



**University of Newcastle Law Students'
Association**

Election & Committee Position Guide 2021



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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 2020/21 Committee will be elected at our AGM on **Thursday 26 September 2021**.

The following Executive positions will be elected at the AGM:

- the President.
- the Vice President (Events).
- the Vice President (Education).
- the Vice President (Competitions).
- the Vice-President (Administration).
- the Vice President (Finance).
- the Vice President (Sponsorship);
- the Vice President (Marketing); and
- the Vice President (Indigenous Students) – *subject to the passing of the special resolution on the night.*

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

- Director of Social Justice;
- Director of Sport and Recreation;
- Director of Social Events;
- Director of Competitions (Skills);
- Director of Competitions (Advocacy);
- Director of Competitions (Intervarsity);
- Director of Careers;
- Director of Local Sponsorship;
- Director of Social Media;
- Director of Student Relations (LLB and JD/GLDP);
- Director of Information Technology
- International Student Representative;
- Indigenous Student Representative; and
- Law Revue Convenor.

IMPORTANT NOTES

- ❖ There are to be two Directors of Student Relations where possible, being one JD student, and one LLB student. These Directors are to be elected individually.
- ❖ The International Student Representative must be an International Law Student.
- ❖ Nominees for Vice President (Indigenous Students) and the Indigenous Student Representative must be enrolled as an Indigenous Law Student.
- ❖ To get in touch with any of the current committee members, please visit <https://www.unlsa.com/meet-the-team> for a list of contact details.



PART II: NOMINATIONS

How to nominate for a position on the UNLSA

1. Have a read of what each position involves, and make sure you are a current member of the UNLSA for the 2021 calendar year. You can renew your membership at <https://unlsa.getqpay.com/>

2. Decide what position you would like to nominate for.

All members may nominate for one Executive position and one Director position. If you are elected to an Executive position, the nomination for the Director position will be automatically withdrawn.

For the 2021 AGM, eligible candidates may nominate for Vice President (Indigenous Students) in addition to one other Vice President position. If the special resolution is passed, such nominees will be required to withdraw one nomination for a VP role, prior to the commencement of elections, at their discretion.

Please note: if you nominate for President, you may also nominate for one Executive position and one Director position. If you are elected into the role of President, your other nominations will be automatically withdrawn.

3. If you wish to run for any of the following positions:

- a. Director of Competitions (Skills);
- b. Director of Competitions (Advocacy);
- c. Director of Careers; or
- d. Director of Social Media.

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 forms.



6. Submit your nomination form (with profile attached) by emailing admin@unlsa.com no later than **5:00pm Sunday 5 September 2021.**

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 **5:00pm Thursday 9 September 2021.**

10. The questions will be short listed and then authorised by the returning officer, before being forwarded to the respective nominee by no later than **5:00pm Friday 10 September 2021.**

11. Nominees must respond to the questions provided to them by the Returning Officer by **5:00pm Sunday 12 September 2021.** The questions and answers will be made available to UNLSA members via email at least 24 hours prior to the commencement of the AGM.

12. An updated Candidate Guide including the nominees running for election and their statements will be updated to include the questions aforementioned and will be provided to all UNLSA members by no later than **5:00pm Monday 13 September 2021.**

PART III: COMMITTEE POSITION DESCRIPTIONS

PRESIDENT

- ❖ Representing the Association at all levels;
- ❖ Attending regular meetings with Newcastle Law School;
- ❖ Promoting the objects of the Association and the interests of members;
- ❖ Ensuring the smooth operation of the Executive and the Committee;
- ❖ Reviewing the governance documents and procedures of the Association;
- ❖ Ensuring that all Executive and Director members complete their duties; and
- ❖ Attending the Australian Law Students' Association's Conference and Councils as the head delegate of the Association.

