions in relation to events and competitions. In previous years, First Year Officers have run hourly informal sessions each week to offer first years any support or advice they may need.

**Potential future events/initiatives**

This year we created a new event for first years - Movie Night - taking place in the week before midsem break in Semester Two. Although the event has not yet run, an initial survey in the first year group indicates it will be popular. Whether a new event be another movie night or a casual first-year bar night, 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 person for the Peer Mentor Program. The PMC oversees and organises the transition program for approximately 580-600 first years and leads approximately 90-120 mentors and six Deputy Coordinators (DCs). The PMC works with the DCs to organise social events, wellbeing programs and informal catch-ups for first years and mentors. This involves planning the program from October 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.

An integral responsibility of the PMC is to work closely with staff in Monash University’s Education portfolio to organise the program through the Chronus software and the Moodle Portal. The PMP must also liaise with a variety of other University staff, including with the Law Faculty staff (Student Experience/Wellbeing and Events) and the Monash Mentoring team within the Vice Chancellor’s Education portfolio, who oversee the Peer Mentor Program for all Monash faculties, to obtain data on incoming students (for both start of the year and mid-year intakes) and ensure that the PMP meets University-wide requirements.

The PMC works closely with both DCs and Peer Mentors to ensure they feel supported in their roles and to ensure mentors are contacting their mentees. PMC also helps organise and run Mentor Training Day for Mentors and Law Orientation Day in conjunction with the Law Faculty and Vice Chancellor’s Education portfolio. The PMC should foster a collaborative working environment with DCs and ensure they have leadership opportunities (e.g. speaking at Enrolment sessions and running events in collaboration with the PMC and other DCs).

When the PMC takes on the position in October 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, mentors and DCs 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, Faculty and the Vice Chancellor’s education portfolio up-to-date. This includes contacting Faculty to arrange data of incoming students; organising and reviewing mentor and DC applications; enforcing the accountability system and keeping tabs of mentors via the DCs 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 DCs to change systemic problems. Being aware of what is happening and communicating with both DCs and mentors to fix issues is crucial. Further, ‘putting yourself in the mentees’ shoes and ensuring DCs and mentors understand how first years are feeling at Mentor 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 DCs and empowering mentors to get involved and be proactive has positive results. This is achieved by creating a collaborative and open culture in which DCs help shape the program and mentors, with the DCs and PMCs overseeing this aspect, have freedom in the way they meet up and mentor their respective groups. Overseeing and adding to the mentor/DC Facebook groups also allows mentors to easily contact you/their DC. 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/Mentee Welcome Day, Law Orientation Day, Enrolment Days

October (5 hours per week)

- Work closely with Vice Chancellor’s Education portfolio to plan out the future program, including initially creating an online application through Chronus

- Advertising and sending out mentor and DC applications, reviewing applications and conducting DC interviews, choosing DCs based on the application review process against objective criteria

- Contact Faculty to organise speaking at Enrolment sessions.

- Plan and clarify grants from LSS and Monash Mentoring

November - Jan (7 hours per week)

- Successful/unsuccessful mentors are contacted.

- Send out email to mentors informing them of dates and start setting expectations

- Liaise with LSS Activities Director to lock in event dates

- Meet with DCs (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

- Continue to work closely with Vice Chancellor’s Education portfolio

- 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 DCs 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 (10 hours per week)

- Meeting with DCs and writing minutes/agendas

- With the assistance of Monash Mentoring, match mentors and mentees automatically using the Chronus software, making adjustments where necessary

- Run Training Day with Student Experience personnel and DCs

- Run Law Orientation Day (activities/assist students with enrolments/tours/Case Chase)

- Running Intro Night with DCs

April-June (approx. 5 hours per week)

- Meeting with DCs

- Overseeing DC/Mentor FB groups

- Promoting other LSS events to ensure integrated culture

- Running Coffee/Lunch Catch-up and PMP BBQ

July-September (approx. 3 hours per week)

- Repeat the Program for the mid-year intake of students.

**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 usually takes place on a Thursday night prior to LSS Camp and O-Week. Food, alcohol (provided via drink cards) and a DJ are supplied. DCs, PMC, LSS Activities members and the venue owner supervise this event.

*2. Orientation*

The faculty take over most of the running of Law Orientation Day. All DCs, mentors, and the PMC attend and take students around the campus for a tour and assist other committee members where necessary in running activities.

*3. Social Events*

The Social Events are scattered throughout the semester and function as an opportunity to catch-up between mentees and mentors. This enables all PMP participants to catch up with their mentor groups and enjoy some free food and drinks. In 2022, the Program ran three social events – Chips & Chats, Let Them Eat Cake and Trivia Night.

 *4. Academic Events*

The Academic Events are for mentees only to support them in their scholastic transition to University. In 2022, the Program ran two academic events – the Study Skills Panels (x3) and the FOL Test Revision Seminar.

*5. PMP BBQ*

The PMP BBQ takes place at the end of March. It involves a normal BBQ run by a DC in conjunction with the LSS Activities coordinators. This provides another great opportunity for mentors to meet up with their mentees.

*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” plus an additional Social Event are usually compulsory events for Peer Mentors and DCs. Mentors are also expected to catch up with their mentor group at least three times throughout the semester (informal catch-ups) – this can be either online (e.g., via Zoom) or in person. DCs must also catch up with each of their mentor groups at least once throughout the semester (typically between week 3 and 4) to ensure that everything is running smoothly and provide an opportunity to discuss mentee engagement.

**Potential future events/initiatives**

Depending on engagement by the end of Semester 1, there might be scope to conduct a End of Semester Event as a way of finalising the Program. This would act as a ‘thank you’ to mentors for taking part in the Program, and would provide another opportunity for mentors and mentees to catch up. In 2022, the Trivia Night was held in Week 11 which acted as the final event of the Semester. In future years, it might be worth moving this event earlier and creating a new event at the end of Semester to better demonstrate thanks and gratitude for mentors and mentees.

# **CAREERS**

## **DIRECTORS OF CAREERS (1 x LLB, 1 x PG)**

**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 PG. 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 PG 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**

Minimum 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, Clerkship Guide Launch, and Meet the Firm series, 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 including:

*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. Clerkship Guide Launch and 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 2022, the event was held at Crown Palladium, with over 70 legal professionals (sponsor firms), and 250 students in attendance. The guide was available for download via the LSS website, and promoted at the event. As this is a networking event, also, students are able to networking with HR representatives and lawyers from the sponsoring firms (in 2022, there were 24 sponsors of the guide). The Careers Directors are responsible for nearly all of the planning and oragnisational tasks associated with the evening, including communication with the venue, firms, and students.

*3. Expert Panels Series*

The Expert Panel Series highlights the commercial law opportunities for law students, and is organised by the Careers Officers. In 2022, three Expert Panels were run: Intellectual Property held at Crown Towers in the evening, Mergers & Acquisitions held at Crown Towers as a breakfast (which has been tradition), and Employment Law held at Monash Law Chambers in the CBD. At 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, and communicate with sponsor firms as to who will participate in the panel.

*4. Professional Mentoring Program*

In 2022, the Careers Portfolio merged with the Equity Portfolio for The Professional Mentoring Program. This program, launched the beginning of the year, 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.

In 2022, the program was launched at a Networking Style event, where students could meet their mentor in a relaxed setting. This was held at Rivers Edge events in 2022.

*5. Meet the Firm Series*

In 2022, the Careers Portfolio launched the ‘Meet the Firm’ series, inviting students to attend a networking style informational event hosted either at a firm’s office, or over zoom. This event was particularly popular, as it allowed students to interact with a specific firm, and assisted them to prepare for the clerkship process. This event includes a heavy workload for Careers Directors, and the officers who will be assigned to assist them. Each firm will essentially have their own event, and Directors will need to liaise with firms directly to curate this event. This year, 24 firms sponsored this event, and an average of 50 students attended each one.

*6. Alumni Networking Evening*

In 2022, in collaboration with the Monash Law Faculty, the Careers Portfolio launched the Alumni Networking Evening, where students were able to network with past Monash Law students. This ranged from all areas of law, including commercial, criminal, family, governmental, and associates. This event was incredibly successful, and required Directors and Officers to communicate with sponsoring firms, reach out to previous alum, and organise the event itself. In 2022, there were 10 sponsoring firms, and over 130 students registered to attend. The Dean of Law also delivered a short speech to open the event.

We strongly recommend keeping the Law Faculty involved in this event in future years. This will need to be arranged early in your term with the President, who arranges Faculty sponsorship and collaboration.

*7. Beyond Law School Series*

This series including various events including: Associateships Panel, Journey to the Bar Panel, Government and Public Sector Panel, among others. In 2022, these events all ran over zoom. Directors will be involved in reaching out to appropriate panellists, liaising with these guests, and hosting the panel itself.

**Potential future events/initiatives:**

As Directors you have scope to implement new events provided it fits in within the LSS calendar. It is always good to get your officers involved for new ideas on events. Some suggestions include:

* Virtual events held via Zoom do work and sometimes get better attendance than in-person events e.g. PLT seminars. Consider holding some events virtually because they do work well!
* Try to get more non-commercial mentors for the professional mentoring and/or barrister shadowing program.
* Non-Commercial Careers Guide - could create a sub-committee to compile the guide and then just update the guide as you pass it onto a new committee. There is a growing interest for non-commercial careers and it would be good to have a resource which showcases the careers outside of commercial law. It will be a big job to implement but shouldn’t require a lot of work in the future besides updating the dates in the guide for graduate programs or articles if they seem outdated. Note – when looking into this, consider the Social Justice & Equity Guide and what that covers (i.e. CLCs etc.)

## **CAREERS OFFICERS (X6, at least 2 from each of PG 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. Time management is crucial in order to ensure we are able to accommodate requests from firms, given our events typically involve multiple firms, each with differing needs.

*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, manage, and bring to life. 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. Some initiatives that arose out of 2020 that the careers team would like to see continue are; the Careers Classified podcast, the networkathon and the clerkship drop-in sessions.

