

**MONASH LAW STUDENTS’ SOCIETY**

**POSTGRADUATE POSITION DESCRIPTIONS**

**2023**

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**GENERAL ROLES**

## **EXECUTIVE**

As a member of the Executive, you are responsible for running the society, its strategic plan, financial position and operations as a charity. You will operate both as a Director of a company, and as a Responsible Member of a charity. These roles have legal obligations and duties.

As well as working together to coordinate the calendar and budgets, the Executive work as a team on most decisions affecting the Society.

Each Director is also responsible for their own portfolio and ensuring that they are aware and across everything that their portfolio does. Making officers accountable and supporting them in their events and initiatives is a very important part of being a Director.

The time commitment is more immense than that of an officer, with most Directors stating that it is consistent work and will feel like a part time job. You will need to be fairly accessible all the time. Attending to your emails regularly is very important as you will receive communications from the Executive, your officers, as well as external organisations and the Faculty of Law. Some of these may be marked as urgent, so checking twice daily and acting upon them in a timely manner is important.

Each Director at the Clayton campus has a 2.5 hour office hour once a week. It is their responsibility to ensure the successful operation of that office hour, accounting for all officers who are there, and abiding by till procedures, and end of day cash procedures.

The PG Directors must complete 3 x 2 hour blocks of office time per month. It is their responsibility to ensure the successful operation of the office during that time and assist in the selling of merchandise. The PG Directors are responsible to assist filling office hours if officers are unable to attend.

In summer, the Executive meets to settle on the calendar and settle on the budget. This usually occurs in October/November. This can often be split between two meetings, which are very extensive and can go for up to 5 hours. Holding regular executive meetings throughout the year is also important, and these generally take up to 3 hours.

As with officers, you will be required to attend the Induction Day in September, which sets the standard for the year. You will be required to attend all compulsory events, which the Executive decides upon on Calendar Day and these are generally all competition grand finals, O-Week, and any events on campus that require a good attendance for sponsorship purposes.

## **COMMITTEE MEMBER (THE OFFICERS)**

Being a part of the LSS is a very rewarding experience but it comes with its own unique set of responsibilities. As a society, we support each other and it is important to be across every aspect of the LSS. You are its spokesman, and you should be able to explain to a person why they should join and the benefits they will receive.

Each officer is required to complete office hours. This involves sitting at the pop-up office selling memberships, tickets and answering general enquiries. Therefore, it is important to be across our till procedures, and selling membership procedures.

PG officers are required to complete a two-hour block of office time per month.

These will be taught during your hours, and at the Induction Day held in October. It is important to attend this as it sets the standards for the year and provides you with a good time to meet the extended committee and understand what being on the LSS is all about. Regular committee meetings are held during the year, which are an hour in length, and you will be required to attend.

You will work within your portfolio and assist them with anything they require as well. Due to this, you should be accessible via email at any time. It is important to check your emails daily as you will receive all correspondence through this method. You may also receive emails from people external to the society such as organisations and firms, and these need to be attended to in a timely manner.

Furthermore, you will be required to attend all compulsory events, which are decided by the Executive in October. These are generally all competition grand finals, Orientation Days, and any events on campus that require a good attendance for sponsorship purposes. Failure to attend these events without making formal apologies can lead to disciplinary action from the Director of Administration (PG), Secretary/Director (Administration) and/or the President.

# **POSTGRADUATE - ADMINISTRATION**

## **DIRECTOR OF ADMINISTRATION (PG)**

**Introduction**

The PG Director is responsible for overseeing the smooth running of the entire PG LSS Portfolio and managing the PG LSS’ relationship with faculty members at the Monash

University Law Chambers. In this important leadership role, you will act as Executive PG

Committee member, hold voting responsibility and undertake strategic planning.

The role requires ongoing communications with the other PG Directors as you will be

required to have a broad understanding of the activities of each portfolio and to assist with

any issues they are facing. You will work closely with the LSS President and Secretary to keep them informed on the status, successes and challenges of the PLSS. You will also be responsible for organising the involvement of the LSS at each Orientation Day and for facilitating merchandise sales and maintaining procedures regarding the PLSS office.

