



MURDOCH STUDENT LAW SOCIETY
INCORPORATED

ELECTION GUIDE

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INTRODUCTION

WHAT IS THE PURPOSE OF THIS GUIDE?

This document has been created to ensure that the greatest possible number of people have access to the Murdoch Student Law Society ('MSLS') Committee position descriptions. So they may fully consider whether they would like to be a part of the Committee for the 2014/2015 term.

This guide aims to assist students to understand exactly what each position entails and why you may want to stand in the election for one. It also seeks to ensure that candidates know exactly what to expect from a position they are running for and exactly what they should be thinking about and aware of when running for a position.

Please note though, no description will trump personal experience in terms of describing a role, so if you're considering running for a position we urge you to contact the current Committee Member for that position and asking them some questions. All Committee contact details can be found via the MSLS Website, www.msls.asn.au.

WHY SHOULD I GET INVOLVED?

Attending Law School is more than an educational process; it is a chance to become involved with the wider legal community and develop your personal and interpersonal skills. Additionally, it is a time to have a lot of fun with a collection of like-minded people pursuing a similar lifestyle to you. The best method to do this is to become involved with the MSLS Committee. Not only do you get to work with other passionate individuals, but you also have an opportunity to control change and legitimately input into Murdoch Law School. You also receive unique networking and skill building opportunities that you wouldn't get from a standard Law School journey. Perhaps the biggest emphasis on why you should get involved is the sheer amount of fun you will have as part of the MSLS Committee.

WHAT POSITIONS CAN I RUN FOR?

Executive Committee

President
Secretary
Treasurer
Education & Careers Vice-President
Social & Sporting Vice-President
Publications & Marketing Vice-President
Competitions Vice-President

Committee

Café Manager
Competitions Officer (Two Positions)
Criminology Representative
Education & Careers Officer
General Committee
Information Technology Officer
Legal Studies Representative
Mature Age Representative
Publications & Marketing Officer
Social & Sporting Officer
Social Justice Officer

POSITION PROFILES

PRESIDENT

Position Description

As President you will be the head of the Murdoch Student Law Society, however your official obligations will be as follow:

- To act as the official representative of MSLS;
- To further the objects of MSLS;
- To promote MSLS;
- To coordinate and oversee new initiatives undertaken by MSLS;
- To co-ordinate and manage MSLS's relationship with sponsors;
- To ensure that all sponsorship obligations are fulfilled;
- To manage, direct and support the MSLS Executive and Committee;
- To liaise with Members of Murdoch Law School and Murdoch University;
- To have a working knowledge of all Committee Portfolios; and
- To endeavour to facilitate growth and harmonization with MSLS at all times.

Overview & Requirements

The role of MSLS President can be extremely demanding but is incredibly rewarding. It is recommended to have prior experience on the MSLS Committee before undertaking this role, however it is not essential.

This role requires you to have an understanding of all portfolios and an appreciation of the workload undertaken by different members of the Executive and Committee. It is vital that as President you are available to deal with issues as and when they arise and can provide support to the Executive and Committee. This may mean taking calls or responding to emails at times that may not necessarily suit you. It may also mean being liable for anything that goes wrong with the Society. However, you also get a credit to the successes with your Committee and the Society as a whole.

Finally, this role can be extremely high pressure, often requiring you to make decisions quickly and with certainty. A calm resolve and good organisational skills will serve this position well.

SECRETARY

Position Description

As Secretary, you will be responsible for:

- Formally organizing and managing the Committee's attendance to meetings and other requirements;
- Acting as the 'communication conduit' for the Committee to each other and the Society;
- Keeping minutes in Committee meetings;
- Organising and keep records of Society membership
- Keeping MSLS Members informed via email fortnightly email newsletters;
- Coordinating elections and the Annual General Meeting;
- Ensuring that the Committee is aware of Constitutional Requirements;
- Keeping guardianship over the Bylaws and ensuring their proper interpretation and application;
- Answering queries from students regarding the Society.

Overview & Requirements

The Secretary is responsible for the general functioning of the Committee and Executive as well as for the maintenance of records of membership and decision-making. This typically involves organising meeting times, agendas and minutes, as well as assisting the President to chair meetings.

This position is best suited to someone who is well organised and is quite particular in regards to following the rules. The Secretary will be required to aid the President and the Vice-Presidents in their endeavours throughout the year. A relatively high proficiency for correspondence and technological skills is recommended, but not necessary for this position.

