



UNLSA 2022 / 2023

**COMMITTEE
NOMINATIONS
GUIDE**

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PART I: OVERVIEW

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.

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.

How do I get involved?

The 2022/2023 Committee will be elected at our AGM on Tuesday **13 September 2022**.

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);
7. the Vice President (Sponsorship);
8. the Vice President (Marketing); and
9. the Vice President (Indigenous Students).

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

1. Director of Social Justice;
 2. Director of Social Events;
 3. Law Revue Convenor.
 4. Director of Sport and Recreation;
 5. Director of Competitions (Skills);
 6. Director of Competitions (Advocacy);
 7. Director of Competitions (Intervarsity);
 8. Director of Careers;
 9. Director of Local Sponsorship and Relations;
 10. Director of Social Media;
 11. Director of Information Technology;
 12. Director of Merchandise;
 13. Director of Publications;
 14. Director of Student Relations (LLB and JD);
 15. International Student Representative;
 16. Indigenous Student Representative;
 17. Disability Student Representative; and
 18. Director of Alumni.
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PENDING CHANGES

A Special Resolution will be made at the AGM to introduce a new position – Director of Alumni. Members wishing to run for this position will be able to submit a nomination, though it will be subject to the Special Resolution being passed.

IMPORTANT NOTES:

- The International Student Representative **must** be an International Law Student
- The Vice President (Indigenous Students) and Indigenous Student Representative **must** be an Indigenous Law Student
- The Disability Student Representative **must** be a student with a disability.

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.
 - All members may nominate for **one** executive position and **one** Director position. If you are elected into an executive position, the nomination for the Director position will be automatically withdrawn. **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;
 - 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.

Nomination forms have been emailed to all UNLSA Members and is also available on the UNLSA Website.

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 Tuesday 6 September 2022.**
7. Please note that campaigning is allowed for Executive positions only, please see Sections 26 and 27 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. **In 2022, the UNLSA will undertake a slightly different procedure in the election of Executive and Non-Executive Committee Positions:**
 - At the Annual General Meeting, the Chairperson, VP (Administration), will announce the name of each nominee and which position they have submitted a nomination for.
 - As per Section 33 of the UNLSA By-Laws, nominees for uncontested positions, both of the Executive and Non-Executive Committee, shall not be required make speeches or take questions and instead will go directly to a member vote.
 - Further, nominees for contested non-Executive Committee positions shall not be required to make speeches or take questions but instead head directly to a member vote.
 - However, nominees for contested Executive Committee positions are required to answer **one** question as arranged by the VP (Administration) and Returning Officer before heading to a member vote.

PART III: COMMITTEE POSITION DESCRIPTIONS

As per the UNLSA Constitution at Part 4;

31 President

The President is responsible for:

1. representing the Association at all levels;
2. attending regular meetings with Newcastle Law School;
3. promoting the objects of the Association and the interests of members;
4. ensuring the smooth operation of the Executive and the Committee;
5. reviewing the governance documents and procedures of the Association;
6. ensuring that all Executive and Director members complete their duties; and
7. attending the Australian Law Students' Association's Conference and Councils as the head delegate of the Association.

32 Vice President (Events)

The Vice President (Events) is responsible for:

1. organising a range of social activities;
2. advertising social events;
3. complying with all sponsorship and University Affiliate Organisation obligations in relation to advertising;
4. supplying the Vice President (Finance) with all documentation necessary to enable University Affiliate organisation subsidies applications to take place;
5. encouraging participation in social events by members and staff; and
6. supporting and regularly reporting the activities of the events portfolio to the Executive; and
7. attending Executive meetings.

33 Vice President (Education)

The Vice President (Education) is responsible for:

1. 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;
2. organising activities to promote awareness of educational issues among members; and
3. representing the Association's educational interests to the Newcastle Law School and various other bodies.

34 Vice President (Competitions)

The Vice President (Competitions) is responsible for:

1. supporting and regularly reporting the activities of the competitions portfolio to the Executive;
2. promoting member involvement in legal competitions;
3. supervising and maintaining the running of all internal competitions;
4. overseeing the Director of Competitions (Intervarsity) with the organisation, selection, entry and participation of intervarsity competitions in which the Association is to participate in;
5. organising any of the Association's own intervarsity competitions; and
6. maintaining the Competitions Blacklist.