In addition to working with all committee members and directors you are directly responsible for the PG Marketing Officer and the PG Sponsorship Officer.

**Key Aspects of the Role**

*1. Managing*

- Working with the Director of each portfolio to aid in the resolution of any problems and the smooth running of events.

- Updating the President on matters concerning the PG.

- Calling PG committee meetings to ensure that the committee is working effectively towards their portfolio’s respective goals, including organizing initial PG LSS Training Day.

- Coordinating with the Secretary for full committee meetings involving both PG and LLB and monitoring attendance of the PG committee. Responsible for overseeing and assisting financial matters alongside the President, Secretary and Treasurer. Assisting with oversight of the sponsorship team.

*2. Administrative*

- Planning and organising office hours roster.

- Ensuring the LSS office is sufficiently stocked with merchandise and is being maintained.

- Liaising with Monash University Law Chambers Staff regarding the organisation of Orientation Days and the general procedure for room bookings.

- Ensuring that enquiries from staff, students and other committee members are resolved in a timely and welcoming manner. In combination with the PG Marketing Officer produces a monthly newsletter updating members as to upcoming events and other relevant LSS related matters.

**Summary of time commitment**

* It is important to remain contactable as often as possible. You should check your emails and messages every day and multiple times throughout the day to ensure your urgent response is not required. You will be required to attend meetings with faculty and committee at Chambers so it is best to ensure you are on campus at least two to three days per week to ensure you are available to hold these face to face meetings. Director of PG should lead by example and attend as many events as possible.

**Key Events/Initiatives of the Role**

*1. Orientation Days*

Orientation is the largest membership sales day of each trimester. The LSS must be ready to sell memberships quickly and efficiently, whilst establishing a strong ‘first impression’ with new students. The PG Director will typically make a speech during their orientation day presentation.

*2. LSS Merchandise*

Following the establishment of the LSS Office at Chambers, the PG Director must liaise with the broader LLB Committee to ensure that there is an adequate amount of merchandise for PG members to purchase. The maintenance and presentation of the LSS is the responsibility of the PG Director.

*3. Monthly Newsletter*

In collaboration with the PG Marketing Officer, the Director of PG must endeavour to maintain a positive and welcoming relationship with the LSS’s PG members. The monthly newsletter collates the LSS’s events for the month into a digestible format and provides an opportunity to foster that relationship.

4. *Faculty Panels and Incoming Student Events*

The faculty will hold social events to welcome potential students. The PG Director must be present at all of these events to discuss campus life and represent the LSS more broadly to the incoming students. Additionally, the PG Director is expected to sit on faculty panels to answer questions about PG student life.

**Potential future events/initiatives**

- Continue to implement ways in which the PLSS can be more accessible and welcoming to its members.

## **MARKETING OFFICER (PG)**

**Introduction**

To work in conjunction with the Director of Administration (PG) in order to facilitate communication regarding PG events and programs to the PG student body by monitoring the Monash LSS PG Facebook Page.

**Key Aspects of the Role**

1. *Communication skills*

Updating the PG LSS Facebook require the ability to be able to effectively communicate posts, understand the functions currently on at Monash and be able to create events for any career or social activities.

1. *Ability to solve problems*

In addition, you must be able to deal with any queries that are made by students or organisations to the Facebook page. This includes an understanding of the current events or providing any other additional information.

1. *Marketing Skills and Event Creation*

You will be responsible for drafting marketing material for various events. You must work with officers and directors to produce marketing material which brings their vision for the event to life. It is important to be good at communication and time management as there may be occasions where marketing deadlines will interfere with assignment or exam dates.

In addition to this, you will be responsible for the creation and management of FB page events. This will involve creating the event, adding the marketing material and inviting students to the event. You may also be asked to produce QR codes to present around campus for increased engagement.

**Summary of time commitment**

Facebook Page

- This requires an on-going commitment and includes responding to messages and inquiries at any time of the day. We like to keep the response rate within an hour.