## **CAREERS OFFICERS (PUBLICATIONS) (X2)**

**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 as they pay a significant amount to be featured in the guide so it is of the utmost importance that the guide is high quality so firms can feel that they are getting their money’s worth.

The Careers Officers (Publications) might also assist with the production of other publications such as the Public Sector Careers Guide or the International Careers Guide, however these did not occur in 2021 and may be added in 2022.

The role requires communicating well with your Directors, the Sponsorship Officers and the President.

*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. Having a good spreadsheet tracker (see Drive) is also immensely helpful so that you can keep track of all the information and correspondence that is going back and forth.

*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. Watching YouTube videos will help immensely and it is ideal if both of you can have a good understanding of InDesign as this way you will be able to split the work up more.

*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. Also make sure you are saving or uploading the correct version so that you know what status you are at and what additional work needs to be done.

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: 15-25 hours/week between February and April as this is when you will spend a lot of time making the templates and inputting the information.

Winter Break: N/A

Semester 2: N/A

During semester one, coordinating with other relevant stakeholders, emailing, calling and 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. InDesign can also be very frustrating to work with or finicky so you have to ensure you have lots of buffer time to prepare:

* Emailing the firms with requests and dates will take a while, so you wait for their reply. Contact firms as early as possible and do not be afraid to bump them again if they do not respond in time.
* 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.

* Given that the guide is going to be virtual for the foreseeable future it is unclear if a physical copy will be required anymore or not.

**Note:** The President tends to oversee the arrangement of a general google form which all of the Victorian Law Societies use to get the information from the firms. This is generally arranged by Monash and sent to all of the firms. Then their information is accessible to all of the Societies (so firms only have to input their info once).

**Potential future events/initiatives**

* Consider approaching some firms who didn’t sponsor in 2022 but may want to sponsor in 2023 (Raise with Sponsorships Officers!)
* You also work extremely closely with the Sponsorship Officers - 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 positions on the Monash LSS Executive but is also one of the most rewarding. Alongside a team of four Competitions Officers and two Judge Liaisons, 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 some intervarsity 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. Competitions run in most weeks of both semesters, and many competitions attract over 100 competitors. Including judges, witnesses, and clients, on some nights there can be close to 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 and supervision. 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 important 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 and confirm their approval of the problem questions/scenarios

- Liaising with important legal professionals (e.g. Supreme Court Justices) 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 at least 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 2022

* PG vs LLB Moot – 2 March
* General Moot: 7 March – 21 March
* Client Interview: 30 March – 13 April
* Negotiations: 27 April – 11 May
* First Year Moot: 27 July – 10 August
* Witness Examination: 22 August – 31 August
* International Humanitarian Law Moot: 5 September – 14 September
* Women’s Moot: 19 September – 10 October

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 generally be the point of contact for organisers of external competitions and students interested in external competitions, facilitating advertising and contact between organisers and competitors.

## **COMPETITIONS OFFICERS (LLB) (X4)**

**Introduction**

Competitions Officers, as part of the Competitions portfolio under the Director, are in charge of aiding the running of LSS competitions throughout the university 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. **During competitions (subject to how your director delegates) this time commitment can be extensive - 20+ hours a week for your delegated competition.** Competitions Officer is a very demanding position, moreso if some members are not prepared to invest enough time themselves.

**Key Events/Initiatives of the Role**

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, the problems are grounded in fact and not law (like the moots).

Witness Examination is run almost identically to client interviews, 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) (X2)**

**Introduction**

For the 2022 election, there will be an additional judge liaison added to the LLB Competitions Portfolio in place of one of the Competitions Officers, due to the high workload. 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. It is also inevitable that some of the judges will drop out at the last moment, you have to be prepared with backup judges.
* **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**

Competitions Run in 2022

* PG vs LLB Moot – 2 March
* General Moot: 7 March – 21 March
* Client Interview: 30 March – 13 April
* Negotiations: 27 April – 11 May
* First Year Moot: 27 July – 10 August
* Witness Examination: 22 August – 31 August
* International Humanitarian Law Moot: 5 September – 14 September
* Women’s Moot: 19 September – 10 October

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 place a time frame on the commitment. It depends on the strike rate of the emails sent – personally, I found that for every twenty emails sent, seventeen 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.

# **EDUCATION**

## **DIRECTOR OF EDUCATION (LLB)**

**Introduction**

As Director of Education (LLB), you will have sole responsibility of the LLB Education Portfolio. This involves leading and overseeing the various functions and initiatives in the Portfolio 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.

**Key Aspects of the Role**

The main responsibilities of the Director (Education) include:

1. *Overseeing the Education Portfolio*
* Ensuring all initiatives and events are completed on time, within budget and to a high professional standard;
* Working closely with all officers to formulate the yearly Budget and determine dates according to the LSS Calendar;
* Regularly checking in with officers to regular progress and give further direction where needed, including setting or extending deadlines and discussing expectations; and
* Taking on an officer’s responsibilities or assisting an officer with a difficult task when they are unable to do so.
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; and
* Assisting the Academic Support Officer with general student academic issues.

1. *Publications*
* Assisting the Publications (Education) Officer write, update, design and print the Monash Law Guide to be published in February 2022;
* Working with the Publications (Education) Officer in the constant monitoring of the Electives Guide (published online);
* Assisting the Publications (Education) Officer and Health and Wellbeing Officer to write, edit, format and publish the Health and Well-being publication – ‘BEING’ Guide for semester 2.

1. *Tutorials*
* Assisting the Tutorials Officer select and manage tutors for the 10-week Student Tutorial Program in semesters 1 and 2;
* Assisting the Tutorials Officer in organising the First Year Seminar, Exam Skills Seminar, Legal Research Skills Seminar and Revision Seminars in semesters 1 and 2; and
* Assisting students find private tutors.

1. *Disability and Wellbeing*
* Assisting the Disability and Wellbeing Officer organise events including R U OK? Day and World Mental Health Week; and
* Assisting the Disability and Wellbeing Officer in new initiatives, such as weekly dog visits, health and wellbeing speakers, morning teas, Disability in the Law Panel and Networking Night and any other initiatives.

1. *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; and
* Assisting the International Student Representative organise the Plain Legal Writing Seminar.

1. *Street Law Coordinator*
* Assisting faculty to run the Monash StreetLaw program;
* Emailing participants and attending workshops and events; and
* Liaising with faculty on the running of the program.
1. *Collaboration with the Director of Education (Postgraduate)*
* The Directors of Education work closely together due to the International Student Officer role - both Directors should communicate regularly with each other to ensure events are beneficial to both undergraduate and postgraduate students; and
* On-going communication, collaboration and respect are imperative to the success of the partnership and both Portfolios.

**Summary of time commitment**

The Director of Education (LLB)’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 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 of Education (LLB) 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 2022*

* Mental Health Week: this requires ensuring the Disability and Wellbeing Officer prepares a social media post regarding the day;
* Week 12: this requires organising the Law Library Refreshment Stand (purchasing food, setting up the stall, refilling it daily);
* Sub-committee selection: you will need to interview and select a sub-committee in liaison with the Publications Officer for the various publications before the summer break begins; and
* 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 2022/2023*

* Monash Law Guide: the Law Guide must be printed and delivered before Orientation Week 2023, 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, may be required to spend a few hours sitting in as a student representative;
* Tutor Interviews: this requires shortlisting and interviewing applicants with the Tutorials Officer for the Tutorial Program in January 2023. 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; and
* Planning for 2023: you will be required to plan dates for the events that your whole portfolio will run in 2023, and attend an Executive meeting to discuss and approve all 2023 event dates across the LSS. You will also be required to prepare a budget for your events in 2023 and attend an Executive meeting to justify and approve each Portfolio’s budget.

*Semester 1 2023*

* Student Tutorial Program: the STP begins in Week 3, so you must ensure the timetable, roster, room bookings (if applicable) and sketch notes are all prepared by Week 2;
* For the International and Exchange Student Lunch, First Year Crash Course, Exam Skills Seminar and any Morning Teas: ensuring the organisation of these events, approving speakers as required
* Publications: oversee commencement of work on Being Guide
* Revision Seminars: same as Semester 2 2022
* Towards the end of Semester 1: running the application and selection process for Street Law

Winter Break 2023

* Publications: work on the Being Guide must be worked on in the winter break.
* STP: you may be required to interview for new positions in the tutorial program.
* Facilitating the Street Law compulsory workshop

Semester 2 2023

* 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 (or earlier as in 2022). This will take a few hours a week, and will be particularly time-intense early September.
* Deliver the Street Law Program
* STP: as in Semester 1.

**Key Events/Initiatives of the Role**

1. *Faculty Representative*

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

1. *Publications*

The Education portfolio is responsible for the following publications: Monash Law Guide, Health and Well-being Magazine and Electives Guide (as well as the Creative Guide if launched in 2023).

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 extracurricular 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 Disability & Wellbeing Officer is responsible for organising the launch of the guide, although this can be negotiated between the Publications and Disability & Wellbeing Officer. The Director of Education (LLB) 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 Guide: A new initiative which we started in 2016, the Electives Guide 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, the PLN and the Faculty. It is 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.

1. *Publications Subcommittees*

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

1. *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 LSSs throughout Australia. The Director of Education (LLB) and Tutorials Officer are responsible for interviewing, selecting, training and managing up to 16 student tutors each semester for a 10-week program commencing in week 3 and finishing in week 12. The Director of Education (LLB) must act as a second line of contact for tutors if for some reason the Tutorials officer is unavailable or out of action.

1. *Other Education Seminars*

First Year Crash Course: the Director of Education (LLB) 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 and is usually presented by the FOL LSS Tutor.

Exam Skills Seminar: The Director of Education (LLB) 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, and is presented by an experienced older student.

Plain Legal Writing Seminar: The Director of Education (LLB) 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. In the past Ross Hyams or Sally Anderson has presented this seminar on multiple occasions.

