



**MURDOCH STUDENT LAW SOCIETY**  
**INCORPORATED**

**2017 COMMITTEE ELECTION GUIDE**

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## INTRODUCTION

### PURPOSE OF THIS GUIDE

This document has been created to ensure that the position descriptions for the Murdoch Student Law Society ('MSLS') Committee roles are made widely available. This will hopefully allow all members to fully consider whether they would like to be a part of the Committee for the 2017/2018 term.

This guide aims to assist members 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 compare to personal experience in terms of describing a role, so if you are considering running for a position you are urged you to contact the current Committee Member for that position and ask them some questions about the role. You may get in touch with the MSLS Secretary at [secretary@msls.asn.au](mailto:secretary@msls.asn.au) to pass you on to any specific Committee member, or all Committee contact details can be found via the MSLS Website: [www.msls.asn.au](http://www.msls.asn.au).

### WHY YOU SHOULD 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 influence and contribute to the Murdoch Law School.

MSLS Committee Members also have the opportunity to gain unique networking and skill-building experiences that you would not 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.

## COMMITTEE STRUCTURE

The MSLS Committee is made up of the Executive and full Committee. There are seven members of the Executive Committee, which oversees and manages the rest of the Committee. The MSLS Committee typically operates under an informal hierarchal structure, with officers, representatives, general committee members, and sub-committee members reporting to their Vice-Presidents, who in turn report to the President and the rest of the Executive Committee at fortnightly executive meetings.

## POSITIONS YOU MAY NOMINATE FOR

### EXECUTIVE COMMITTEE

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

### COMMITTEE

- Café Manager
- Finance Officer
- Information Technology Officer
- Education Officer
- Careers Officer
- Social Officer
- Sporting Officer
- Competitions Officer (2)
- Publications Officer
- Marketing Officer
- Social Justice Officer
- Legal Studies Representative
- Criminology Representative
- Mature Age & Graduate Student Representative
- General Committee (2)

## WORKING IN THE MSLS CAFE

Every member of the MSLS Committee is required to work at least one volunteer weekly shift in the MSLS Law Café as an inherent part of your role as a Committee member. While on shift you will be required to:

- Serve customers (staff, students, and visitors to the law school);
- Promote and advertise upcoming MSLS competitions, educational and social events;
- Sell MSLS merchandise;
- Answer student queries;
- Stock display fridges;
- Clean the café area;
- Clean the common room area;
- Receive deliveries of stock;
- Count the café till;
- Follow any other reasonable instructions or procedures provided by the Café Manager

It is important for all Committee nominees to understand and appreciate that working in the MSLS Café is a definite requirement of holding a position on the MSLS Committee. The Society has possessed and managed the Café for over 5 years now, and it is an enormous asset to the Society and huge benefit to members and other law students having MSLS manage it. Managing the Café offers the Society an invaluable direct point of contact with students through which to advertise events and sell tickets, a privilege that no other student law society within Australia shares. It is of great importance to maintain the café running smoothly and well for the benefit of all students within the School of Law.

Maintaining managerial control of the Café allows for MSLS Competitions and, less-frequently, educational seminars, to be coordinated from its premises. The importance of the Café to MSLS cannot be overstated. All Committee Members should respect the great privilege it is for the Society to manage the Cafe, and happily contribute to its effective running.

## ELECTION DATES AND NOMINATING

Nominations for the 2017 MSLS Committee Elections shall open on the 11<sup>th</sup> of October. To nominate yourself for a position on the 2018 MSLS Committee, fill in the nomination form at <https://goo.gl/forms/ru46T4P8G8fFr88n2>. Nominations shall close during the MSLS Annual General Meeting ('AGM'), held on the 18<sup>th</sup> of October at room 260.1.106 (Vet Clinical Sciences Building Lecture Theatre) commencing at 1:00pm.

It is strongly recommended for all election candidates to attend the AGM, where you will have the opportunity to present an election speech to voting members. Following the AGM, an online voting link shall be emailed to all MSLS Standard Members to vote for Committee candidates. Voting shall be open from the 19<sup>th</sup> until the 26<sup>th</sup> of October this year.

The vote shall be counted by Returning Officer Vlada Lemaic, and the results will be announced at the MSLS Leo Cussen End of Year Dinner at Bells Functions on the 27<sup>th</sup> of October: <https://www.facebook.com/events/731873970332412/>. It is also recommended for nominated candidates to attend the End of Year Dinner.

## POSITION PROFILES

### PRESIDENT

#### Position Description

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

- To act as the official representative of MSLS;
- To oversee all activities of the Society;
- To act as signatory of the MSLS bank account and authorise the appropriation of MSLS funds;
- To Chair all meetings of the Society, unless otherwise delegated;
- To manage, direct, and support the MSLS Executive and Committee;
- To further the objects of MSLS;
- To resolve grievances within the Committee;
- To coordinate and manage MSLS's relationship with sponsors;
- To ensure that sponsorship obligations are fulfilled;
- To liaise with members of Murdoch Law School and Murdoch University;
- To endeavour to facilitate growth and harmonization with MSLS at all times; and
- To sit as a member of the Australian Law Students' Association ('ALSA') Council.

#### Overview & Requirements

The role of MSLS President can be both extremely demanding and incredibly rewarding. It is strongly recommended to have prior experience on the MSLS Committee (ideally in an Executive position) before undertaking this role, however it is not essential. 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 the person to answer 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.

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.

## **TREASURER**

### **Position Description**

As Treasurer, you will be responsible for:

- The receipt and deposit of all of 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 as signatory of the MSLS 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;
- Reimbursing Committee members for disbursements incurred during their duty;
- Presenting a budget to the Committee at the beginning of each semester of study, and prepare a statement of performance at the end of each semester; and
- Overseeing the financial transactions of the MSLS Café, and oversee the banking of all money received by the Café.