Marketing material

- The marketing material may only take a couple of hours to draft, however, there may be multiple deadlines in one week as the PG calendar is very busy.

Office Responsibilities

* You will be expected to assist the PG Director with the management of the office. This will involve preparing for orientation day, assisting with office timetabling and generally organising merchandise before the trimester starts. This may require one day during the holidays before the trimester starts to organise.

Orientation day

* You will be expected to assist the PG Director on orientation day. This will involve selling merchandise and perhaps sitting on a panel for faculty.

**Key Events/Initiatives of the Role**

* Orientation day
* The Newsletter
* Office management

**Potential future events/initiatives**

* To use the Facebook Page for more than communicating Monash’s activities. To provide a platform for motivation and networking.

## **SPONSORSHIP OFFICERS (1 x PG, 1 x LLB)**

**Introduction**

Sponsorship Officers are incredibly important roles within the LSS, as you are essentially the link between the LSS and the law firms. The Sponsorship Officers must attempt to secure as much money as possible from the firms, and with more and more LSS’s cropping up each year this is no easy task! You must have a comprehensive knowledge of all the events run by the LSS (both LLB and Postgraduate) as well as an understanding of what particular firms may be interested in sponsoring.

There will be a Sponsorship Officer in both the LLB and Postgraduate Committees, who will both report to the PG Director, Treasurer and President. It is crucial that you work as a team to bring in as much Sponsorship for the LSS as you can.

This can be a very intense role at times. When challenges with firms arise, it can be high-pressure. You need to remain professional at all times and remember that you are representing the LSS and its members. Most importantly, you need to be organised, respectful and keep certain aspects of your work confidential.

**Key Aspects of the Role**

*1. Communication*

- Constant email/phone communication with law firm HR (be prepared to answer several weekly emails + have a voicemail set up on your phone in case firm representatives call)

- Face to face meetings with HR

- Negotiation (especially on price!)

- Constant communication with LSS committee particularly directors to ensure they are aware of sponsorship arrangements

- Working together (attending meetings together and separately, helping to further integrate LLB/Postgraduate events)

- Communicating with other societies and organisations where you are running sponsored events jointly! This is critical and being diligent over this trait is vital to avoid difficult situations where a sponsor has paid one student society only to be approached by another for the same event.

- IMPORTANT! DO NOT tell anyone outside of the PG Director, Treasurer and President what the sponsors have actually paid overall. This must be kept confidential.

- In the event that sponsorship issues arise, you may be required liaise with sponsors and directors involve to resolve the issue. This will also involve communicating concerns from sponsors to directors should they arise.

*2. Organisation*

- Creating/updating the prospectus (can do this on Canva). Try to make this very exciting with a bit of razzle dazzle because we are competing with other universities for sponsorship revenue.

- Putting together sponsorship/bespoke packages (some firms may have received a discount in previous years and will ask you so be aware of previous years’ arrangements)

- Keeping on top of which firms you have met with, confirmed, invoiced, received payment for, introduced committee members to etc (best to keep a table/spreadsheet)

- Try to ensure that sponsorship arrangements are financially advantageous for the LSS; do not offer to provide so much that it costs us more to produce our supply than we receive in sponsorship revenue.

*3. Knowledge of the LSS/legal industry*

- A thorough understanding of how the Monash LSS operates, including all key events and likely dates, the types of students that attend (this is important so that you can give holistic and comprehensive information to the firms)

- Knowledge of the differences between law firms and the types of events they are likely to be interested in

- Having an interest in commercial law isn’t necessary, but may be relevant, given that the types of firms that you will predominantly be dealing with

**Summary of time commitment**

Trimester three (Post-Changeover)

- Organise a meeting together (LLB + Postgraduate officer) to discuss your approach for the year, and begin work on the 2022 Prospectus

- Liaise with each of the Directors regarding their events for 2023 and what they would like sponsored. This includes each Director providing details of each event.