Revision Seminars: the Director of Education (LLB) 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. Disability and Well-being*

The Director of Education (LLB) must provide assistance for any of the Disability & Wellbeing activities organised by the Disability & Wellbeing Officer. This includes R U OK? Day, World Mental Health Week, Disability in the Law Panel & Networking Night, and any other events or initiatives run.

New Events: Boof & Kaz have been cemented as a Law School tradition which we would like to continue. Health and Wellbeing Seminars have also been introduced and offer perspectives from legal professionals passionate in the area, or from students. ‘Wellness Wednesdays’/‘Feel Good Thursdays’ are also a new concept which were successfully run in 2022.

*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 2023, 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. Also continuing the relationship with the Faculty that was built in 2022 is very important. It is also important to create and monitor a new International Law Students Facebook page.

**Potential future events/initiatives**

* Advocating for the continuation of lecture/seminar recordings into 2023
* Developing an integrated Disability and Wellbeing portfolio with the new Disability & Wellbeing officer
* Publishing the Creatives Guide

## **ACADEMIC SUPPORT OFFICER (LLB)**

**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, taping of lectures, exam timetables, lecture clashes, etc.

In order to serve this role, the ASO must be in regular contact with the Faculty, in particular the Academic Services Manager and the Associate Dean (Education). The ASO must attend the Faculty Education Committee 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;

1. *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;

1. *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 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:

1. Faculty Education Committee – meets once each month for 2 hours. Most important aspect of the role.
2. 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;

1. 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.
2. Liaising with students regarding their queries/concerns and raising appropriate queries/concerns with Faculty

**Potential future events/initiatives**

As the Monash law degrees – in particular, the LLB – are in a period of change and evolution as we return to on-campus learning, there is a need to ensure that the Faculty consults with the student body in its decision-making.

Together with the President and Director of Education (LLB), the ASO can be a key player in this process. By virtue of their membership on 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 2023:

* Advocating for the continuation of lecture/seminar recordings into 2023
* Monitoring for any queries or concerns students raise with respect to the continued switch to on-campus learning
* Liaising with Faculty regarding providing academic support resources to students
* Potentially more evening classes, particularly if there are no lecture/seminar recordings in 2023

##

## **TUTORIALS OFFICER (LLB)**

**Introduction**

The Tutorials Officer is principally in charge of organising and administering the Student Tutorial Program (STP), 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 the semester to the effective running of the STP. 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 (STP). 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 and some electives.

1. *Tutor applications*

Before the semester begins, the Tutorials Officer will need to advertise for, interview and select a team of tutors to take each of the units 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 sizable number of applications (taking into account holiday periods and so forth). If there are not enough applicants for one subject, you must be able to use your contacts to be able to find people. Tutor interviews will be conducted in conjunction with either the Academic Support Officer or the Director (Education). These are undertaken usually over 2-3 days, and the interviews are about 15-20 minutes long. You also have to remind applicants with a text on the day of their interview. 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 SketchNotes and Practice Problems. The Tutorials Officer should also conduct a tutor-training day before tutorials begin. The Tutorials Officer must also send an email to each applicant, whether successful or not to inform them of the results.

1. *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 Tutorials 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 - look at Course Guide) to be submitted to Monash Venues / Zoom. If it is decided that tutorials are to run in person, 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.

1. *Sketchnotes and practice problems*

The Tutorials Officer must ensure that tutors meet deadlines for SketchNotes 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 SketchNotes and Practice Problems before semester starts. SketchNotes 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.

1. *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. There will be quite a few emails per week from students, and many more during Revision Seminar times that you will have to field. The Tutorials Officer will need to be able to handle situations such as tutors having to cancel or reschedule tutorials on short notice. In some years, tutors have resigned with little notice so you must be able to resolve those issues quickly. The Tutorials Officer must also prepare invoice templates for tutors and organise payments for all tutors, liaising with the Treasurer and Assistant Treasurer of the LSS. This will include collecting bank info from tutors and asking them to get an ABN. Liaising with tutors is normally done via email, or Facebook (Tutes Officer must also create a Facebook page for Tutors). The Tutorials Officer must also organise a budget for the year.

1. *Revision Seminars*

The Tutorials Officer must also run a series of 12 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 for banners and Facebook events). Timetables for the seminar series must be ready by week 11 at the latest.

1. *Other Seminars*

The Tutorials Officer would also need to organise the First Year Crash Course and Exam Skills Seminar in semester one. The presenters of the respective seminars are 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).

The Tutorials Officer must also organise the Legal Research Skills Seminar in collaboration with the Law Library staff to run in semester two.

1. *The Law Guide*

The Tutorials Officer will also work in conjunction with the Academic Support Officer and the Publications (Education) Officer in preparing the Law 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 Officer must also be readily available to respond to emergencies such as reschedules and locked rooms. The Tutorials Officer must be in constant communication with the tutors, resolving issues such as payment, student enquiries, recordings of seminars, powerpoints, tech issues, locked rooms etc.

The Tutorials Officer or the Director of Education (LLB) 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. They must also organise a timetable for people to check LSS memberships.

**Key Events/Initiatives of the Role**

Events organised 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)
* First Year Seminar (Semester 1)
* Legal Research Skills Seminar (Semester 2)
* 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**

* Reconsidering the structure of the program - eg/ running the program online with recordings but changing the structure of the program so that there is only one tutorial rather than two tutorials per week
* Perhaps have a bank of resources tutors can ‘pass down’ to other tutors - some tutors can feel a little lost when they start

## **DISABILITY & WELLBEING OFFICER (LLB)**

**Introduction**

The Disability & Wellbeing Officer is a new role that was created prior to the 2022/23 Election by merging the Disability Support Officer and the Health & Wellbeing Officer roles.

Traditionally, the Health & Wellbeing Officer’s duties included running initiatives related to mental wellbeing in the legal profession and running events designed to reduce levels of stress and anxiety in the student cohort. The Disability Support Officer role was introduced in the 2021/22 Election with the main goal of creating a community of law students who identify as having a disability, chronic illness, or other impairment, and educating students about disability in the legal profession.

This new role combines the two, and therefore has two main goals:

1. Provide activities to support students and improve mental wellbeing generally e.g. run morning teas, arrange Boof & Kaz (the LSS Support Dogs) to attend campus, run seminars on wellbeing, etc.
2. Support law students who identity as having a disability, chronic illness or other impairment e.g. continue cultivating the community, provide educational materials for students who want to be better allies, run panels and networking events that give students the opportunity to hear from and meet lawyers who identify as having a disability, chronic illness or other impairment, etc.

Ultimately, the role is to promote wellbeing, accessibility, understanding, and inclusion within the Law Faculty and the LSS.

The Disability & Wellbeing Officer must identify as having a disability, chronic illness or other impairment. This includes:

1. Physical disability
2. Sensory disability
3. Neurological or cognitive disability
4. Intellectual disability
5. Anxiety disorders and depression
6. Visible disability and invisible disability
7. Permanent disability and dynamic disability

The Officer need not demonstrate a diagnosis; they simply must identify with the community.

It is also important to recognise that someone who identifies with one aspect of the

above may have a learning curve with the rest. This is to be expected. The Officer need not be an expert, but rather is to be open, empathetic, and dedicated.

The role will sit within the Education Portfolio of the LSS and enhance the desired inclusive environment within the LSS and Law Faculty more generally.

**Key aspects of the Role**

* Run activities promoting wellbeing within the student cohort
* Coordinate Boof and Kaz, the LSS Support Dogs
* Run ‘Disability & Wellbeing’ social morning teas for law students
* Possess and develop a strong understanding of current issues affecting students with a disability, chronic illness, or other impairment. Current issues include:
	+ Stigma around disability; and
	+ Understanding of inclusive and appropriate language; and
	+ Disabled representation in the Legal Profession; and
	+ Disability Support Services, in particular relating to accessibility and accommodations when studying within the Law Faculty.
* Liaise with relevant Monash stakeholders in order to promote the best possible outcomes for students experiencing stress, anxiety and/or disability. Given that this is still a fairly new role, it will be necessary to reach out to these groups and establish beneficial working relationships and lines of communication. Stakeholders may include:
	+ Disability Support Services; and
	+ Monash Student Advocacy and Support; and
	+ The Law Faculty; and
	+ Monash Counselling and Wellbeing services; and
	+ MSA ‘Disability and Carers’ Committee Office-bearers; and
	+ Other LSS Officers including the Academic Support Officer.
* Be a key contact for law students and LSS members who would like to learn more about how to be an ally for people with a disability
* Organise and promise events and activities for students with a disability, chronic illness, or other impairment
	+ E.g. Disability in the Law Panel and Networking Night event
		- To celebrate the achievements of people with disabilities in the law and to give an avenue for students to learn from their experience
* Manage the Monash Law Disability Support Facebook Group that was established in 2022. It is to be used to cultivate a community, and to share relevant opportunities such as networking opportunities and clerkships at firms promoting accessibility.
* Attend all LSS Committee office hours, meetings, SGMs and AGMs
* Attend all compulsory LSS events for committee members

Suggested further aspects of the role

* Work closely with the LSS Academic Support Officer to assist students with issues relating to academic support and special consideration.
* Seek out and promote training initiatives both for students with disabilities and for students wanting to be better allies.

**Important notes**

Due to the fairly personal and potentially difficult nature of the role, it will be vital for the

Officer to be able to set boundaries and have clear communication with those they are

working with, to ensure that the role does not take an adverse toll on their own health

and wellbeing. We anticipate that it will be important for there to be clarity around the

abilities of the Officer, such as to what extent they can assist each and every student

who wants support in dealing with other bodies. Particularly in the early years of this

role, the entire LSS Committee should be aware of the challenges that this role may

bring, and provide support in any way that proves ideal or necessary. Supports such as

the establishment of a sub-committee could be considered as the role develops.

## **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 (and the Creatives Guide, if this is launched in 2023).

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 of Education (LLB) 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 have 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 organising the Guides, 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.

1. *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/Canva 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).

