



**UNIVERSITY OF NEWCASTLE
LAW STUDENTS' ASSOCIATION**

**Election &
Committee Position Guide**

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PART I: OVERVIEW

What is required of me?

Each Committee position requires a high level of commitment and dedication. Students should think carefully as to whether they can fulfil the requirements of the position. The descriptions of each position are a good guide as to what you can expect from the role. It is expected, however, that all Committee members attend and assist the events and initiatives of other Committee members.

While becoming a UNLSA Committee member can provide you with many benefits, you will need to make the time to attend meetings, social functions, competitions, careers events, and other UNLSA-related activities. You should not nominate for a position on UNLSA if you are not prepared to dedicate time and energy to the role.

What is the UNLSA?

The UNLSA is a student organisation that represents the interests of each law student at the University of Newcastle. It provides services such as social functions, academic competitions, publications, and representation at a school, state, and national level to students.

How do I get involved?

Nominate for a position on the UNLSA Committee! The 2018/19 Committee will be elected at our AGM on Wednesday 12 September 2018.

The following Executive positions will be elected at the AGM:

1. the President;
2. the Vice President (Events);
3. the Vice President (Education);
4. the Vice President (Competitions);
5. the Vice President (Administration);
6. the Vice President (Finance); and
7. the Vice President (Sponsorship).

The election of the following Directors will also be conducted at the AGM:

1. Director of Social Justice (Equity and Diversity);
2. Director of Sport and Recreation;
3. Director of Social Events;

4. Director of Competitions (Skills);
5. Director of Competitions (Advocacy);
6. Director of Careers;
7. Director of Local Sponsorship;
8. Director of Social Media and Online Marketing;
9. Director of Student Relations;
10. Director of Information Technology;
11. International Student Representative; and
12. Indigenous Student Representative.

PART II: NOMINATIONS

How to nominate for a position on the UNLSA

1. Have a read of what each position involves.
2. Decide what position you would like to nominate for. Please note that you may only nominate for one position. If you nominate for an executive position you may also nominate for a Director position. If you are elected into an executive position, the nomination for the Director position will be automatically withdrawn.
3. If you wish to run for any of the following positions:
 - a. Vice President (Events);
 - b. Director of Competitions (Skills);
 - c. Director of Competitions (Advocacy);
 - d. Director of Social Media and Online Marketing; or
 - e. Director of Careers

it is strongly suggested that you submit a joint nomination with one other UNLSA member for these positions. This means that, if elected, you will hold the position jointly. Joint nominations will not be accepted for any other positions.

4. Complete a nomination form, and have your nomination seconded by another UNLSA member. Joint nominees are to submit one form between them, seconded by a third UNLSA member.
5. Prepare a short profile of yourself (or the two of you, if joint nominees) in accordance with the details on the nomination form.
6. Submit your nomination form (with profile attached) by emailing admin@unlsa.com no later than **5:00pm Wednesday 5 September 2018**;
7. Please note that campaigning is allowed for Executive positions only, please see sections 24 and 25 of the UNLSA By Laws for more information.
8. Once nominations are closed, all UNLSA members will be provided with a Candidate Guide including the nominees running for election and their statements.
9. Following the release of the Candidate Guide, UNLSA members may submit a question to any nominee by emailing admin@unlsa.com by **9:00am Friday 7 September 2018**. The questions will be short listed by the Returning Officer, who will forward these to the respective nominee by **5:00pm Sunday 9 September 2018**.
10. Nominees must respond to the questions provided to them by the Returning Officer by **5:00pm Monday 10 September 2018**. The questions and answers will be made available to UNLSA members via email at least 24 hours prior to voting.
11. The Returning Officer for this period is Indigo Ryan, contactable at Indigo.ryan@uon.edu.au

PART III: COMMITTEE POSITION DESCRIPTIONS

President

1. The President is responsible for:
 - a. representing the Association at all levels;
 - b. attending regular meetings with Newcastle Law School;
 - c. promoting the objects of the Association and the interests of members;
 - d. ensuring the smooth operation of the Executive and the Committee;
 - e. reviewing the governance documents and procedures of the Association;
 - f. ensuring that all Executive and Director members complete their duties; and
 - g. attending the Australian Law Students' Association's Conference and Councils as the head delegate of the Association.