Trimester three (2022) – End of November

(May overlap with trimester three exam period)

- Complete the Prospectus

- Contact the firm representatives, send them a digital copy of the prospectus and organise a time to meet up with them

Trimester one (2023) – End of January - February 2023

- Attend 30-minute – 1-hour long meetings with 20-30 law firms, organisations and consulting firms

Trimester one (2023) (February 2023)

(May overlap with trimester three exam SWOTVAC)

- Put together packages for each firm (base it off last year’s and what they want this year), you may apply a discount only if appropriate. Organise with the LSS Treasurer to write up invoices.

- Send invoices to firms along with introductions to committee

- Communicate with directors RE what is required of them from a sponsorship perspective.

End of trimester one and start of trimester two (2023)

(May overlap with trimester one exams)

- Constant communication with committee to ensure everyone understands their sponsorship obligations

Throughout the year

- Monitor email for new sponsorship enquiries, pass firm requests to appropriate people, attend LSS events

- Oversee sponsorship emails (you should be cc’ed into all firm correspondence)

**Key Events/Initiatives of the Role**

*1. The Prospectus*

You will need to design the prospectus - a document containing a comprehensive overview of all LSS events that have sponsorship potential. While this can largely be copied from previous years, it will require yearly updating and refreshing. Try to make the role your own. We are competing against other universities after all. You will also need to organise a few copies to be printed off to take to firm meetings.

*2. Communication & Teamwork*

You will always be working with someone as part of your role within the LSS. With that being said, it is important you work well with lots of different people. Throughout the Sponsorship period, you will both work with the President and Treasurer, and it is important this is done with respect and professionalism.

*3. Meetings*

Initial firm contact/ sending out prospectus/ booking in meeting times.

Meetings with HR to put together sponsorship packages and confirm arrangements.

4. *Invoices and introductions*

Organising invoices to be created for each firm.

Send out committee introductions at the start of the year, introducing the firms to the relevant directors (the ones whose events are being sponsored by said firm). Communicating sponsorship arrangements to committee members is very important!

*5. Ongoing supervision of sponsorship arrangements*

You should attend events such as the Clerkship Guides launch and other important events.

**Potential future events/initiatives**

There is potential to increase sponsorship relationships with professional services firms (KPMG, PwC, EY and Deloitte) and non-traditional firms, such as in areas of criminal law. These firms offer very valuable experience to students just like all the firms we approach and try to receive quality work applicants in return. Try to make a bespoke arrangement with these firms.

# **POSTGRADUATE – ACTIVITIES**

## **DIRECTOR OF ACTIVITIES (PG)**

**Introduction**

As the PG Director of Activities, your main responsibility is to ensure that the student experience is optimised through the planning and organising of different events throughout the year, that are inclusive of all students, given the diversity of our postgraduate student body.

You are directly responsible for the two Functions Officers, and the Peer Mentor Coordinator (PG), and must work very closely together to create successful events that build excitement and anticipation, and ultimately allow PG students to create and foster friendships outside of the academic environment.

You must also work closely with the Marketing Officer (PG) to ensure your events are correctly publicised.

**Key aspects of the Role**

As the Director of the most socially oriented portfolio, you must have excellent communication skills as you will need to make students feel welcome at events and encourage them to attend. This is especially important with new students who may not have yet made friends.

You should work closely with the Functions Officers & PMC to create successful events and liaise with the Marketing Officer to ensure they are strongly promoted. The amount of attendance at events is a key performance indicator and you should monitor this regularly to ensure your events are well received and attractive to the student body.

If any problems at events occur, you are responsible for resolving them and you must undertake the Incident Management training through Clubs & Societies Monash. First Aid Certificates and an RSA are extremely beneficial. You will be responsible for any incident reports and ensuring the proper reporting standards and protocols set out by Clubs & Societies Monash are adhered to.

**Duties:**

**Early Duties (October – January):**

**Budgeting & Strategy:** Depending on timing from the previous year, there may be a handover of events which are going to be held late in trimester 3. Aside from any events to be run, you will be preparing the calendar and budget for the following year. The budget proposals include ticketing estimations and projections. These proposals must be passed by the executive at the budget meeting (typically held in December).