VICE-PRESIDENT (ADMINISTRATION)

- ❖ Keeping minutes of:
 - a) the names of members of the Committee present at a Committee, Executive or General Meeting; and
 - b) all proceedings at Committee, Executive and General Meetings.
- ❖ Acting as the Association's public officer;
- ❖ Circulating the minutes of Committee and Executive meetings to all Committee Members within at least three days after the meeting;
- ❖ Filing all correspondence relevant to the Association;
- ❖ Ensuring that the Association's office filing system is always in order;
- ❖ Giving reasonable notice to all Committee Member of upcoming Committee meetings;
- ❖ Maintaining the register of members;
- ❖ Fulfilling the Association's obligation with respect to General meetings;
- ❖ Coordinating the Association's reaffiliation with the University Affiliate Organisation each year;
- ❖ 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;
- ❖ All other aspects of the administration of the Association;
- ❖ Supporting and regularly reporting the activities of the Administration portfolio to the Executive;

- ❖ Maintaining the explanatory memorandum to this Constitution of the Association; and
- ❖ As soon as practicable after being appointed, lodging a notice with the Association of his or her address.

VICE PRESIDENT (COMPETITIONS)

- ❖ Supporting and regularly reporting the activities of the competition's portfolio to the Executive;
- ❖ Promoting member involvement in legal competitions;
- ❖ Supervising and maintaining the running of all internal competitions;
- ❖ Supervising and maintaining the running of all intervarsity competitions;
- ❖ Supporting the Director of Competitions (Intervarsity) in organising any of the Association's own intervarsity competitions; and
- ❖ Maintaining the Competitions Blacklist.

VICE PRESIDENT (EDUCATION)

- ❖ 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;
- ❖ Organising activities to promote awareness of educational issues among members; and
- ❖ Representing the Association's educational interests to the Newcastle Law School and various other bodies.

VICE PRESIDENT (EVENTS)

- ❖ Organising a range of social activities;
- ❖ Advertising social events;
- ❖ Complying with all sponsorship and University Affiliate Organisation obligations in relation to advertising;
- ❖ Supplying the Vice President (Finance) with all documentation necessary to enable University Affiliate organisation subsidies applications to take place;
- ❖ Encouraging participation in social events by members and staff; and
- ❖ Supporting and regularly reporting the activities of the events portfolio to the Executive; and
- ❖ Attending Executive meetings.

VICE PRESIDENT (INDIGENOUS STUDENTS)

(NOTE: This position is subject to the passing of special resolution. A nominee for VP Indigenous Students can also nominate for one other VP position but must withdraw one of these nominations if the changes are passed.)

- ❖ 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;
- ❖ Organising activities to promote awareness of inclusion and engagement among members;
- ❖ Representing the Association's inclusion and engagement interests to the Newcastle Law School and various other bodies;
- ❖ Providing an approachable and visible Indigenous point of contact in the Law School;
- ❖ Actively seeking opinions and concerns from Indigenous students in relation to issues affecting those students;
- ❖ Representing the interests and concerns of Indigenous students in the Newcastle Law School and the University and to the Committee;
- ❖ 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;
- ❖ Assisting with the incorporation of Indigenous perspectives into UNLSA meetings, publications, and events;
- ❖ Coordinating annual Indigenous-focused events in the Association and Law School.
- ❖ Liaising with the Newcastle Law School Indigenous Student Support Officer;
- ❖ Supporting and regularly reporting the activities of the Indigenous Students portfolio to the Executive; and
- ❖ Encouraging Indigenous students to actively participate in the Association's activities.

VICE PRESIDENT (MARKETING)

- ❖ Marketing all Association events to the student body and promoting attendance;
- ❖ Liaising with the Committee with respect to all marketing of upcoming events;
- ❖ Maintaining and updating the Association's online presence including all social media accounts held in the Association's name (Facebook, LinkedIn & Instagram);
- ❖ Overseeing and assisting all publications produced by the Association;
- ❖ Overseeing the editing of the Association's website;
- ❖ Ensuring both the Director of Information Technology and Director of Social Media fulfil the responsibilities and duties of their roles;

- ❖ Ensuring all marketing material adheres to the Association's objectives and sponsorship obligations; and
- ❖ Supporting and reporting the activities of the marketing portfolio to the Executive.