35 Vice President (Administration)

The Vice President (Administration) is responsible for:

1. 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.
2. acting as the Association's public officer;
3. circulating the minutes of Committee and Executive meetings to all Committee Members within at least three days after the meeting;
4. filing all correspondence relevant to the Association;
5. ensuring that the Association's office filing system is always in order;
6. giving reasonable notice to all Committee Member of upcoming Committee meetings;
7. maintaining the register of members;
8. fulfilling the Association's obligation with respect to General meetings;
9. coordinating the Association's reaffiliation with the University Affiliate Organisation each year;
10. 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;
11. all other aspects of the administration of the Association;
12. supporting and reporting regularly the activities of the Administration portfolio to the Executive;
13. maintaining the explanatory memorandum to this Constitution of the Association; and
14. as soon as practicable after being appointed, lodging a notice with the Association of his or her address.

36 Vice President (Finance)

It is the duty of the Vice President (Finance) to ensure:

1. that all money due to the Association is collected and received and that all payments authorised by the Association are made;
2. 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;
3. preparing an annual budget for the Association by the end of January each year;
4. 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;
5. assisting the Vice President (Administration) to complete documentation required for incorporation processes;
6. preparing additional interim summaries of financial affairs as directed by the Committee;
7. reporting on the finances of the Association at each Committee meeting;
8. arranging for the Association to be reimbursed by the University Affiliate Organisation for any expenditure which may be recouped through successful subsidy applications;
9. supporting and reporting regularly the activities of the finance portfolio to the Executive; and
10. ensuring compliance with the financial policies as prescribed by this Constitution and the By-Laws of the Association.

37 Vice President (Sponsorship)

The Vice President (Sponsorship) is responsible for:

1. preparing, publishing and distributing a sponsorship prospectus by the beginning of each calendar year;
2. actively seeking new sponsorship throughout the year;
3. maintaining a database of sponsor contact details;
4. fostering and maintaining strong positive relationships with sponsors;
5. communicating regularly with sponsors;
6. promoting the Association within the university, business and wider community; and
7. supporting and reporting the activities of the sponsorship portfolio.

38 Vice President (Marketing)

The Vice President (Marketing) is responsible for:

1. marketing all Association events to the student body and promoting attendance;
2. liaising with the Committee with respect to all marketing of upcoming events;
3. maintaining and updating the Association's online presence including all social media accounts held in the Association's name.
4. overseeing and assisting all publications produced by the Association;
5. overseeing the editing of the Association's website;
6. ensuring both the Director of Information Technology and Director of Social Media fulfil the responsibilities and duties of their roles;
7. ensuring all marketing material adheres to the Association's objectives and sponsorship obligations;
8. supporting and reporting the activities of the marketing portfolio to the Executive.

39 Vice President (Indigenous Students)

1. The Vice President (Indigenous Students) must be an Indigenous student.
2. For the clarification of doubt, where no Indigenous students nominate for the position, the position is to go unfilled, in which case it is to be considered a casual vacancy.
3. The Vice President (Indigenous Students) is responsible for:
 - a) Assisting the President to advocate on behalf of members' interests to the Australian Law Students' Association, the NSW Special Committee for Law Students Societies, and other external bodies;
 - b) Organising activities to promote awareness of inclusion and engagement among members; and
 - c) Representing the Association's inclusion and engagement interests to the Newcastle Law School and various other bodies.
 - d) Providing an approachable and visible Indigenous point of contact in the Law School;
 - e) Actively seeking opinions and concerns from Indigenous students in relation to issues affecting those students;
 - f) Representing the interests and concerns of Indigenous students in the Newcastle Law School and the University and to the Committee;
 - g) 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;
 - h) Assisting with the incorporation of Indigenous perspectives into UNLSA meetings, publications, and events;
 - i) Coordinating annual Indigenous-focused events in the Association and Law School;
 - j) Liaising with the Newcastle Law School Indigenous Student Support Officer;
 - k) Supporting and regularly reporting the activities of the Indigenous Students portfolio to the Executive; and
 - l) Encouraging Indigenous students to actively participate in the Association's activities.

PART IV: NON-EXECUTIVE COMMITTEE POSITION DESCRIPTIONS

As per the UNLSA By-Laws at Part 3;

5 Director of Social Justice

The Director of Social Justice is responsible for:

1. 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;
2. 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;
3. co-ordinating the relationship of the UNLSA with external legal support groups;
4. 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
5. reporting all activities regularly to the Vice President (Education).