1. *Technical skills: InDesign, Canva and Photoshop*

It is helpful for the individual applying for this role to have had prior experience with InDesign, Canva or Photoshop, with Canva being the most essential. 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. I did not have any prior experience with InDesign (though I did have a lot with 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 or Canva 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 relevant to 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

*Law Guide*

* 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/Zoom 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 Canva (or InDesign if you prefer) and to make sure you begin researching design templates and begin building your format.
* Later on, you will be required to begin editing the subcommittee’s work as soon as they email it to you, in which case, you can copy/paste them into your Canva/InDesign document the moment you have approved the article.
* Preparing the Law Guide is manageable when working part-time over the holidays.

*Electives Guide*

* It is 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 law 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*

* Managing a sub-committee to write articles and designing the Being Guide
* I personally had my sub-committee finish their articles over the summer break and completely the Being Guide over the summer as well. I found that it made it a lot less stressful as I knew I had plenty of time to make adjustments. However, you could leave it until the winter break, though you would need to be strict with your article deadlines.

*Semester Two*

* Editing and completing the Being Guide in meeting the desired time frame.
* Request reviews for Semester 1 units and publish updated Electives Guide

**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.

1. *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.

1. *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. 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 (possible incentives include the chance to win tickets to an event)
* 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 (LLB)**

**Introduction**

The purpose 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, organising 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 socialising within halls/in their own group) but they are more interested in on campus events during the day due to the convenience and culture

1. *Being engaged with the International Student community*

You will need to update the International Student Messenger 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 the 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*

1. *Semester 1 and Semester 2 International and Exchange Student Speed Friending*

These were usually at Taste Baguette

1. *New Events & Seminars*

In 2022 we ran a ‘Know Your Rights’ Seminar – the turnout was not great but the idea was a great one, and it’s important we keep coming up with events like this.

The turnout rate is quite low compared to most events, so scheduling events during times where there aren't too many other events overshadowing our events would also help. The international and exchange community really want to be integrated into the university community, and this is why international-student-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.

1. *Plain Legal Writing Seminar*

In 2018 we introduced *a Plain Legal Writing Seminar.* We invited Professor Ross Hyams as our guest speaker. In 2022, Sally Anderson was 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
* Would recommend maybe 1 or 2 event gatherings doing something touristy in Melbourne just so they can become more acquainted with each other, and potentially with others attending so they don’t feel so isolated - collaborate with Faculty contacts
* Continue growing and developing relationship with Faculty with respect to international student events and initiatives
* 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
* Connect more with exchange student community now that the borders have reopened

## **STREET LAW OFFICER (LLB)**

**Introduction**

The Street Law Officer is responsible for organising and supervising the Street Law Program, a student-led community legal education initiative. The Street Law Officer must be organised and committed. Importantly, because Street Law is a relatively new program, the Street Law Officer must be open-minded, innovative and a strong collaborator. Street Law is all about sharing new ideas and methods of enhancing legal literacy in our communities. You must be confident in reaching out to key members of schools and organisations, be receptive to new ideas and have the ability to articulate your own.

**Key Aspects of the Role**

To be Street Law Officer, you must have participated in the program in the previous year as either a Street Law Facilitator, Officer, or Deputy Officer. The main part of this role is to assemble a team of between 30-50 Street Law Facilitators who will be the ones delivering the community legal workshops at schools and community organisations. You will be supported by a Street Law Deputy Officer and Jeff Giddings, Associate Dean (Experimental Education) to organise three training workshops. These training workshops are designed to equip Street Law facilitators with the skills necessary to deliver interactive and engaging workshops. The Street Law Officer will then supervise facilitators while they design and organise their community legal workshops. Facilitators are expected to conduct practice run-throughs of their workshops, keep an optional reflective journal, and attend an end-of-program briefing.

In 2020, we conducted the recruitment process throughout April and May. We recruited 30 facilitators and reached out to 15 schools and organisations. Our training workshops were conducted at the end of July and the start of October. Presentations were delivered at the end of September and the start of October.

1. *Planning the program*

Before the semester begins, the Street Law Officer will need to open applications for a deputy officer, who must have been a facilitator in the previous year. Once a deputy officer is chosen, the Street Law Officer and their deputy will need to contact Jeff Giddings to start planning for the year. At this stage, the Street Law Officer must also reach out to schools and community organisations to determine whether there are places that will be interested in having Street Law present throughout the year.

1. Recruitment process

Once the semester begins, the Street Law Officer will need to advertise for, interview, and select a team of facilitators who will conduct their own projects organising, creating and conducting community legal workshops. Applications for Street Law facilitators 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 sizable number of applications. The criteria for joining the program is not very strict – there are no prerequisites. However, it is recommended that the Street Law Officer select students who are in their second or third years and who express a strong desire to work in community law. People with little to know legal experience should be strongly considered. Depending on level of interest, the Street Law Officer can choose anywhere between 30-60 facilitators, depending on what they feel they can manage. It is recommended that an even number of facilitators are selected; this is so that they can each be divided into pairs for their projects. The Street Law Officer should also keep a ‘waiting list’ for unsuccessful applicants, as facilitators may drop out during the course of the program. To avoid the drop-out rate, it is recommended that the Street Law Officer conduct brief telephone interviews with top candidates to gage applicants’ commitment levels.

1. *Training workshops and practice run throughs*

Once the facilitators are selected, the Street Law Officer will need to organise dates for three training workshops which will cover skills for interactive learning, the benefits of community legal education, and the first round of practice run-throughs. The content for these training workshops will be based on that set out by Jeff Giddings. A Street Law Manual will also be provided to facilitators containing the teaching techniques discussed at these training workshops.

1. *Monitoring the program*

Once all facilitators have undergone training, they will start to work on their presentations independently. Depending on which school or community organisation they present at, each facilitator will conduct their presentations at different times, so it is important to monitor their progress and keep track of who is doing what. It is recommended that the Street Law Officer meet with each group once a fortnight to provide guidance and feedback about facilitators’ presentations.

1. *End of program debrief*

Once all facilitators have conducted their workshops, the Street Law Officer will organise an end-of-program get-together. Facilitators will share with each other what they learnt, and their experiences conducting the workshops, such as what teaching methods worked and which didn’t.

**Summary of time commitment**

The position will be somewhat time consuming. The Street Law Officer will need to set aside time in the summer to organise and plan the program. Reading through applications, interviewing applicants and putting together the team will also take a substantial amount of time. The training workshops are usually held in the winter break, so the Street Law Officer will also need to set aside some time in the middle of the year to be able to conduct the training workshops. Then, the Street Law Officer will need to set aside some time each fortnight to be able to catch up with each facilitator to track progress.

**Key Events/initiatives of the role**

Events in 2020-2022

* Planning and reaching out to schools and organisations (Summer)
* Recruitment (April-May)
* Training workshops (July-August)
* Presentations (September-October)
* End of program (October)

**Potential future events/initiatives**

The Street Law Program stretched out for the full year across Semester 1 and 2. Could also explore running the entire program twice in a year (once in semester 1, and once in semester 2).

# **SOCIAL JUSTICE AND EQUITY**

## **DIRECTOR OF SOCIAL JUSTICE & EQUITY (LLB)**

**Introduction**

The Director of Social Justice and Equity oversees the planning and implementation of the Portfolio’s events and initiatives. The Director is also a member of the Executive team and will contribute to the running of the Society as a whole. The Director will have a strong degree of involvement in the Portfolio as they are accountable for the actions of their officers. The Director must always be aware of their officers tasks and initiatives to ensure that they are complying with deadlines. They must also be ready to brainstorm and trouble-shoot issues if plans fall through.

**Key Aspects of the Role**

1 *Overseeing the SJE Portfolio*

This involves:

* Ensuring all initiatives and events are completed on time, within budget and to a high professional standard;
* Working closely with all officers to formulate the yearly Budget and determine timelines according to the LSS Calendar;
* Regularly checking in with officers to regulate progress and give further direction where needed, including setting or extending deadlines and discussing expectations; and
* Taking on an officer’s responsibilities or assisting an officer with a difficult task when they are unable to do so.

2 *Collaborating with the Director of Social Justice and Equity (Postgraduate)*

Due to the separation of the Postgraduate Education and Equity Portfolio, the Directors of Social Justice and Equity work closely together due to their shared officers and goals. Both Directors should communicate regularly with each other to ensure events are beneficial to both undergraduate and postgraduate cohorts, officers are on track with tasks and sponsorship is organised. On-going communication, collaboration and respect are imperative to the success of the partnership and both Portfolios.

3  *Introducing Events*

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

4 *Coordinating Law Camp Grants*

Due to the cancellation of Law Camp in 2022, this was not organised. However, the Director has organised Law Camp grants in the past. This will involve a high level of organisation and communication with the Activities Director in November/December. These grants are managed and allocated by these two Directors. Please note that details of relevant financial information and the criteria of these grants will need to be coordinated in tandem with the President and Faculty – be aware that it may no longer be possible due to new University rules around the disclosure of student information.

5 *Communicating with Sponsors*

As some of the events within the Portfolio are sponsored, it is your responsibility to contact sponsors to ensure that their needs are met. This means that you are responsible for making first contact with the relevant sponsor, ensuring that the LSS complies with the sponsorship agreement (organising banners, promotional material etc) and personally thanking them before and after the event.

6 *Values*

As the Director of Social Justice and Equity, you must represent and embody the values of the Portfolio in all LSS activities – you must not discriminate or tolerate discrimination based on race, sex, religion, gender, sexuality, age, ability or the like. This also extends to your interactions with others in the public on social media or via LSS platforms. You must also ensure that all SJE events 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 2023 with their officers as well as the postgraduate Director. This will also be organised with the Executive team. The time commitment is often likened to part-time work.

The summer will be dedicated to organising budget, calendar dates for the year, finalising each officer’s events, speakers lists for events and seminars, booking venues as well as planning and completing the SJE Publication and organising the SJE Guide Launch. The Just Leadership Program will require an ongoing commitment throughout the year.