### **Overview & 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 income 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 ensure that a sufficient balance of funds is left for the succeeding committee.

## **SECRETARY**

### **Position Description**

As Secretary, you will be responsible for:

- Formally organizing and managing the Committee's attendance to meetings;
- Acting as the 'communication conduit' for the Committee to each other and the Society;
- Keeping minutes during Committee meetings and ensuring their publication to the MSLS website;
- Organising and keeping records of Society membership;
- Keeping MSLS Members informed via fortnightly email newsletters;
- Coordinating elections and the Annual General Meeting;
- Ensuring that the Committee is aware of their constitutional requirements;
- Ensuring compliance with the *Associations Incorporation Act 1987* (WA);
- Keeping guardianship over the By-laws 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 when required. This position is best suited to someone who is well organised and is quite particular in regard to following rules and regulations. 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 for this position.

## **EDUCATION & CAREERS VICE-PRESIDENT**

### **Position Description**

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

- Furthering the objects of the Society, with emphasis on 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; and
- Having a working knowledge of meeting procedure.

### **Overview & Requirements**

The role of Education and Careers Vice President has an element of flexibility to its portfolio. This position involves the organisation, management, and implementation 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 publish two guides; the Careers Guide and the Firm Directory. These important publications provide students with essential 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, extremely organized and committed to the role to have success. It is important to note that, along with the President and Competitions Vice-President, you will be representing the Society as a main point of contact for firms.

## **SOCIAL & SPORTING VICE-PRESIDENT**

### **Position Description**

As Social 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, President, and the rest of the Committee to make sure that all budgets and events are agreed upon and complied with;
- 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 the Society runs;
- Liaising with fellow Law Societies during inter-university events;
- Representing the society in a respectable manner when organising events; and
- Having a working knowledge of the meeting procedure.

### **Overview & Requirements**

It is the responsibility of the Social & 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 socials officer and sports 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. 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 & Sporting Vice-President needs to be outgoing and approachable, you must also be prepared to take a back seat at times to ensure the proper and successful running of an event.

## **COMPETITIONS VICE-PRESIDENT**

### **Position Description**

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

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

- Organising and facilitating Society-run legal competitions;
- Coordinating (or delegating coordination for) each round of those competitions;
- Writing or sourcing questions for each competition round;
- Liaising with law firms in regards to the competitions they sponsor;
- Maintaining a good working relationship with firm representatives, acting as 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 & Requirements**

The role of the Competitions Vice-President is one of the most demanding portfolios. As such, this role has two officers to assist with coordinating competition rounds. This role involves the administration of competitions, responding to student queries, and dealing 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.

## **PUBLICATIONS & 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 social media 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 timely editing and release of the Society's biannual publication 'Carpe Diem'; Writing and organising articles and event photographs for Carpe Diem;
- Arranging the printing and dissemination of Society publications;
- 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 & Requirements**

The work of Publication & Marketing Vice-President has its biggest demand coming at the end of second semester with the release of the Society's 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 preferably Adobe InDesign.

You will need to work in conjunction with the Educations & 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 or publicity needs they may have - especially the Social & Sporting Vice President.

## **CAFÉ MANAGER**

### **Position Description**

As Café Manager, you will be responsible for:

- Day-to-day management and maintenance of the MSLS Café;
- Ordering stock when required;
- Keeping the Café till audited and stable;
- Liaising with the University and stock companies regarding Café matters;
- Ensuring that the café is compliant with City of Melville food hygiene standards;
- Ensuring the payment of all bills in conjunction with the treasurer;
- Ensuring all lease requirements are consistently met;
- Communicating cleaning and operating procedures to café staff;
- Assisting with the advertisement and sale of MSLS events through the café;
- Organising café rosters; and
- Working as part of the general committee.

### **Overview & 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.

## **OFFICERS**

### **Positions Available:**

- Finance Officer;
- Education Officer;
- Careers Officer;
- Publications & Marketing Officer;
- Socials Officer; and
- Sporting Officer.

### **Position Description**

As an Officer, you will be responsible for:

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

### **Overview & Requirements**

Officer positions are suitable for students who may not be as familiar with the work that the Committee does, and just want to get initially involved.

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 less pressuring basis.

## **INFORMATION TECHNOLOGY 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 event information;
- Organising the utilisation of the Society email addresses;
- Assisting the Café Manager with the use of the Café till system;
- Assisting the Committee with any other IT-related matter;
- Assisting with the facilitation of the MSLS Committee election; and
- Working as part of the general committee.

### **Overview & 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.

## **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 (a predominant concern being mental health issues); and
- Working as part of the general committee.

### **Overview & 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 and 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.

## **CRIMINOLOGY AND LEGAL STUDIES REPRESENTATIVES**

### **Position Description**

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

- Representing students enrolled in either Criminology or Legal Studies;
- Organising and coordinating events specific to Legal Students and/or Criminology Students;
- Encouraging students in your course to be more involved with MSLS events and competitions, and raising awareness of their availability;
- Working in conjunction with the other portfolios to organise educational seminars for law and non-law career pathways; and
- Working as part of the general committee.

### **Overview & 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

## **MATURE AGE & GRADUATE STUDENT REPRESENTATIVE**

### **Position Description**

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

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

### **Overview & 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.

## **GENERAL COMMITTEE MEMBERS (2)**

### **Position Description**

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

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

### **Overview & 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. General Committee, along with Officer roles, is a position with little in the way of personal commitments and is a very good 'foot in the door' for future committee membership.