VICE PRESIDENT (FINANCE)

- ❖ That all money due to the Association is collected and received and that all payments authorised by the Association are made;
- ❖ 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;
- ❖ Preparing an annual budget for the Association by the end of January each year;
- ❖ 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;
- ❖ Assisting the Vice President (Administration) to complete documentation required for incorporation processes;
- ❖ Preparing additional interim summaries of financial affairs as directed by the Committee;
- ❖ Reporting on the finances of the Association at each Committee meeting;
- ❖ Arranging for the Association to be reimbursed by the University Affiliate Organisation for any expenditure which may be recouped through successful subsidy applications;
- ❖ Supporting and regularly reporting the activities of the finance portfolio to the Executive; and
- ❖ Ensuring compliance with the financial policies as prescribed by this Constitution and the By-Laws of the Association.

VICE PRESIDENT (SPONSORSHIP)

- ❖ Preparing, publishing, and distributing a sponsorship prospectus by the beginning of each calendar year;
- ❖ Actively seeking new sponsorship throughout the year;
- ❖ Maintaining database of sponsor contact details;
- ❖ Fostering and maintaining strong positive relationships with sponsors;
- ❖ Communicating regularly with sponsors;
- ❖ Promoting the Association within the university, business and wider community; and
- ❖ Supporting and reporting the activities of the sponsorship portfolio.

COMPETITIONS PORTFOLIO

Director of Competitions (Skills)

- ❖ Organising skills-based academic competitions, such as Negotiation and Client Interviewing;
- ❖ Organising demonstration academic competitions from time to time or when requested to by the Newcastle Law School;
- ❖ Publishing relevant competition guides;
- ❖ Encouraging members to participate in academic competitions;
- ❖ Supporting the activities of the Director of Competitions (Advocacy);
- ❖ Reporting all competition activities regularly to the Vice President (Competitions); and
- ❖ Ensuring that UNLSA contributes at least one new competition question to the ALSA Competitions database by 30 November each year.

Director of Competitions (Advocacy)

- ❖ Organising advocacy-based academic competitions, such as Senior and Junior Mooting, and Witness Examination;
- ❖ Organising demonstration academic competitions from time to time or when requested to by the Newcastle Law School;
- ❖ Publishing relevant competition guides;
- ❖ Encouraging members to participate in academic competitions;
- ❖ Supporting the activities of the Director of Competitions (Skills);
- ❖ Reporting all competition activities regularly to the Vice President (Competitions); and
- ❖ Ensuring that UNLSA contributes at least one new competition question to the ALSA Competitions database by 30 November each year.

Director of Competitions (Intervarsity)

- ❖ Liaising with the Law School about upcoming intervarsity competitions;
- ❖ Assisting the Vice President (Competitions) and the Law School with selecting competitors for intervarsity competitions;
- ❖ Corresponding with the relevant entities and organisations for intervarsity competition arrangements;
- ❖ Organising training and coaching for competitors in intervarsity competitions, including the ALSA Conference; and
- ❖ Maintaining an updated registry of intervarsity competitions.



EDUCATION PORTFOLIO

Director of Social Justice

- ❖ Organising and promoting activities to identify and explore equity, diversity and social justice issues among members, such as the Women in Law Breakfast and Social Justice Forum;
- ❖ 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;
- ❖ Co-ordinating the relationship of the UNLSA with external legal support groups;
- ❖ 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
- ❖ Reporting all activities regularly to the Vice President (Education).

Director of Student Relations (LLB and JD/GDLP)

- ❖ Actively seeking opinions and concerns from students in their relevant degree programs in relation to issues affecting those students;
- ❖ Promoting UNLSA initiatives and events to fellow law students;
- ❖ Creating and managing a student representative sub-committee, made up of students from each degree program and year group;
- ❖ Seeking avenues from both on-campus and external sources for student support and providing such information to students through advice or public articles;
- ❖ Promoting UNLSA events and initiatives to law students via in-class announcements;
- ❖ Assisting other Committee members as required; and
- ❖ Reporting all activities regularly to the Vice President (Education).