1 *SJE Publications*

This may require fortnightly, if not weekly, catch-ups with the Publications Officer to ensure they are on track with their publications. You will also need to recruit a three-person subcommittee early in November who will assist with creating the Guide. Work on the SJE Guide must be commenced early in November as emails to relevant individuals and organisations need to be sent no later than end of November. The Guide is completed over the summer break so you will need to be contactable and have access to your computer and documents. You will be required to break down the steps involved in completing the Guide and ensure that your officer is meeting all deadlines. This is no small task and you must be ready to assist with tasks if they are not meeting deadlines. The Director will also be required to proofread drafts of the Guide.

The Director must also oversee the SJE Guide Launch, which involves assisting the Publications Officer find an appropriate venue (the Moot Court ideally) and speakers. Work must begin in December/January.

2 *Events, Panels and Seminars*

The Director will be expected to attend all events, panels and seminars hosted by their officers. You will be expected to thank speakers for their contribution to the event and ensure that an appropriate donation is given on their behalf. Where officers struggle to find speakers, the Director is expected to assist the relevant officer. Seminar rooms will need to be organised with the Secretary as well as marketing via the Marketing and Social Media Officer well in advance of the event.

3 *Just Leadership Program*

The Director will be required to be available at all times during the seminars in case there is an issue with which the Coordinators need assistance. With at least three speakers invited to each seminar, issues will undoubtedly arise. In preparation, the Director will be required to keep the Coordinators on track with tasks, like inviting speakers, organising venues and ensuring spending is within the allocated budget. Speakers must be invited as soon as possible as many potential speakers have busy schedules. The application process is also time-consuming, so the Director must be on-hand to provide guidance to the Coordinators. The Director also oversees the Graduation and personally manages the Public Lecture. This involves working closely with Faculty, the President, various venues, security and other stakeholders.

4 *Office Hour (2.5 hours a week)*

This requires overseeing fthe officers during their office hour. It may involve sitting at the front desk, selling memberships and merchandise. There are plenty of LSS tasks to complete so there is little opportunity for one’s own private study.

**Key Events/Initiatives of the Role**

Please note, SJE initiatives and events are typically run alongside the Postgraduate SJE Portfolio as these events equally appeal to/cater to both undergraduate and postgraduate cohorts.

1 *POC Office*

1. Cultural Diversity Breakfast

The Cultural Diversity Breakfast was introduced in 2021 to celebrate and uplift the voices of culturally diverse individuals in the law. You will oversee the POC Officers, select speakers, find a venue and assist with choosing a theme.

1. POC Panel

The POC Panel hosts three speakers who comment on the vitality of cultural diversity as well as pass important knowledge on how to navigate the law as a POC individual. The aim of the Panel is to create a safe and welcoming space for culturally diverse people

2 *Just Leadership Program*

Entering its 14th year in 2023, the Just Leadership Program (‘JLP’) provides the opportunity for selected law students to affiliate with, learn from and listen to key speakers who are closely associated with social justice and equity issues in the law.

1. Introductory Night

The JLP Introductory Night kicks off the program for participants, with an introduction by the Director, the JLP Coordinators and a keynote presentation by an esteemed guest speaker. The JLP Coordinators also provide an overview of the program and project work to the participants. In 2022, the JLP Introductory Night involved a keynote presentation by a guest speaker regarding their career in social justice and equity and was followed by a Q&A with students.

1. Seminars

The seminars are held in academic weeks to adapt to both the undergraduate and postgraduate subject schedules. They are typically held on a Tuesday evening at Monash Law Chambers. The seminars commence with a short presentation by a JLP group, followed by a Q&A style panel with prominent professionals from the law, social justice 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. This project may take the form of a policy article, parliamentary submission, or other work completed in affiliation with a human rights organisation or community legal centre.

1. Just Leadership Program Graduation and Public Lecture

The Just Leadership Graduation and Public Lecture aims to celebrate the Program and students’ projects as well as provide students with an opportunity to hear from esteemed legal professionals on their achievements and commentary regarding social justice and equity today. The graduation portion of the celebration will feature presentations by selected student groups. The Public Lecture will feature introductory remarks by panellists, followed by a facilitated discussion between panellists and a Q&A with students on a SJE topic.

As the Director, you are the main planner of this day, along with the Just Leadership Coordinators. In 2022, the Director coordinated the Public Lecture and the JLP Coordinators coordinated the Graduation event, under the guidance and supervision of the Director.

You must invite the guest speaker(s) before Semester 1. We invite The Honourable Michael Kirby to present each year. You must secure a venue (the Moot Court) early in the year. Coordinating this event will involve early communication with the President and the Dean, venues, security, directly with the guest speaker or their staff and working with the JLP Co-ordinators to ensure the Graduation is consistent with the program as a whole. The Public Lecture is a compulsory event for the committee.

3 *Women’s Office*

1. International Women’s Day Panel

Commencing in 2021, the LSS runs an annual panel in celebration of International Women's Day. The panel consists of a number of accomplished women in law who, throughout their careers, have faced and challenged the biases against women in the workplace. You will oversee the Womens’ Officers in coordinating speakers, venue, sponsors and ticketing. This is a compulsory event for the committee.

1. Women in Law Breakfast

The Breakfast is an annual event that seeks to celebrate and acknowledge women in the legal profession. In 2022, there were four guest speakers with diverse legal careers who formed a panel. For the past two years, we have held the Breakfast in the Isabella Fraser room at the State Library. In the past, we have provided a table to each sponsoring firm. You will oversee the Women’s Officers in coordinating speakers, venue, sponsors and ticketing.

1. Women’s Moot

The Women’s Moot aims to provide law students who identify as or with women with the opportunity to develop their advocacy skills and network with legal professionals who identify as or with women. The Moot aims to increase students’ perception of the accessibility of pursuing a career at the Bar, which remains heavily male-dominated. Requiring both written and oral submissions, this competition will provide a platform for aspiring barristers to practise their legal research and advocacy skills. The competition consists of a workshop, two preliminary rounds and finals, requiring competitors to invest a substantial amount of time in both planning and execution. The Women’s Moot sits within the Competitions Portfolio, however, it involves substantial collaboration and involvement with the SJE Directors and Women’s Officers. You will be responsible for overseeing this and ensuring the Women's Officers are involved in planning and improving this initiative.

1. Women’s Bar Night

Commencing in 2022, the Women’s Bar Night aims to provide an informal setting for both undergraduate and postgraduate law students who identify with or as women to connect and mingle.

1. Women in Law: Pathways and Possibilities

The Pathways and Possibilities Panel involves a series of short speeches and panel discussion by accomplished women in law with diverse legal careers, followed by networking. Typically, it is hosted at the sponsoring firm’s office. You will oversee the Women’s Officers in coordinating speakers, venue, sponsors and ticketing.

4 *Queer Office*

1. Queer in the Law Panel and Networking Night

The Queer in the Law Panel hosts a panel of legal professionals who identify as queer. The Panel provides insights into navigating queer identity in the legal system and breaking down stereotypes. The Networking Night is run in collaboration with other universities. In 2022, the University of Melbourne, Swinburne University, La Trobe University, RMIT and Deakin University were invited to participate. Legal professionals are sourced from commercial firms, boutique firms, the Bar, community legal centres, consulting firms etc.

1. Queer Mixer

The Queer Mixer is a different format to engage the queer community in the Portfolio. The Mixer is intended to be an informal, fun evening that celebrates the queer identity and fosters a sense of community between universities. In 2022, the Mixer was organised alongside the University of Melbourne and was themed, ‘Queer Prom’.

1. Queers through the Years

Queers through the Years was born through combining the Queer Keynote and a panel of previous queer officers. This roundtable is designed to showcase the successes of previous queer Monash law students as well as discuss how they navigate being a burgeoning queer legal professional.

5 *Social Justice and Equity Publications*

1. SJE Guide

This Guide contains an overview of opportunities, internships and careers in the social justice and equity field. It also includes articles by students who describe their personal experiences with social justice and equity organisations and opportunities, and interviews with leading legal professionals in the social justice and equity space. This is released in early Semester 1 and is the task of the Publications (Equity) Officer and the SJE Publications Subcommittee.

1. Social Justice and Equity Publication Launch

This is the official release of the Social Justice and Equity Guide. In 2022, this was successfully held at the Moot Court with the Dean, President, SJE Director and Publications Officer presenting. Three esteemed guest speakers were invited to give an address, followed by a Q&A of their careers in the social justice field. Members of the Faculty and the general student body are invited and it is a compulsory event for the committee.

1. The Reasonable Observer

*The Reasonable Observer* is the LSS’ online blog dedicated to social justice issues and law reform. It is updated by the Publications (Equity) Officer and the three-person *Reasonable Observer* subcommittee with current social justice and equity news, cases and interviews with students and professionals. The blog requires a commitment from both the Director and the Publications Officer to keep its momentum and engagement.

6 *Other*

1. Social Media Pages - Facebook and Instagram

Overseeing the Women’s and Queer Facebook Page is a key task of the Director. It is your responsibility to ensure that the relevant officer and subcommittee are regularly contributing content and engaging the community. Typically, the relevant officer manages the posts and schedule while the subcommittee writes the content. In 2022, the Postgraduate Women’s Subcommittee managed the Monash LSS Women Instagram Page, however, its management is interchangeable with the Monash Women’s Facebook Group.

1. Law Camp Grants

This is a grant with which students may apply if they require assistance to attend Law Camp. Applications need to be assessed in line with the Activities Team timeline.

1. Professional Mentoring Program

Commencing in 2021, the Program pairs students with a legal professionals who may identify as culturally diverse, as or with women and/or queer to improve students’ professional network. There is also a general stream with which students can apply if they do not wish to be paired with a mentor sharing an identity characteristic. The Program enables students to learn from mentors who have challenged entrenched power structures with grit, determination and skill. Although targeted at students who identify as culturally diverse, as or with women and/or queer, the Program is not limited to these demographics. The Program culminates in the Launch Night. This served as a networking event and a chance for mentors and mentees to meet. While the Program is run by the Careers Portfolio, you will need to coordinate the POC, Women’s and Queer Officers to assist with applications and allocations.