Vice President (Events)

1. The Vice President (Events) is responsible for:
 - a. organising a range of social activities;
 - b. advertising social events;
 - c. complying with all sponsorship and University Affiliate Organisation obligations in relation to advertising;
 - d. supplying the Vice President (Finance) with all documentation necessary to enable University Affiliate organisation subsidies applications to take place;
 - e. encouraging participation in social events by members and staff; and
 - f. supporting and regularly reporting the activities of the events portfolio to the Executive; and
 - g. attending Executive meetings.

Vice President (Education)

1. The Vice President (Education) is responsible for:
 - a. assisting the President to advocate on behalf of members' interests to the Australian Law Students' Association, the Special Committee for Law Student Societies, and other external bodies;
 - b. preparing one (1) report per year detailing the Australian Law Students' Association's activities and their impact on members;
 - c. organising activities to promote awareness of educational issues among members; and
 - d. representing the Association's educational interests to the Newcastle Law School and various other bodies.

Vice President (Competitions)

1. The Vice President (Competitions) is responsible for:
 - a. supporting and regularly reporting the activities of the competitions portfolio to the Executive;
 - b. promoting member involvement in legal competitions;
 - c. supervising and maintaining the running of all internal competitions;
 - d. handling and organising the selection, entry and participation of intervarsity competitions in which the Association is to participate in;
 - e. organising any of the Association's own intervarsity competitions; and
 - f. maintaining the Competitions Blacklist.

Vice President (Administration)

1. The Vice President (Administration) is responsible for:
 - a. keeping minutes of:
 - i. the names of members of the Committee present at a Committee, Executive or General Meeting; and
 - ii. all proceedings at Committee, Executive and General Meetings.
 - b. acting as the Association's public officer;
 - c. circulating the minutes of Committee and Executive meetings to all Committee Members within at least three days after the meeting;
 - d. filing all correspondence relevant to the Association;
 - e. ensuring that the Association's office filing system is always in order;
 - f. giving reasonable notice to all Committee Member of upcoming Committee meetings;
 - g. maintaining the register of members;
 - h. fulfilling the Association's obligation with respect to General meetings;
 - i. coordinating the Association's reaffiliation with the University Affiliate Organisation each year;
 - j. filing an Annual summary of financial affairs (Form A12) to the registry of Co-operatives and Associations with NSW Fair Trading within one month of the holding of an Annual General Meeting;
 - k. all other aspects of the administration of the Association;
 - l. supporting and reporting regularly the activities of the Administration portfolio to the Executive;
 - m. maintaining the explanatory memorandum to this Constitution of the Association; and
 - n. as soon as practicable after being appointed, lodging a notice with the Association of his or her address.

Vice President (Finance)

1. The Vice President (Finance) is responsible for:
 - a. ensuring that all money due to the Association is collected and received and that all payments authorised by the Association are made;
 - b. ensuring that correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association;
 - c. preparing an annual budget for the Association by the end of January each year;
 - d. preparing annual financial statements (including a Profit and Loss statement and Balance Sheet) to be presented at the Annual General Meeting and to the University Affiliate Organisation upon request;
 - e. assisting the Vice President (Administration) to complete documentation required for incorporation processes;
 - f. preparing additional interim summaries of financial affairs as directed by the Committee;
 - g. reporting on the finances of the Association at each Committee meeting;
 - h. arranging for the Association to be reimbursed by the University Affiliate Organisation for any expenditure which may be recouped through successful subsidy applications;
 - i. supporting and reporting regularly the activities of the finance portfolio to the Executive; and
 - j. ensuring compliance with the financial policies as proscribed by this Constitution and the By-Laws of the Association.

Vice President (Sponsorship)

1. The Vice President (Sponsorship) is responsible for:
 - a. preparing, publishing and distributing a sponsorship prospectus by the beginning of each calendar year;
 - b. actively seeking new sponsorship throughout the year;
 - c. maintaining database of sponsor contact details;
 - d. fostering and maintaining strong positive relationships with sponsors;
 - e. communicating regularly with sponsors;
 - f. promoting the Association within the university, business and wider community; and
 - g. supporting and reporting the activities of the sponsorship portfolio.