**Ongoing Duties:**

**Marketing:** Following the first three months, most of your time will be occupied by marketing. This requires working closely with your team, and the marketing officer. The other group to work closely with are the students. The PG director and I, at times, utilised student surveys to acquire relevant data. Often, I would ask the students directly whether they would attend X hypothetical event. The most important metric is ticket sales which inform the *types* of events that are gaining traction, and which are falling short.

**Cooperation & Leadership:** You work within two teams – the activities team and the postgraduate executive team. Therefore, communication, leadership and cooperative skills are essential. In addition, this role involves extensive work with third parties. You are often negotiating with venues, booking entertainment (photographers/DJs), speaking with Monash faculty, and in discussion with C&S.

**Timeliness:** You must be responsive to emails. Generally, you must plan events and secure venues several months in advance. This is especially true for Cocktail Night. You must be able to meet deadlines, for example – C&S paperwork (submitted four weeks prior to the relevant event). You must ensure yourself and your team complete all proper C&S trainings as early as possible.

**Event Timeline:**

Trimester Three (2022)

You usually will not events running during this period. However, this is when much of the planning and strategy happens. Your team will need to be C&S trained. The 2023 social calendar will need to be drafted, as well as the draft budgets for *all* events.

Trimester One (2023):

Trimester one typically involves a PMP event, a “mid-size event” (event size 40-100), and an end of trimester event (mid-size). This year we ran PMP drinks, Barefoot Bowls, and an end of T1 bar night. You can change this but a PMP event *must* be run each trimester.

* **PMP Drinks (Compulsory):** These events are often held within the first month of the trimester. They are for peer mentors and mentees only and should be free for mentors and mentees.
* **Barefoot Bowls (Optional):** A mid-size event which does well in the summer. Expect 30 – 40 students.
* **End of Trimester Bar Night (Optional):** We set this up in response to student survey feedback, forgoing the alternative (Moonlight cinema). This event was successful after its first run. Expect to attract between 50 and 60 students.

Trimester Two:

In trimester two, we held a PMP event. With T2 there is some flexibility. Typically, the annual Cocktail Night – the Postgraduate Wing’s biggest event – is held in Trimester 2. My team and I opted for Trimester 3, in deference to the clerkship, competition, and careers intense period which often comprises T2.

* **PMP Drinks (Compulsory):** See above.

Trimester Three:

This is your team’s last hurrah. This year, my team and I opted to host Cocktail night at the beginning (August 26th), following clerkship application closure. We’ve also scheduled the annual Postgrad/PMP crossover event – Strike Bowling. The Postgrad/PMP crossover event can be held in either T2 or 3. Generally, these events are distinguished from other PMP events in that they are activity based and are open to both Postgrad and PMP students. It is a hybrid form mid-size/PMP event.

* **Cocktail Night (Compulsory):** This is the flagship postgraduate event. Expect 120 – 200 students. Generally, this is hosted at a nice bar (we went with the Smith in Prahran) and sponsored by a firm (MinterEllison for 2022).
* **Strike Bowling (Optional):** This event has replaced PMP Minigolf. *Doing* a PMP event remains compulsory. However, whether you make this a hybrid event (see above) is up to you. Generally, hybrid events provide the best of both worlds. They provide an excellent PMP event whilst offering something additional for postgraduate students. Past versions have been a success.

**FUNCTIONS OFFICER (PG) (X2)**

**Introduction**

Representing the Monash Law Students’ Society as a Functions Officer, involves organising numerous social events for the student body throughout the year. This portfolio is all about providing students with countless opportunities to network, make friendships and to enjoy university life outside of the vigorous demands of legal study.

**Key Aspects of the Role**

As a Functions Officer, you are the face of PG Social events. Your functions are often one of the earliest points of contact a new PG student has with the LSS. It is therefore imperative to be friendly, approachable, and engaging to encourage as much participation as possible. An outgoing nature is of great benefit as the role often entails speaking to students you may have never met and ‘getting the party started’.

This role requires immense organisation and time management skills as each event needs to be planned and budgeted for months in advance. You will need to be able to work closely with the team to ensure that your events run smoothly. You will also need to be flexible with your time so that any last-minute changes can be properly taken care if something comes up. (Something always does!).