1. Subcommittees

There are four subcommittess in the Portfolio: SJE Publications Guide Subcommittee, SJE Publications Reasonable Observer Subcommittee, Queer Subcommittee and Women’s Subcommittee. While it is the relevant officer’s duty to manage the subcommittee, the Director must ensure that the officer is regularly engaging the subcommittee, delegating tasks and managing their output.

1. Topical Seminars on Social Justice Topics

Due to the cessation of the Equity Office, you will need to ensure that the SJE Portfolio continues to highlight and explore social justice and equity issues via panel discussions. For example, in 2022, the Equity Officer ran online seminars on Consent in the Law, Gender-Based Violence and the Law, First Nations People and the Law, Environmental Justice and the Law and Modern Slavery and the Law. You may wish to delegate these to the relevant officers, seek volunteers within your Portfolio or run a seminar yourself.

**Potential Future Events/Initiatives**

As the SJE Portfolio is essential to the LSS’ status as a charity, the Director must always seek to ensure that SJE offerings are relevant to the study body, as well as expand and adapt the Portfolio's Initiatives as required. Future events and/or initiatives may include:

* Merging the undergraduate and postgraduate SJE Portfolios;
* Ensuring that the SJE Portfolio continues to run seminars on pertinent social justice and equity issues in the law;
* Cultivating and expanding the POC+ Office, including:
	+ Expanding events and initiatives for the new Indigenous Office; and
	+ Creating a POC+ Facebook Page.
* Further partnering with other universities for Women’s POC or Queer events.

## **WOMEN’S OFFICER (LLB)**

**Introduction**

The Women’s Officer role centres around promoting gender equality in the law and maximising the professional opportunities for law students’ who identify with or as women, whether it be providing a support network at university or equipping students with the skills to tackle the continued gender discrimination against women in the legal profession. You will work closely with the Director, and should be willing to assist wherever needed in other SJE initiatives.

Please be aware that you must identify as or with women to be eligible for this position.

**Key Aspects of the Role**

1 *Understanding the Current Issues Affecting the Women’s Community*

You must possess and develop a strong understanding of the current issues affecting women and people who identify as or with women, whatever that may be during your term.

2 *Organisation and Time Management*

The most important skills required for this role are organisation and time-management. The Women’s Office often has many events and initiatives so it is important to manage your time effectively and organise your tasks early. You will work closely with the Postgraduate Women’s Officer, your subcommittee and both the undergraduate and postgraduate SJE Director, particularly in finalising invitees and speakers for the events, venues and marketing.

3 *Communication*

As many of your events will host speakers and legal professionals, a key aspect of your role is to communicate professionally and effectively. Supervised by the Director, you will draft invitations to speakers, give an opening address at key events and manage a subcommittee of three members. Therefore, you must have excellent written and oral communication skills.

3 *Collaboration with the Postgraduate Women’s Officer*

Because the goals and objectives of the Women’s Office are identical between the undergraduate and postgraduate Officer, both Officers must communicate regularly to ensure their shared events are beneficial to both cohorts and independent initiatives do not overlap. On-going communication and collaboration are required for the success of this Office.

4 *Managing a Subcommittee*

Your subcommittee will consist of a group of three members. You will be tasked with recruiting your subcommittee in early November via application. You will be responsible for managing your subcommittee’s involvement in events/initiatives of the Women’s Office, delegating tasks and creating a space for increased representation. In 2022, the Undergraduate Women’s Subcommittee managed the Monash Women’s Facebook Page and the Postgraduate Women’s Subcommittee managed the Monash LSS Women Instagram. Who manages which platform is interchangeable, however, you are ultimately responsible for the actions of the subcommittee.

5 *Event Planning*

You will be tasked with organising and promoting activities for law students who identify as or with women. This will involve coordinating budget, calendar dates, venues, speaker lists, catering, ticketing, advertising with the Marketing and Social Media Officers, promoting the event on social media and on campus as well as liaising with any other relevant stakeholders.

6 *Be a Contact or Spokesperson for Students who Identify as or with Women*

You are a representative for all students who identify with or as women and must accordingly act within their interests to ensure that your Office is promoting gender equality within the law. You may organise a seminar dedicated to a topical issue in the Women’s space to address this need in place of what were the equity seminars. You may also liaise regularly with relevant university stakeholders including MSA Women’s, Monash Safer Communities Unit, Monash Respectful Communities, Monash Law Faculty and other relevant LSS Officers.

7 *Attendance at LSS Events and Initiatives*

Compulsory LSS events are determined by the Executive during their calendar meeting. You will be informed about which events are mandatory by your Director. Beyond this, you are expected to actively participate and attend as many LSS events and initiatives as possible, especially if they are in the SJE Portfolio.

8 *Office Hours*

You are required to complete one hour in the LSS Office each academic week of the semester, which is coordinated by the LSS Secretary.

**Summary of Time Commitment**

Time commitments for this role vary throughout your term. Work will begin in November and you are able to do a significant amount of the work throughout the summer and winter breaks to reduce the workload during the semester.

During Semester: Ten hours per week.

Outside of semester: Five to ten hours per week.

**Key Events/Initiatives of the Role**

1 *Professional Mentoring Program*

The Program pairs students with a legal professionals who may identify as culturally diverse, as or with women and/or queer to improve students’ professional network. There is also a general stream with which students can apply if they do not wish to be paired with a mentor sharing an identity characteristic. The Program enables students to learn from mentors who have challenged entrenched power structures with grit, determination and skill. Although targeted at students who identify as culturally diverse, as or with women and/or queer, the Program is not limited to these demographics. You will be tasked with reviewing applications and allocating successful candidates into the Women’s Stream. You will be expected to attend the Launch Night to assist the Careers and SJE Portfolios.

2 *International Women’s Day Panel*

Commencing in 2021, the LSS runs an annual panel in celebration of International Women's Day. The Panel consists of a number of accomplished women in law who, throughout their careers, have faced and challenged the biases against women in the workplace. You will oversee the coordinate speakers, choose an appropriate venue and arrange ticketing and advertising.

3 *Women in 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 keynote speakers, organise ticket sales and MC the event. It is important to contact speakers early as it is not uncommon for speakers to have to change their schedules or cancel. For the past two years, we have held the Breakfast in the Isabella Fraser room at the State Library.

The Breakfast is usually run in Semester 1, but you will need to confirm with the main sponsor in which semester they would prefer it run.

4 *Women’s Moot*

The Women’s Moot aims to provide law students who identify as or with women with the opportunity to develop their advocacy skills and network with legal professionals who identify as or with women. The Moot aims to increase students’ perception of the accessibility of pursuing a career at the Bar, which remains heavily male-dominated. Requiring both written and oral submissions, this competition will provide a platform for aspiring female barristers to practise their legal research and advocacy skills. The competition consists of a workshop, two preliminary rounds and finals, requiring competitors to invest a substantial amount of time in both planning and execution. The Women’s Moot sits within the Competitions Portfolio, however, it involves substantial collaboration and involvement with the SJE Directors and Womens’ Officers. You will be involved in the planning of this initiative and ensuring that this is an accessible opportunity for students who identify as or with women.

5 *Women’s Bar Night*

The Women’s Bar Night aims to provide an informal setting for both undergraduate and postgraduate law students who identify with or as women to connect and mingle. For its inaugural launch, the Bar Night was hosted at Juliet Melbourne, a bar which promotes and celebrates female winemakers.

6 *Women in Law: Pathways and Possibilities*

This event showcases the array of career trajectories to students who identify as or with women. Each speaker presents about their diverse and varied career pathway to demonstrate the immense versatility of a law degree. In 2022, this event was hosted at the Gilbert + Tobin office. You will coordinate speakers, venue, catering, advertising and ticketing.

7 *LSS Women’s Social Media*

The Women’s Office manages the Facebook Page, [Monash Law Women’s](https://www.facebook.com/groups/594939271439962/), and the Instagram Page, [Monash LSS Women](https://www.instagram.com/monashlsswomen/). You are responsible for creating content, moderating these spaces and creating an online community for women studying Monash Law.

8 *Topical Seminar on Women’s Issues*

Due to the cessation of the Equity Office, you will be tasked with planning a seminar on a topic that is relevant to your Office. For example, in 2022, the Equity Officer ran online seminars on Consent in the Law and Gender-Based Violence. You may wish to delegate this task to your subcommittee.

## **QUEER OFFICER (LLB)**

**Introduction**

The Queer Officer role provides support and visibility to LGBTQIA+ identifying law students in the spirit of providing an inclusive environment within the Law Faculty and the LSS.

Please be aware that you must identify as a member of the LGBTQIA+ community to be eligible for this position.

**Key Aspects of the Role**

1 *Understanding the Current Issues Affecting the LGBTQIA+ Community*

You must possess and develop a strong understanding of the current issues affecting the LGBTQIA+ community, whatever that may be during your term.

2 *Organisation and Time Management*

The most important skills required for this role are organisation and time-management. The Queer Office has many events and initiatives so it is important to manage your time effectively and organise your tasks early. You will work closely with the Postgraduate Queer Officer, your subcommittee and both the undergraduate and Postgraduate SJE Director, particularly in finalising invitees and speakers for the events.

3 *Communication*

As many of your events will host speakers and legal professionals, a key aspect of your role is to communicate professionally and effectively. Supervised by the Director, you will draft invitations to speakers, give an opening address at key events and manage a subcommittee. Therefore, you must have excellent written and oral communication skills.

4 *Collaboration with the Postgraduate Queer Officer*

Because the goals and objectives of the Queer Office are identical between the undergraduate and postgraduate Officer, both Officers must communicate regularly to ensure their shared events are beneficial to both cohorts and independent initiatives do not overlap. On-going communication and collaboration are required for the success of this Office.