Director of Social Justice

1. The Director of Social Justice is responsible for:
 - a. organising and promoting activities to identify and explore equity, diversity and social justice issues among members, such as the Women In Law Breakfast and a social justice forum;
 - b. actively representing the equity, diversity and social justice interests of members to the UNLSA Committee as well as to the University, government, business and community;
 - c. co-ordinating the relationship of the UNLSA with external legal support groups;
 - d. providing support and assistance to members who are under-represented in the legal community, or who face a serious hindrance to their studies due to issues such as discrimination or harassment; and
 - e. reporting all activities regularly to the Vice President (Education).

Director of Social Events

1. The Director of Social Events is responsible for:
 - a. organising and promoting a range of social activities for members, such as The Committal, The Trial, The Sentencing and The Parole;
 - b. assisting, where necessary, the activities of the Vice President (Events); and
 - c. reporting all activities regularly to the Vice President (Events).

Director of Sport and Recreation

1. The Director of Sport and Recreation is responsible for:
 - a. organising and promoting a range of sporting and recreation activities for members, including inter-faculty and intervarsity events where possible;
 - b. representing the Association's sporting and recreational interests to the University, business, government and the community; and
 - c. reporting all activities regularly to the Vice President (Events).

Director of Competitions (Skills)

1. This role is to be filled by two members.
2. The Director of Competitions (Skills) is responsible for:
 - a. organising skills-based academic competitions, such as Negotiation and Client Interviewing;
 - b. organising demonstration academic competitions from time to time or when requested to by the Newcastle Law School;
 - c. publishing relevant competition guides;

- d. encouraging members to participate in academic competitions;
- e. coordinating and organising training for competitors in external competitions, including the ALSA Conference;
- f. supporting the activities of the Director of Competitions (Advocacy);
- g. reporting all competition activities regularly to the Vice President (Competitions); and
- h. ensuring that UNLSA contributes at least one new competition question to the ALSA Competitions database by 30 November each year.

Director of Competitions (Advocacy)

1. This role is to be filled by two members.
2. The Director of Competitions (Advocacy) is responsible for:
 - a. organising advocacy-based academic competitions, such as Senior and Junior Mooting, and Witness Examination;
 - b. organising demonstration academic competitions from time to time or when requested to by the Newcastle Law School;
 - c. publishing relevant competition guides;
 - d. encouraging members to participate in academic competitions;
 - e. coordinating and organising training for competitors in external competitions, including the ALSA Conference;
 - f. supporting the activities of the Director of Competitions (Skills);
 - g. reporting all competition activities regularly to the Vice President (Competitions); and
 - h. ensuring that UNLSA contributes at least one new competition question to the ALSA Competitions database by 30 November each year.

Director of Careers

1. This role is to be filled by two members.
2. The Director of Careers is responsible for:
 - a. organising careers events and activities, such as the Careers Roadshow, the Beyond Corporate Law event, and any other careers event or activity as required by the Executive;
 - b. publishing a Clerkship Guide and a Graduate Guide;
 - c. actively seeking new sources of careers information relevant to members;
 - d. disseminating careers information to members on a timely basis;
 - e. liaising with one another to ensure the smooth running of all events and publications, dividing tasks as required; and
 - f. reporting all careers and publication activities regularly to the Vice President (Sponsorship).

Director of Local Sponsorship

1. The Director of Local Sponsorship is responsible for:
 - a. preparing, publishing and distributing a local sponsorship prospectus by the beginning of each calendar year;
 - b. actively seeking new sponsorship throughout the year;
 - c. maintaining a database of local sponsor contact details;
 - d. fostering and maintaining strong positive relationships with local sponsors;
 - e. communicating regularly with local sponsors, including reporting the events of the Association throughout the year;
 - f. raising funds on behalf of the Association by any other appropriate means;
 - g. promoting the Association within the university, business and wider community;
 - h. reporting all sponsorship activities regularly to the Vice President (Sponsorship); and
 - i. assisting the Vice President (Sponsorship) where appropriate.

Director of Social Media and Online Marketing

1. The Director of Social Media and Online Marketing is responsible for:
 - a. creating promotional materials for UNLSA activities as requested by Committee members, including posters, fliers and tickets;
 - b. promoting the Association within the university, business and wider community through the management of the Association's online social media platforms; and
 - c. reporting all marketing and design activities regularly to the Vice President (Administration).