This is a great role for those who are creative. It is perfect for those who want to show off their wide knowledge and love of Melbourne’s venues, as your team will be responsible for choosing each activity and function location.

**Summary of time commitment**

The time commitment for this role varies greatly from week to week. Be prepared to put in the hard yards at the start of your term, as this is when the event proposals and budgets are due for the entire year, as well as being busier in the lead up to some of the key events listed below.

The PG Activities portfolio aims to run a start of trimester welcome drinks for all trimesters, so be prepared to allocate time to plan each event. It must be noted that the planning of orientation days and end of year celebrations aligns with exams so you must be able to balance study and LSS. These events are less time-consuming than the mid trimester events; but still require dedication, organisation and time management.

For the mid trimester main events a lot more time is needed. Barefoot Bowls/Summer Garden Party, which was run mid Trimester 1, requires a great deal of planning. Cocktail Night runs in mid Trimester 2 and is traditionally the biggest night of the PG Calendar and requires a large amount of work! You will need to allocate plenty of time to scope venues and meet with the admin portfolio to discuss budgets and food options.

Of course, it is absolutely necessary to attend all functions events often from start to finish.

Also, due to Covid, many of our best laid plans were either put on hold or forced online. So, especially in the current climate, be prepared to make some last-minute changes and brainstorm how to keep events going and running smoothly!

**Key Events/Initiatives of the Role**

1. *Peer Mentoring/Welcome Drinks:*
   1. This event is run three times a year and is often held in week two. Attendance for this event is greatest during T1 due to the large intake of students. Free drink cards are provided for peer mentors/mentees. We try to hold drinks event at different venues throughout the year, so the events do not get repetitive.
2. *Mid Trimester events:*
   1. *Barefoot Bowls or PG Garden Party*
   2. *Strike Bowling (Optional)*
   3. *PG Cocktail Night (Compulsory)*
      1. The biggest night of the PG calendar, requiring immense planning months prior to the night. This event runs in T2 and is open to both PG and non-PG students, unlike some of the other events. This event entails a lot of advertising, and you must ensure to keep any law firm sponsors happy. You might need to use your budgeting skills since the event is large and requires adequate allocation to food, drinks, DJ, and a photographer in addition to other things.

1. *End of Trimester or Year drinks:*
   1. This event runs at the end of a trimester or year. It is a chance for students to get together and celebrate after all their hard work. We try to hold drinks events at different venues throughout the year, so the drinks events remain fresh and do not get repetitive.

**Potential future events/initiatives**

This is a great role to be creative. It is not expected that you just do what has been done in the past. The LSS as a society is always looking to evolve and expand. With the exception of a couple of functions (including the PG Winter Cocktail Night) the functions are up to your team and the opportunities are endless.

## **PEER MENTOR COORDINATOR (PG)**

**Introduction**

As the Peer Mentor Coordinator, you will be tasked with organising and overseeing the Peer Mentoring Program.

Fundamentally, the role requires you to organise and inform the participants in your program (i.e., the peer mentors and mentees for the Peer Mentoring Program).

The Peer Mentoring Program has a large publicity aspect, so you will be required to liaise with the Marketing Officer. For the Peer Mentoring Program, you are required to help facilitate a Peer Mentoring Evening every trimester and you will be required to liaise with the Functions Officers.

**Key Aspects of the Role**

*1. Organisation*

Organisation is extremely important for the Peer Mentoring Program. This program is, for most first trimester students, their first serious interaction with the LSS. It is your responsibility to set the standard for professionalism and organisation re: emails and the provision of information.

*2. Collaboration*

This role has been created in order to focus more closely on the Peer Mentoring Program’s expansion within the PG cohort. You will likely have a lot to do with the Student Experience Officer – Faculty of Law, and the 2023 LLB Peer Mentor Coordinator, in order to expand the PG Peer Mentoring Program in 2023.

*3. Emails*

Having a good work ethic with emails is also very important. A habit of checking emails daily (in general) and frequently during the busier times will ensure that you have the most amount of time to deal with any issues as they arise. A prompt reply will also be appreciated by students, faculty and teachers alike.