TREASURER

Position Description

As Treasurer, you will be responsible for:

- The receipt and deposit of all the Society's income;
- The payment of any necessary Society debts;
- The keeping of records, receipts, deposits and payments relating to the corporation;
- Ensuring that all money due to the Society is collected and received;
- Operating the Bank account and controlling the disposal of corporation funds in conjunction with the executive;
- Ensuring that the financial affairs of the Society are reflective of current best practice and are in keeping with expenditure of the activities of the Society;
- Ensuring an up to date system of book keeping with respect to the financial management of the society.
- Having a working knowledge of the meeting procedure

Overview and Requirements

The position of Treasurer requires a strong commitment to the role and responsibilities that come with it. The Treasurer is responsible for overseeing all the financial affairs of the society including budgeting, sponsorship management (in conjunction with the President), maintaining records as well as paying creditors. It is the duty of the Treasurer to make sure that the financial activities of the society are in compliance with the practices and regulations that govern a not for profit organization.

As such, keeping up to date with the organizational duties and financial submissions involved with this role are imperative as they can become mountainous if left unattended. As the treasurer it is necessary to have contingency plans for any unforeseen circumstances and ensuring that a sufficient amount of sums are left for the succeeding committee.

EDUCATION AND CAREERS VICE-PRESIDENT

Position Description

As Education Vice-President, you will be responsible for:

- Furthering the objects of the Society, with emphasis the education objects;
- Organising educational and career orientated seminars;
- Liaising and maintaining strong relationships with Law firms;
- Liaising with the Australian Law Students Association regarding their conference and publications;
- All initiatives of the Society that aim to enhance students' academic and university lives;
- Ensuring that students have access to reasonably up to date information regarding both legal and non-legal career options;
- Having a working knowledge of meeting procedure.

Overview and Requirements:

The role of Education and Careers Vice President has an element of flexibility to its portfolio. It promotes opportunity to assess the best methods of approaching this portfolio. This position involves the organising, managing and implementing of career initiatives, seminars and events as well as coordination of publications that assist students with career opportunities and pathways. This portfolio requires you to edit and republish two guides; the Careers Guide and the Firm Directory, which gives information on how to apply for clerkships, information about firms and dates for applications. This position demands a lot of research into legal education issues to provide you with the best possible understanding to develop new and creative initiatives that are relevant to students and interesting for students. As well as research this role demands a lot of time, however you will have an officer to assist you in the many tasks that come with this position. You will need to be well spoken, organized and committed to the role to have success. It is important to note that, other than the President and Competitions Vice-President, you will be representing the Society as a main point of contact for firms.

SOCIAL AND SPORTING VICE-PRESIDENT

Position Description:

As Sporting and Sporting Vice-President, you will be responsible for:

- Organising the major social events of the Society's Calendar including but not limited to: Law Camp, Law Ball, Cocktail Night and End of Year Dinner;
- Aiding in the organization of any smaller social events that the society decides to run;
- Working closely with the Treasurer and President and the rest of the Committee to make sure that all budgets and events are agreed upon;
- Ensuring that no event is run at the detriment of the Society and/or its reputation;
- Ensuring any risk assessment documentation is completed appropriately and all reasonable action is taken to reduce risk at Society events;
- Ensuring a responsible approach to the service of Alcohol at events;
- Ensuring the promotion of all events that he/she runs;
- Liaise with fellow Law Societies during inter university events.
- Representing the society in a respectable manner when organising events;
- Having a working knowledge of the meeting procedure.

Overview and Requirements

It is the responsibility of the Social and Sporting Vice President to organise and promote society events as well as maintain a successful facilitation of ticket sales through the Society. You will need to be a well-organised person who is capable of withstanding pressure in a graceful way. The demand of this position fluctuates depending on the social calendar and time of year. However, you will have a social and sporting officer to assist you with the tasks at hand. It is important to be able to delegate well with this portfolio, as it can easily become overwhelming. As the Social and Sporting vice president, you will need to liaise with venues, vendors and the treasurer to ensure payments and debts are met in a prompt manner. Although the Social and Sporting Vice-President needs to be outgoing and approachable, you must be prepared to take a back seat at times to ensure the proper and successful running of an event.