Director of Information Technology

1. The Director of Information Technology is responsible for:
 - a. representing the Association's interests and concerns relating to information technology to the Newcastle Law School and the University;
 - b. maintaining the Association's web-page, www.unlsa.com;
 - c. managing the Association's QPay account;
 - d. setting up and maintaining the UNLSA membership database;
 - e. ensuring that all relevant material is placed on the web-page in a timely manner; and
 - f. reporting all activities regularly to the Vice President (Administration).

Director of Student Relations

1. There are to be two Directors of Student Relations where possible, being one JD student, and one LLB student.
2. The Director of Student Relations is responsible for:
 - a. actively seeking opinions and concerns from students in their relevant degree programs in relation to issues affecting those students;
 - b. promoting UNLSA initiatives and events to fellow law students;
 - c. creating and managing a student representative sub-committee, made up of students from each degree program and year group;
 - d. seeking avenues from both on-campus and external sources for student support and providing such information to students through advice or public articles;
 - e. assisting other Committee members as required; and
 - f. reporting all activities regularly to the Vice President (Education).

International Student Representative

1. The International Student Representative must be an international law student.
2. The International Student Representative is responsible for:
 - a. actively seeking opinions and concerns from international students in relation to issues affecting those students;
 - b. representing the interests and concerns of international students to the Committee;
 - c. encouraging international students to actively participate in the Association's activities;
 - d. assist other Committee members as required; and
 - e. reporting regularly to the Vice President (Education).

Indigenous Student Representative

1. The Indigenous Student Representative must be an Indigenous law student.
2. For the clarification of doubt, where no Indigenous students nominate for the position, the position is to go unfilled, unless an Indigenous student applies, in which case it is to be considered a casual vacancy.
3. The Indigenous Student Representative is responsible for:
 - a. providing an approachable and visible Indigenous point of contact in the Law School;
 - b. actively seeking opinions and concerns from Indigenous students in relation to issues affecting those students;

- c. representing the interests and concerns of Indigenous students in the Newcastle Law School and the University and to Committee;
- d. assisting with distributing information about opportunities available to Indigenous students at Newcastle Law School, in addition to the opportunities already advertised by the Law School;
- e. assisting with the incorporation of Indigenous perspectives into UNLSA meetings, publications and events;
- f. coordinating annual Indigenous-focused events in the Law School;
- g. liaising with the Newcastle Law School Indigenous Student Support Officer;
- h. assisting with events and initiatives of the Association;
- i. encouraging Indigenous students to actively participate in the Association's activities;
- j. assisting other Committee members as required; and
- k. reporting regularly to the Vice President (Education).



Committee Nomination Form

I, _____ (print name), submit my nomination for election to the position of:

and declare that:

- I am a member of the Association, with membership (student) number _____;
- I have read and understood the Association's Election Regulations;
- I expect to satisfy the eligibility requirements during the term of office of the Committee position for which I am nominating; and
- I am able to fulfil this position from the day following the last day of the exam period of semester 2 in the current year until the last day of the exam period of semester 2 next year; and I attach a profile of myself.

Signed: _____

Date: __/__/____

Seconded:

I, _____ (print name), support the above nomination and declare that: I am a member of the Association, with membership (student) number _____;

Signed: _____

Date: __/__/____

- This nomination form **must** be submitted by no later than 5.00pm, Wednesday 5 September 2018.
- This nomination form **must** be accompanied by a nominee profile.
- You **must** submit your nominee profile and form by email to admin@unlsa.com by no later than 5.00pm, Wednesday 5 September 2018.

PROFILE OF NOMINEE

Please provide a short profile of yourself that may be distributed to members voting at the AGM.

- Your profile **must** include why you believe you will be able to fulfil the **specific** requirements of the **particular** Committee position for which you are nominating, as well as how you believe you will contribute to the Association in general.
- Your profile **must not** refer to any other nominee, or prospective nominee, for any Committee position.
- Your profile should be succinct and specific.
- If you are nominating for an Executive position or an Executive and Director position, your profile must not exceed 500 words.