**Summary of time commitment**

End of Summer Break/First 3 weeks of T1 2023

- This is when the organisation for the Peer Mentoring Program really begins.

- You will have to be present at Orientation to sign up new students to the program (and just generally attend as a part of your responsibilities as a member of the LSS).

- Additionally, you will need to drum up support amongst the current students in order to match mentors and mentees.

- Once the two lists have been compiled, you will need to facilitate the start of communication between mentees and mentors and be available for any queries.

- Finally, you will need to be talking to the Functions Officers to organise the social evening (needs to be held early in trimester).

This template is essentially the same for every trimester. You'll be very busy (or slightly less so depending on when you begin your organisation) from the end of each break to the end of Week 2/3. This could be further extended this year if you can start the process of expanding the Peer Mentoring Program.

Having said that, if you organise well and ensure that you have ample time to get things done, the time commitment/pressure isn't outrageously heavy at any given time.

**Key Events/Initiatives of the Role**

1. *Peer Mentoring Program*

- You will need to attend Orientation Day and start to accumulate interested people for the program.

- Afterwards, you will be required to source enough current students to match up with the prospective mentees (this may initially require a few Facebook posts (Marketing Officer) to generate support).

- Then, after matching the students, let all know who their partner is, and how to contact them. You will also need to send the Mentoring Guide to all mentors.

- You will need to ensure that all mentors contact mentees and follow up if not.

- Finally, you will need to help facilitate a social evening for the program with the Functions Officers. On the evening, you will need to be present to direct students to their partners/hand out name tags etc.

**Potential future events/initiatives**

It should be clear from the position description that there is a lot of room for expansion in the PG Peer Mentoring Program this year!

**CAREERS**

## **DIRECTORS OF CAREERS (1 x PG, 1 x LLB)**

**Introduction**

The Directors of Careers oversee the planning and execution of the LSS’ careers events, programs and publications. There will be two Co-Directors, one from the LLB and one from PG. Each Director will also be a member of the executive team and will contribute to the running of the society as a whole.

**Key Aspects of the Role**

Due to the merger of the LLB and PG careers portfolios, the Careers Portfolio is the largest portfolio in the Monash LSS and the one most visible to external organisations. On average, more than half a dozen events and initiatives will be run every semester and it is the Directors’ responsibility to ensure the smooth running of the entire Portfolio.

The Directors will firstly need to decide which events and initiatives will be run during their term, and then delegate the work to the Careers Officers. Ongoing communication is required to supervise and oversee delegated work, and Directors must work with the Officers to plan, organise and run those events. In addition, a substantial amount of planning and thinking must go into each event, from the dates on which it should be held, to the appropriate budget to set aside and the style/type of each event to be run.

In addition to supervising the general administration and running of the Careers Portfolio, the Directors act as the main point of contact for all communication with sponsoring firms, the Faculty and other legal professionals. Email, telephone and in-person communication require a high level of professionalism and confidence in acting as a representative of the Monash LSS. Once sponsorship has been confirmed for all firms, the Directors are responsible for contacting firms to introduce themselves and informing firms which Careers Officers should be contacted for each event.

**Time Commitments**

Minimum 15 hours per week

* A significant amount of time will be spent planning with Careers Officers about the events and initiatives to be run, delegating tasks, liaising with firms/stakeholders and responding to emails.
* During major events, such as the Expert Panels, Clerkship Guide Launch, and Meet the Firm series, workload will increase significantly.

**Key Events/Initiatives of the Role (in more detail)**

The Careers Portfolio is the most outward-facing portfolio of the LSS, and events and initiatives may vary from year to year depending on interest from sponsors and students. The events ultimately being run will be decided at the discretion of the Directors. However, a snapshot of some of the events run in previous years including:

*1. Clerkship Guide*

The Clerkship Guide (Guide) helps students navigate the clerkship process by offering extensive information on firms and their respective areas of practice in the firm directory chapter. The Guide includes valuable advice from former seasonal clerks, enabling students to be as well-prepared and informed as possible for the clerkship recruitment process.