6 Director of Social Events

The Director of Social Events is responsible for:

1. organising and promoting a range of social activities for members, such as the Trivia Night and Start of Semester Drinks.
2. assisting, where necessary, the activities of the Vice President (Events); and
3. reporting all activities regularly to the Vice President (Events).

7 Law Revue Convenor

The Law Revue Convenor is responsible for:

1. organising and promoting the annual Law Revue production;
2. appointing the director/s of Law Revue;
3. assisting the director/s of Law Revue with script writing, casting, rehearsals and production;
4. organising the venue hire, ticket sales and technical assistance;
5. creating promotional materials for the production, including Facebook posts, flyers, and the program;
6. assisting, when necessary, with the activities of the Vice President (Events); and
7. reporting all activities regularly to the Vice President (Events).

8 Director of Sport and Recreation

The Director of Sport and Recreation is responsible for:

1. organising and promoting a range of sporting and recreation activities for members, including inter-faculty and intervarsity events where possible;
2. representing the Association's sporting and recreational interests to the University, business, government and the community; and
3. reporting all activities regularly to the Vice President (Events).

9 Director of Competitions (Skills)

The Director of Competitions (Skills) is responsible for:

1. organising skills-based academic competitions, such as Negotiation and Client Interviewing;
2. organising demonstration academic competitions from time to time or when requested to by the Newcastle Law School;
3. publishing relevant competition guides;
4. encouraging members to participate in academic competitions;
5. supporting the activities of the Director of Competitions (Advocacy);
6. reporting all competition activities regularly to the Vice President (Competitions); and
7. ensuring that UNLSA contributes at least one new competition question to the ALSA Competitions database by 30 November each year.

10 Director of Competitions (Advocacy)

The Director of Competitions (Advocacy) is responsible for:

1. organising advocacy-based academic competitions, such as Senior and Junior Mooting, and Witness Examination;
2. organising demonstration academic competitions from time to time or when requested to by the Newcastle Law School;
3. publishing relevant competition guides;
4. encouraging members to participate in academic competitions;
5. supporting the activities of the Director of Competitions (Skills);
6. reporting all competition activities regularly to the Vice President (Competitions); and
7. ensuring that UNLSA contributes at least one new competition question to the ALSA Competitions database by 30 November each year.

11 Director of Competitions (Intervarsity)

The Director of Competitions (Intervarsity) is responsible for:

1. The Director of Competitions (Intervarsity) is responsible for:
 1. Liaising with the Law School about upcoming intervarsity competitions;
 2. Assisting the Vice President (Competitions) and the Law School with selecting competitors for intervarsity competitions;
 3. Corresponding with the relevant entities and organisations for intervarsity competition arrangements;
 4. Liaising with Sydney University Law Society (SULS) for the Sydney-Newcastle Bilateral Torts Moot;
 5. Organising training and coaching for competitors in intervarsity competitions, including the ALSA Conference; and
 6. Maintaining an updated registry of intervarsity competitions, including:
 1. Registration dates;
 2. Names of competitions;
 3. Expression of interest dates;
 4. Approximate costs;
 5. Locations;
 6. Accommodation options;
 7. Relevant field(s) of law;
 8. Potential coaches or advisors (including contact information); and
 9. Any other relevant dates or information.
2. The Director of Competitions (Intervarsity) will not automatically be prohibited from competing in internal UNLSA competitions. The Director of Competitions (Intervarsity) shall not be present at any meeting where the planning for internal competitions is to be discussed. If the Director of Competitions (Intervarsity) attends any planning meetings for the internal competitions, they will be disqualified or prohibited from competing in all internal competitions for that semester.
3. If the Director of Competitions (Intervarsity) wishes to compete in an external competition:
 - a. They may express an interest in nominating themselves as a competitor to the Vice President (Competitions); and
 - b. Such selection would be made based on merit; and
 - c. Be approved only upon consensus between the Vice President (Competitions) and the Law School Mooting Convenor (or their equivalent).

12 Director of Careers

The Director of Careers is responsible for:

1. organising a minimum of 5 careers events and activities, such as the Penultimate and Pre-Penultimate Bus Trips and Meet the Clerks;
2. organise the Careers Roadshow with the assistance of the Director of Local Sponsorship and Relations;
3. coordinating with the Director of Local Sponsorship and Relations where required;
4. jointly publishing a Graduate Guide and a Clerkship Guide with the Vice President (Marketing) and Director of Publications;
5. actively seeking new sources of careers information relevant to members; and
6. reporting all careers activities regularly to the Vice President (Sponsorship).