PUBLICATIONS AND MARKETING VICE-PRESIDENT

Position Description

As the Publications and Marketing Vice-President, you will be responsible for:

- Designing and printing posters for Society events and competitions;
- Advertising events and competitions on the Society Facebook page;
- Maintaining the Society's Facebook and Instagram Accounts;
- Coordinating the sale of Society merchandise including but not limited to 'Hoodies' and other clothing apparel
- Working with the Treasurer and President to ensure adequate funds for Society merchandise.
- Ensuring the release of and editing the Society's publication 'Carpe Diem';
- Writing and organising articles and event photographs for Carpe Diem;
- Arranging the printing and dissemination of Society publications;
- Aiding and assisting, in conjunction with other portfolios, in the publishing of the Careers Guide and Firm Directory.
- Maintaining the image of the society in both online and offline forums;
- Overseeing all publicity matters of the Society;
- Having a working knowledge of the meeting procedure.

Overview and Requirements

The work of Publication and Marketing Vice-President has its biggest demand coming at the end second semester with the release of the Society's annual publication 'Carpe Diem'. With that said, this person will need to be organised with the ability to cope well with stress and the end of the semester is always the busiest with an abundance of assignments and exams. The person taking over this portfolio should have proficiency in Word, Photoshop, PowerPoint, Publisher and preferable Adobe InDesign. You will need to work in conjunction with the Educations and Careers Vice President to assist in the release of the Careers Handbook and Firm Directory. You will also need to be available to the committee for any advertising, publicity needs they may have, especially the Social and Sporting Vice President.

COMPETITIONS VICE-PRESIDENT

Position Description

As the Competitions Vice-President you will be responsible for:

- Organising and facilitating the Society run competitions;
- Coordinating each round of those competitions;
- Writing or organising questions for each competition;
- Liaising with law firms in regards to the competitions they sponsor;
- Maintaining a good working relationship with firm representatives, being a major point of contact for the Society;
- Organising judges for each competition round;
- Hosting and organising information seminars explaining competitions for students;
- Attending, or having an officer attend every competition round, especially grand final rounds.

Overview and Requirements

The role of the Competitions Vice-President, after the role of the President is the most demanding portfolio. As such, this role comes with two officers to assist with and attend competition rounds. This role involves the administration of competitions and must respond to student queries and deal with any appeals, should they be lodged. The primary focus of this position is to organise and coordinate all society competitions. Given the breadth of competitions that are available through the society this role can be incredibly time consuming and stressful having to book rooms, allocate judges and teams, as well as facilitating information seminars. Whilst it is not requirement, experience in mooting and advocacy would be beneficial to any candidate wishing to run a successful portfolio. The Competitions Vice-President must be a well-spoken and mature individual able to multitask and capable of forging strong relationships with firms.

CAFÉ MANAGER

Position Description

As café manager, you will be responsible for:

- Day to day management and maintenance of the King and Wood Mallessons Café;
- Ordering stock when required;
- Keeping the Café till audited and stable;
- Liaising with the university and stock companies regarding Café matters;
- Cleaning and complying to food hygiene standards;
- Ensuring the payment of all bills in conjunction with the treasurer;
- Organising rosters;
- Working as part of the general committee.

Overview and Requirements

The role of Café Manager is to ensure the successful operation of the Society Café. People suitable for this position should be well organised, both in terms of business logistics and people management. You should be able to manage money and stock. This position can become stressful and requires an understanding and level headed approach to both business and people.

IT OFFICER

Position Description

As IT Officer, you will be responsible for:

- Maintaining the Society webpage and keeping it up to date with current advertisements and information;
- Organising the use of the Society email addresses;
- Assisting the Café Manager with the use of the Café till system;
- Assisting the Committee with any IT related matter;
- Working as part of the general committee.

Overview and Requirements

The role of the IT Officer is crucial to the successful operation of the Society as there will always be technological issues that require attention. Access to the Society webpage must be available to students at all times and the page is a source of information for events and careers advice.

The IT Officer does not necessarily need to be a Microsoft-grade programmer, however, it is expected that they will have a better than average understanding of computing and will be willing to assist the committee in any of their IT needs such as using the email system and website.

MATURE AGE AND GRADUATE REPRESENTATIVE

Position Description

As the Mature Age Representative, you will be responsible for:

- Representing the Murdoch Law School mature age and graduate students in their interests;
- Organising and coordinating events and functions specific to mature age and graduate students such as but not limited to Wine and Cheese Night.
- Ensuring the reasonable involvement of mature age students in society events and competitions;
- Working as part of the general committee.