5 *Managing a Subcommittee*

You will be tasked with recruiting a two-person subcommittee in early November via application. You will be responsible for managing your subcommittee’s involvement in events/initiatives of the Queer Office, delegating tasks and creating a space for increased representation. For example, you may wish to delegate to the subcommittee the task of managing the Monash Queer Facebook Page.

6 *Event Planning*

You will be tasked with organising and promoting activities for law students who identify as queer. This will involve coordinating budget, calendar dates, venues, speaker lists, catering, ticketing, advertising with the Marketing and Social Media Officers, promoting the event on social media and on campus as well as liaising with any other relevant stakeholders.

7 *Be a Contact or Spokesperson for Students in LGBTQIA+ Community*

You are a representative for all students who are members of the LGBTQIA+ community and must accordingly act within their interests. You may organise a seminar dedicated to a topical issue in the Queer space to address this need in place of what were the equity seminars. This may also liaise regularly with relevant university stakeholders including MSA Queer, Monash Safer Communities Unit, Monash Respectful Communities, Monash Law Faculty and other relevant LSS Officers.

8 *Attendance at LSS Events and Initiatives*

Compulsory LSS events are determined by the Executive during their calendar meeting. You will be informed about which events are mandatory by your Director. Beyond this, you are expected to actively participate and attend as many LSS events and initiatives as possible, especially if they are in the SJE Portfolio.

9 *Office Hours*

You are required to complete one hour in the LSS Office each academic week of the semester, which is coordinated by the LSS Secretary.

**Summary of time commitment**

Time commitments for this role vary throughout your term. Work will begin in November and you are able to do a significant amount of the work throughout the summer and winter breaks to reduce the workload during the semester.

During Semester: Ten hours per week.

Outside of semester: Five to ten hours per week.

**Key Events/Initiatives of the Role**

1 *Professional Mentoring Program*

The Program pairs students with a legal professionals who may identify as culturally diverse, as or with women and/or queer to improve students’ professional network. There is also a general stream with which students can apply if they do not wish to be paired with a mentor sharing an identity characteristic. The Program enables students to learn from mentors who have challenged entrenched power structures with grit, determination and skill. Although targeted at students who identify as culturally diverse, as or with women and/or queer, the Program is not limited to these demographics. You will be tasked with reviewing applications and allocating successful candidates into the Queer Stream. You will be expected to attend the Launch Night to assist the Careers and SJE Portfolios.

2 *Queer in the Law Panel and Networking Night*

The Queer in the Law Panel hosts a panel of legal of professionals who identify as queer. The Panel provides insights into navigating the queer identity in the legal system and breaking down stereotypes. The Networking Night is run in collaboration with other universities. In 2022, the University of Melbourne, Swinburne University, La Trobe University, RMIT and Deakin University were invited to participate. Legal professionals are sourced from commercial firms, boutique firms, the Bar, community legal centres, consulting firms etc. You are responsible for organising speakers, liaising with other universities and relevant stakeholders, coordinating advertising and managing ticketing.

3 *Queer Mixer*

The Queer Mixer is a different format to engage the queer community in the Portfolio. The Mixer is intended to be an informal and fun evening that aims to celebrate the queer identity and foster a sense of community between universities. In 2022, the Mixer was organised alongside the University of Melbourne and was themed, ‘Queer Prom’.

4 *Queers through the Years*

Queers through the Years was born through combining the Queer Keynote and a panel of previous queer officers. This roundtable is designed to showcase the successes of previous queer law students as well as discuss how they navigate being a burgeoning queer legal professional.

5 *Topical Seminar on Queer Issues*

Due to the cessation of the Equity Office, you will be tasked with planning a seminar on a topic that is relevant to your Office. For example, you may wish to run a seminar on Transgender Rights. You may also wish to delegate this task to your subcommittee.

## **PUBLICATIONS (EQUITY) OFFICER**

**Introduction**

The main roles of the Publications (Equity) Officer is to produce a professional standard annual Social Justice and Equity Guide (‘SJE Guide’) and organise the corresponding Guide Launch for the publication. Further, the position requires maintenance, updates and management of *The Reasonable Observer*, the LSS’ online SJE blog.

This position requires high levels of organisation, proficiency in proof-reading, graphic/publication design and professional communication and liaise with external organisations. You will also be managing a subcommittee of two to three members for the duration of your term

**Key Aspects of the Role**

1 *Collating Information for* The Reasonable Observer *and the Social Justice and Equity Guide*

Creating the SJE Guide and managing *The Reasonable Observer* requires interpersonal skills, organisation and persistence. It will require respectfully contacting legal professionals, students and lecturers for articles that would be relevant and current within a short time frame.

Updating the SJE Guide requires cross-checking details to ensure that all information presented within the Guide is up-to-date and actively improving the Guide by adding relevant new volunteering opportunities within the social justice space. 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 *Coordinating the SJE Guide Launch*

It is the task of the Publications (Equity) Officer to organise the SJE Guide Launch. Recently, a larger focus has been placed on the Guide’s usefulness in navigating a career in social justice and equity. You are responsible for organising calendar dates, budget, speakers, venues, catering, ticketing, advertising and ensuring the Faculty is satisfied with the Guide.

3 *Technical Experience: InDesign*

Experience using inDesign is essential in this role. Alternatively, you must be prepared to teach yourself how to use the program (please note InDesign is very accessible and can be learnt quickly via online video tutorials). 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 designs and produces every aspect of the publication.

4 *Managing a Subcommittee*

You will manage two separate subcommittees: the Publications Subcommittee and *The Reasonable Observer* Subcommittee. You will be tasked with recruiting your subcommittee members immediately upon commencement of your position. The Publications Officer will need to manage, delegate and work as a team member alongside their subcommittee as well as enforce deadlines for the completion of tasks.

5 *Experience with Social Media Marketing and 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 via the LSS website and posting news content on [*The Reasonable Observer* Facebook Page](https://www.facebook.com/thereasonableobserverblog) regularly. Furthermore, leading up to the publication and launch of the SJE Guide, it is the responsibility of the Publications Officer to organise engaging marketing across platforms and pages to maximise exposure and traffic to the event and the Guide.

**Summary of Time Commitment**

1 *End of Semester/Summer Break*

The publication of the SJE Guide must commence immediately upon commencement of your position. It must be completed over the summer break and sent to publishers four to six weeks out from launch. Prior to this, the SJE Director, the President and Faculty will require a minimum of two weeks to proofread the final draft before it is sent to the publishers. You must leave at least two weeks for proof-reading and edits. There will inevitably be errors that are missed in writing. The design and formatting of the Guide must be finalised early in the planning stages in order to produce a high-quality and professional publication.

Preparation of the Guide is no a small task; organising a subcommittee, collecting articles and updating information need to start as soon as possible. This is a challenging task to complete, particularly if you do not have InDesign experience.

Concurrently, the Publications Officer should begin planning content for *The Reasonable Observer*. The blog is most active during the semester because that is when readers are most responsive. Before each semester, the Officer should plan how to spread content and advertise writing opportunities. At the same time, the Officer should have an eye on public affairs so that *The Reasonable Observer* may respond to current events while they remain topical. This cannot be understated, the relevance of the blog is dependent on how relevantly it can speak and communicate on current issues. [*The Reasonable Observer* Contributors Group](https://www.facebook.com/groups/thereasonableobservercontributors/) is a space for the Publications Officer to pitch topics and provide updates to contributors.

2 *Semester 1*

You must finalise plans for the SJE Guide Launch, which must take place in the first three to four weeks of Semester 1. In addition, you must liaise with the IT Officer and Social Media Officer to ensure that the SJE Guide is available via the LSS Website and social media channels.

3 *Year Round*

You are required to oversee *The Reasonable Observer* throughout the year. This includes updating the blog (embedded in the LSS website), editing and posting articles on [*The Reasonable Observer* Facebook Page](https://www.facebook.com/thereasonableobserverblog) and reviewing contributions and pitching ideas to [*The Reasonable Observer* Contributors’ Group](https://www.facebook.com/groups/thereasonableobservercontributors/).

**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 students who describe their personal experiences with social justice and equity organisations and opportunities. This is released in early Semester 1 and is the task of the Publications (Equity) Officer and the SJE Publications Subcommittee.

2  *Social Justice and Equity Publication Launch*

This is the official release date of the Social Justice and Equity Guide. This is held at the Moot Court with the Dean, President, SJE Director and Publications Officer presenting. In 2022, three esteemed guest speakers were invited to give an address, followed by a Q&A of their careers in the social justice field. Members of the Faculty and the general student body are invited and it is a compulsory event for committee

3 *The Reasonable Observer*

*The Reasonable Observer* is the LSS’ online blog dedicated to social justice issues and law reform. It is updated by the Publications (Equity) Officer and the three-person *Reasonable Observer* subcommittee with current social justice and equity news, cases and interviews with students and professionals. The blog requires a commitment from both the Director and the Publications Officer to keep its momentum and engagement.

 Maintaining the blog involves:

* Formulating ideas for articles – your subcommittee will be tasked with finding students to write articles for the blog;
* Writing articles - in the event that you do not receive submissions, you must write articles in order to maintain the blog’s online presence and content; and
* Edit articles.

Once new articles are published on the website, you must advertise the recent submission with a post on the Facebook Page.

**Potential Future Events/Initiatives**

There is potential for the Publications Officer to collaborate with organisations such as the Castan Centre for Human Rights and the Progressive Law Network. This may be extended to *The Reasonable Observer* and may include interviews with industry professionals.

## **JUST LEADERSHIP PROGRAM (‘JLP’) COORDINATOR (X2, open to both LLB and PG)**

**Introduction**

The two JLP coordinators will be responsible for organising and running the Just Leadership Program. The Program runs as a series of seminars on various social justice-oriented legal topics. Participants are Monash Law students selected through an application process and then divided into groups that are each allocated a topic for a research project.

Please be aware that 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 need to organise applications for the program and market the Program to Monash Law students. You are also required to organise bookings for the seminars at Monash Chambers, contact and secure a large number of guest speakers to present at each of the Program’s seminars and manage the group projects and presentations.