13 Director of Local Sponsorship and Relations

The Director of Local Sponsorship and Relations is responsible for:

1. organising a minimum of 4 careers events and activities such as the Newcastle Networking Evening and the Careers Panel Series;
2. assisting the Director of Careers with the Careers Roadshow;
3. assisting the VP (Sponsorship) in the creation, development and publishment of the yearly Prospectus which is to be distributed to Firms by 31 January of the new year;
4. attending Sponsorship Meetings with Firms alongside the VP (Sponsorship) to obtain confirmation of Sponsorship Packages;
5. completing all other tasks as necessary as delegated by the VP (Sponsorship) to maintain and uphold relationships with Firms; coordinating with the Director of Careers as required;
6. actively seeking new sources of careers information relevant to members; and
7. reporting all career activities regularly to the Vice President (Sponsorship).

14 Director of Social Media

The Director of Social Media is responsible for:

1. 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;
2. assisting in preparing and scheduling posts to social media accounts, where required; and
3. reporting all design activities regularly to the Vice President (Marketing).

15 Director of Information Technology

The Director of Information Technology is responsible for:

1. representing the Association's interests and concerns relating to information technology to the Newcastle Law School and the University;
2. maintaining the Association's webpage, *www.unlsa.com*;
3. ensuring that all relevant material is placed on the webpage in a timely manner; and
4. reporting all activities regularly to the Vice President (Marketing).

16 Director of Merchandise

The Director of Merchandise is responsible for:

1. creating graphic designs to be used for the promotion of UNLSA through various pieces of merchandise, such as jumpers, hats, singlets, keep cups, bags, and more at the creative license of this Director;
2. timely distribution of all purchased merchandise products to students as necessary throughout the year; and
3. reporting all design activities regularly to the Vice President (Marketing).

17 Director of Publications

The Director of Publications is responsible for:

1. creating publishment designs to be used for the promotion of UNLSA activities as requested by Executive and Committee members, such as the Graduate Guide, Clerkship Guide, Competitions Guide, First Year Guide and others at necessary;
2. assisting in preparing and scheduling posts of various publishments to social media accounts, where required; and
3. reporting all design activities regularly to the Vice President (Marketing).

18 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. These Directors are to be elected individually, and must be enrolled in the relevant degree.
3. The Directors of Student Relations are 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;
 - i. Creating and managing a student representative sub-committee, made up of students from each degree program and year group.
 - ii. seeking avenues from both on-campus and external sources for student support and providing such information to students through advice or public articles;
 - iii. assisting other Committee members as required; and
 - iv. reporting all activities regularly to the Vice President (Education).

19 International Student Representative

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

20 Indigenous Student Representative

1. The Indigenous Student Representative must be an Indigenous 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 (Indigenous Students).

21 Disability Student Representative

1. The Disability Student Representative must be a student with a disability.
2. For the clarification of doubt, where no students nominate for the position, the position is to go unfilled, unless a disabled student applies, in which case it is to be considered a casual vacancy.
3. The Disability Student Representative is responsible for:
 - a) providing an approachable and visible point of contact in the Law School;
 - b) actively seeking opinions and concerns from disabled or impaired students in relation to issues affecting those students;
 - c) representing the interests and concerns of disabled or impaired students in the Newcastle Law School and the University and to Committee;
 - d) assisting with distributing information about opportunities available to disabled or impaired students at Newcastle Law School, in addition to the opportunities already advertised by the Law School;
 - e) assisting with the incorporation of disabled or impaired student perspective into UNLSA meetings, publications and events;
 - f) coordinating annual disabled or impaired-focused events in the Law School;
 - g) Assisting with events and initiatives of the Association;
 - h) encouraging disabled or impaired students to actively participate in the Association's activities;
 - i) assisting other Committee members as required; and
 - j) reporting regularly to the Vice President (Education).

22 Director of Alumni

The Director of Alumni is responsible for:

1. Maintaining a roll of graduates of the Newcastle Law School;
2. Organising cohort reunions for alumni of the Newcastle Law School;
3. Organising networking events between current students and alumni of the Newcastle Law School;
4. Writing and distributing an alumni newsletter to advertise opportunities to engage with the Association;
5. Actively engaging alumni of the Newcastle Law School;
6. Liaising with the Newcastle Law School and Office of Alumni and Philanthropy;
7. Organising any other events which the Director of Alumni sees as relevant to alumni; and
8. Reporting all activities regularly to the Vice-President (Administration).