International Student Representative

- ❖ Actively seeking opinions and concerns from international students in relation to issues affecting those students;
- ❖ Representing the interests and concerns of international students to the Committee;
- ❖ Encouraging international students to actively participate in the Association's activities;
- ❖ Assist other Committee members as required; and
- ❖ Reporting regularly to the Vice President (Education).



EVENTS PORTFOLIO

Director of Social Events

- ❖ Organising and promoting a range of social activities for members, such as the Trivia Night and Start of Semester Drinks;
- ❖ Assisting, where necessary, the activities of the Vice President (Events); and
- ❖ Reporting all activities regularly to the Vice President (Events).

Director of Sport and Recreation

- ❖ Organising and promoting a range of sporting and recreation activities for members, including inter-faculty and intervarsity events where possible;
- ❖ Representing the Association's sporting and recreational interests to the University, business, government and the community; and
- ❖ Reporting all activities regularly to the Vice President (Events).

Law Revue Convenor

- ❖ Organising and promoting the annual Law Revue production;
- ❖ Appointing the director/s of Law Revue;
- ❖ Assisting the director/s of Law Revue with script writing, casting, rehearsals and production;
- ❖ Organising the venue hire, ticket sales and technical assistance;
- ❖ Creating promotional materials for the production, including Facebook posts, flyers, and the program;
- ❖ Assisting, when necessary, with the activities of the Vice President (Events); and
- ❖ Reporting all activities regularly to the Vice President (Events)



INDIGENOUS STUDENTS PORTFOLIO

Indigenous Student Representative

- ❖ Actively seeking opinions and concerns from Indigenous students in relation to issues affecting those students;
- ❖ Assisting with the incorporation of Indigenous perspectives into UNLSA meetings, publications and events;
- ❖ Coordinating annual Indigenous-focused events in the Law School;
- ❖ Liaising with the Newcastle Law School Indigenous Student Support Officer;
- ❖ Supporting the activities and reporting to the Vice President (Indigenous Students);
- ❖ Assisting with events and initiatives of the Association.



MARKETING PORTFOLIO

Director of Social Media

- ❖ Creating promotional materials and graphic designs to be used for the promotion of UNLSA activities as requested by Executive and Committee members, such as social media posts, event banners, print posters, flyers and tickets;
- ❖ assisting in preparing and scheduling posts to social media accounts, where required; and
- ❖ Reporting all design activities regularly to the Vice President (Marketing).

Director of Information Technology

- ❖ Representing the Association's interests and concerns relating to information technology to the Newcastle Law School and the University;
- ❖ Maintaining the Association's webpage, www.unlsa.com;
- ❖ Ensuring that all relevant material is placed on the webpage in a timely manner; and
- ❖ Reporting all activities regularly to the Vice President (Marketing).



SPONSORSHIP PORTFOLIO

Director of Careers

- ❖ Organising a minimum of 5 careers events and activities, such as the Penultimate and Pre-Penultimate Bus Trips and Meet the Clerks;
- ❖ Organise the Careers Roadshow with the assistance of the Director of Local Sponsorship;
- ❖ Coordinating with the Director of Local Sponsorship where required;
- ❖ Jointly publishing a Clerkship Guide with the Vice President (Marketing);
- ❖ Actively seeking new sources of careers information relevant to members; and
- ❖ Reporting all careers activities regularly to the Vice President (Sponsorship).

Director of Local Sponsorship

- ❖ Organising a minimum of 4 careers events and activities such as the Newcastle Networking Evening and the Careers Panel Series;
- ❖ Assisting the Director of Careers with the Careers Roadshow;
- ❖ Coordinating with the Director of Careers where required;
- ❖ Assisting the Vice President (Sponsorship) with the yearly Prospectus and local sponsorship; and
- ❖ Reporting all sponsorship activities regularly to the Vice President (Sponsorship).