The role is *very* time-consuming and will require you to possess sound organisational skills, 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**

1 *Summer Break*

You must use the Summer Break effectively. You will need to plan the Program’s seminars, set topics, dates, speakers lists and secure Monash Chambers bookings. You will also need to coordinate any changes to the Program’s structure. You must liaise with the Ancora Imparo Program to avoid date clashes and select the timing of the Graduation and Public Lecture.

It is recommended that you draft invitations over the summer break and begin sending them out. Invitations for speakers for the Introductory Night must be sent off by early February, if not before.

2 *LLB* *Semester 1*

Invitations must be sent at least two to three months prior to each seminar in order to contact back-up speakers if necessary. You must prepare the application form and promote the Program early in the Semester to both undergraduate and early in the Trimester for postgraduate cohorts. Be aware that you will likely receive a large number of applicants, do not underestimate the time it takes to assess these and conduct the interviews.

As each seminar approaches, you must confirm your speakers, email a panel outline to them and provide the JLP Participants with their bios via email and the JLP Facebook Page.

You must also ensure you plan the Graduation and Public Lecture alongside Faculty, this cannot be left to the last minute.

3 *LLB* *Winter Break*

Any outstanding invitations must be sent out as well as a mid-Program feedback form to the participants. You must also ensure the Graduation and Public Lecture planning is finalised.

4 *LLB* *Semester 2*

As the Program comes to an end, you should choose which groups will present their project at the Graduation.

## **POC OFFICER (LLB)**

**Introduction**

The POC Officer role provides support and visibility to POC and culturally diverse law students in the spirit of providing an inclusive environment within the Law Faculty and the LSS.

Please be aware that you must identify as Black, Indigenous or as a Person of Colour (or any combination of the preceding).

**Key Aspects of the Role**

1 *Understanding the Current Issues Affecting the POC and Culturally Diverse Community*

You must possess and develop a strong understanding of the current issues affecting POC and culturally diverse people, whatever that may be during your term.

2 *Organisation and Time Management*

The most important skills required for this role are organisation and time-management. The POC Office has many events and initiatives so it is important to manage your time effectively and organise your tasks early. You will work closely with the Postgraduate POC Officer and both the undergraduate and postgraduate SJE Director, particularly in finalising invitees and speakers for the events.

3 *Communication*

As many of your events will host speakers and legal professionals, a key aspect of your role is to communicate professionally and effectively. Supervised by the Director, you will draft invitations to speakers and give an opening address at key events. Therefore, you must have excellent written and oral communication skills.

4 *Collaboration with the Postgraduate POC Officer*

Because the goals and objectives of the POC Office are identical between the undergraduate and postgraduate Officer, both Officers must communicate regularly to ensure their shared events are beneficial to both cohorts and independent initiatives do not overlap. On-going communication and collaboration are required for the success of this Office.

5 *Event Planning*

You will be tasked with organising and promoting activities for law students who identify as or with women. This will involve coordinating budget, calendar dates, venues, speaker lists, catering, ticketing, advertising with the Marketing and Social Media Officers, promoting the event on social media and on campus as well as liaising with any other relevant stakeholders.

6 *Be a Contact or Spokesperson for POC and/or Culturally Diverse Students*

You are a representative for all students who are POC and/or culturally diverse and must accordingly act within their interests to ensure that your Office is promoting diversity within the law. You may organise a seminar dedicated to a topical issue in the POC/culturally diverse space to address this need in place of what were the equity seminars. This may also include liaising regularly with relevant university stakeholders including MSA People of Colour, Monash Law Faculty and other relevant LSS Officers.

7 *Attendance at LSS Events and Initiatives*

Compulsory LSS events are determined by the Executive during their calendar meeting. You will be informed about which events are mandatory by your Director. Beyond this, you are expected to actively participate and attend as many LSS events and initiatives as possible, especially if they are in the SJE Portfolio.

8 *Office Hours*

You are required to complete one hour in the LSS Office each academic week of the semester, which is coordinated by the LSS Secretary.

**Summary of Time Commitment**

During Semester: Ten hours per week.

Outside of semester: Five to ten hours per week.

This is a guide only. As the position is new, the POC 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 *Professional Mentoring Program*

The Program pairs students with a legal professionals who may identify as culturally diverse, as or with women and/or queer to improve students’ professional network. There is also a general stream with which students can apply if they do not wish to be paired with a mentor sharing an identity characteristic. The Program enables students to learn from mentors who have challenged entrenched power structures with grit, determination and skill. Although targeted at students who identify as culturally diverse, as or with women and/or queer, the Program is not limited to these demographics. You will be tasked with reviewing applications and allocating successful candidates into the Culturally Diverse Stream. You will be expected to attend the Launch Night to assist the Careers and SJE Portfolios.

2 *Cultural Diversity Breakfast*

The Cultural Diversity Breakfast largely mirrors the Women in Law Breakfast. It aims to celebrate and uplift the voices of culturally diverse individuals in the law. Duties will involve selecting speakers, inviting representatives from sponsoring firms and other firms, agencies and organisations, booking a venue and organisation catering for this event.

3 *POC Panel*

The POC Panel hosts three speakers who comment on the vitality of cultural diversity as well as pass important knowledge on how to navigate the law as a POC individual. The aim of the Panel is to create a safe and welcoming space for culturally diverse people

4 *Topical Seminar on POC Issues*

Due to the cessation of the Equity Office, you will be tasked with planning a seminar on a topic that is relevant to your Office. For example, in 2022, the Equity Officer ran an online seminar on First Nations Rights and the Law.

**Potential Future Events/Initiatives**

As this is a relatively new role, the POC Officer is encouraged to bring new ideas to the role, change existing events and continually seek to improve initiatives.

In particular, there is demand for an Indigenous Panel and POC Facebook Page to assist in representing all Monash Law students and foster a strong sense of community among culturally diverse individuals.

## **INDIGENOUS OFFICER (1 x LLB/PG)**

**Introduction**

The Indigenous Officer role is a voluntary position, they will provide support and visibility to Aboriginal and Torres Strait Islander law students in the spirit of providing an inclusive environment within the Law Faculty and the LSS.

Please be aware that you must identify as Aboriginal and/or Torres Strait Islander. We have the capacity to onboard two officers, one for postgraduate and one for undergraduate students yet, this will largely depend on the amount of interest for this role. If we only source one successful candidate the Officer will be representing and working across the postgraduate and undergraduate cohorts.

**Key Aspects of the Role**

1 *Understanding the Current Issues Affecting Indigenous Communities*

You must possess and develop a strong understanding of the current issues affecting Indigenous people, whatever that may be during your term.

2 *Organisation and Time Management*

The most important skills required for this role are organisation and time management. The Indigenous Officer has many events and initiatives so it is important to manage your time effectively and organise your tasks early. You will work closely with the undergraduate and postgraduate SJE Directors, particularly in finalising invitees and speakers for the events.

3 *Communication*

As many of your events will host speakers and legal professionals, a key aspect of your role is to communicate professionally and effectively. Supervised by the Director, you will draft invitations to speakers and give an opening address at key events. Therefore, you must have excellent written and oral communication skills.

4 *Collaboration with the SJE Directors*

You will be expected to communicate with the SJE Directors to ensure your events are beneficial to both cohorts and independent initiatives do not overlap. On-going communication and collaboration are required for the success of this Office.

5 *Event Planning*

You will be tasked with organising and promoting activities for law students who identify as Aboriginal and/or Torres Strait Islander. This will involve coordinating the budget, calendar dates, venues, speaker lists, catering, ticketing, and advertising with the Marketing and Social Media Officers, promoting the event on social media and on campus as well as liaising with any other relevant stakeholders.

6 *Be a Contact or Spokesperson for Indigenous Students*

You are a representative for law students who are Aboriginal and/or Torres Strait Islander. You must accordingly act within their interests to ensure that your Office is promoting diversity within the law. You may organise a seminar dedicated to a topical issue in the Indigenous space. This may also include liaising regularly with relevant university stakeholders including MSA Indigenous Officer, the William Cooper Institute, Monash Law Faculty and other relevant LSS Officers.

7 *Attendance at LSS Events and Initiatives*

You are expected to actively participate and attend your own events and as many LSS events and initiatives as possible, especially if they are in the SJE Portfolio. Compulsory LSS events are determined by the Executive during their calendar meeting. You will be informed about which events are mandatory by your Director.

8 *Office Hours*

You are required to complete one shift in the LSS Office each academic week of the semester, which is coordinated by the LSS Secretary and PG Director. Postgraduate students will complete this shift at the Chambers Office whereas LLB students will complete their shift at the Clayton Campus.

**Summary of Time Commitment**

During Semester/Trimester: Ten hours per week.

Outside of semester/Trimester: Five to ten hours per week.

This is a guide only. As the position is new, the Indigenous 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 *Professional Mentoring Program*

The Program pairs students with a legal professional who may identify as culturally diverse, as or with women and/or queer to improve students’ professional network. There is also a general stream with which students can apply if they do not wish to be paired with a mentor sharing an identity characteristic. The Program enables students to learn from mentors who have challenged entrenched power structures with grit, determination and skill. Although targeted at students who identify as culturally diverse, as or with women and/or queer, the Program is not limited to these demographics. You will be tasked with reviewing applications and allocating successful candidates from the Indigenous cohort. You will be expected to attend the Launch Night to assist the Careers and SJE Portfolios.

4 *Topical Seminar on Indigenous Issues*

Due to the cessation of the Equity Office, you will be tasked with planning a seminar on a topic that is relevant to your Office. For example, in 2022, the Equity Officer ran an online seminar on First Nations Rights and the Law.

**Potential Future Events/Initiatives**

As this is a relatively new role, the Indigenous Officer is encouraged to bring new ideas to the role, change existing events and continually seek to improve initiatives. For example, in 2023, the SJE portfolios held a documentary screening of *Incarceration Nation* which was followed by a panel discussion about the Australian legal system and its contribution to the incarceration of Indigenous Australians.