Overview and Requirements

The role of Mature Age Representative will be well suited to a person who enjoys networking, planning, organising and hosting events and who has an ability to identify the needs of a group and effective ways to meet them. This role is well supported by the Committee but is very non-prescriptive, which means there is scope for creativity and initiative on your part.

LEGAL STUDIES REPRESENTATIVE AND CRIMINOLOGY REPRESENTATIVES

Position Description

As either the Legal Studies or Criminology Representative, you will be responsible:

- Representing students enrolled in either Criminology or Legal Studies;
- Organising and coordinating events and specific to Legal Students and/or Criminology Students;
- Working in conjunction with the other portfolios to organise educational seminars for law and non law career pathways;
- Working as part of the general committee.

Overview and Requirements

The role of Legal Studies or Criminology Representative will be well suited to a person who enjoys networking, planning, organising and hosting events and who has an ability to identify the needs of a group and effective ways to meet them. This role is supported by the Committee but is very non-prescriptive, which means there is scope for creativity and initiative on your part.

SOCIAL JUSTICE OFFICER

Position Description

As Social Justice Officer, you will be responsible for:

- Ensuring that the equal justice, social justice and student welfare of all students within the society are met;
- Running events to fundraise for social justice causes that affect law students;
- Raising awareness for social justice issues that any law student may face (the predominant issue being mental health and addiction);
- Ensuring that all issues on equity from members are addressed appropriately;
- Working as part of the general committee.

Overview and Requirements

The portfolio of Social Justice Officer allows for flexibility and creativity in many respects. Essentially you are responsible for raising the awareness for equal opportunity, social justice issues as well as fundraising for social justice causes. There is an element of research involved in this portfolio to identify what social justice issues and causes concern students. The role is what you make of it. It can at times be incredibly time consuming. This role will be best suited for an individual who is learned in social justice issues or particularly passionate about them.

OFFICERS

Positions Available:

- Competitions Officers (x 2)
- Education and Careers Officer
- Publicity and Marketing Officer
- Social and Sporting Officer

Position Description

As an officer, you will be responsible for:

- Assisting your respective vice presidents in the fulfilment of their activities;
- Representing your respective vice president at events/meetings/competitions where they cannot attend;
- Working as part of the general committee.

Overview and Requirements

At times, the portfolios for some vice presidents can be overwhelming and time consuming. It will be your job to assist your respective vice-president and relieving some of the workload in as many ways as possible. You will need to be up to date in your knowledge of how the portfolio is running at all times.

The roles of the officers are best suited to individuals who wish to get involved in the committee on a more relaxed forum.

GENERAL COMMITTEE (X2)

Position description

Being a part of the general committee, you are responsible for:

- Aiding the Education and Careers Vice-President with education events and the production of the Careers Guide and Firm Directory;
- Aiding the Social and Sporting Vice-President in the organization of social and sporting events;
- Aiding the Competitions Vice-President with the coordination of competitions;
- Aiding the Publicity Vice-President with the editing of Carpe Diem;
- Working as part of the General Committee.

Overview and Requirements

The general committee works with the rest of the Committee to ensure that all projects, whether event functions, competitions or publications are well planned and successful. If you are looking to be a part of the committee, but don't have as much time to offer this position allows for a lot of flexibility. This is a position with little in the way of personal commitments and is a very good 'foot in the door' for future committee membership.

WORKING IN THE KING AND WOOD MALLESON CAFÉ

Position Description

Every member of the MSLS Committee is required to work at least one weekly shift in the King and Wood Mallesons Café. With each shift, you will be required to:

- Serve customers (Staff, Students and Visitors to the Law School)
- Sell merchandise
- Answer student queries
- Stock Display Fridges
- Clean the Café Area
- Clean the Common Room Area
- Receive deliveries of stock
- Count the Café till each shift

Overview and Requirements:

It is very important for nominees to understand that working in the Café is a definite requirement of holding a position on the MSLS Committee. The Society has had possession of the Café for two years now and, though it has had some ups and downs, it has been running well since then. We hope that, with the continual hard work from the Committee, the Café can stay successful. The Café is an important point of contact between members of MSLS and the committee. The Café offers unique advantages to MSLS and should be treated as a resource that can be used by the committee and its members