The Guide is the major LSS Publication and requires many hours of preparation over the summer working in close connection with the two Careers Officers (Publications) to take charge of its production. The Directors thus assume an overall managerial role. To be useful, it is imperative that the guide is released well before clerkship applications open. As such, launching the Guide around weeks 8-9 is ideal as it is at the stage of semester where students are not preoccupied with exams.

The Directors also liaise with the Sponsorship Officers and other LSS Committee members to facilitate the work of the Clerkship Guide.

*2. Clerkship Guide Launch and Networking Evening*

The Guide is launched at the annual Networking Evening, a cocktail-style evening with canapes and drinks provided and attended by the platinum sponsors of the Guide. In 2022, the event was held at Crown Palladium, with over 70 legal professionals (sponsor firms), and 250 students in attendance. The guide was available for download via the LSS website and promoted at the event. As this is a networking event, also, students are able to network with HR representatives and lawyers from the sponsoring firms (in 2022, there were 24 sponsors of the guide). The Careers Directors are responsible for nearly all the planning and organisational tasks associated with the evening, including communication with the venue, firms, and students.

*3. Expert Panels Series*

The Expert Panel Series highlights the commercial law opportunities for law students and is organised by the Careers Officers. In 2022, three Expert Panels were run: Intellectual Property held at Crown Towers in the evening, Mergers & Acquisitions held at Crown Towers as a breakfast (which has been tradition), and Employment Law held at Monash Law Chambers in the CBD. At the event, food and drink will be served prior to or after the panel discussion. Students will register online for the events via google form. The Directors will provide support for the officers, setting budgets and dates (crucial as the firms can be quite fussy with dates). The Directors will also MC the panels and communicate with sponsor firms as to who will participate in the panel.

*4. Professional Mentoring Program*

In 2022, the Careers Portfolio merged with the Equity Portfolio for The Professional Mentoring Program. This program, launched the beginning of the year, pairs mentors from commercial firms, government, the courts and other organisations with students who have an interest in pursuing a career in their mentor’s practice area. Because of the high demand for spots in the program, it is generally focused on finding professional mentors for penultimate and final year students. There will be the capacity to expand and grow the program, as interest is always high.

In 2022, the program was launched at a Networking Style event, where students could meet their mentor in a relaxed setting. This was held at Rivers Edge events in 2022.

*5. Meet the Firm Series*

In 2022, the Careers Portfolio launched the ‘Meet the Firm’ series, inviting students to attend a networking style informational event hosted either at a firm’s office, or over zoom. This event was particularly popular, as it allowed students to interact with a specific firm, and assisted them to prepare for the clerkship process. This event includes a heavy workload for Careers Directors, and the officers who will be assigned to assist them. Each firm will essentially have their own event, and Directors will need to liaise with firms directly to curate this event. This year, 24 firms sponsored this event, and an average of 50 students attended each one.

*6. Alumni Networking Evening*

In 2022, in collaboration with the Monash Law Faculty, the Careers Portfolio launched the Alumni Networking Evening, where students were able to network with past Monash Law students. This ranged from all areas of law, including commercial, criminal, family, governmental, and associates. This event was incredibly successful and required Directors and Officers to communicate with sponsoring firms, reach out to previous alum, and organise the event itself. In 2022, there were 10 sponsoring firms, and over 130 students registered to attend. The Dean of Law also delivered a short speech to open the event.

*7. Beyond Law School Series*

This series including various events including Associateships Panel, Journey to the Bar Panel, Government and Public Sector Panel, among others. In 2022, these events all ran over zoom. Directors will be involved in reaching out to appropriate panellists, liaising with these guests and hosting the panel itself.

**Potential future events/initiatives:**

As Directors you have scope to implement new events provided it fits in within the LSS calendar. It is always good to get your officers involved for new ideas on events. Some suggestions include:

* Virtual events held via Zoom do work and sometimes get better attendance than in-person events e.g., PLT seminars. Consider holding some events virtually because they do work well!
* Try to get more non-commercial mentors for the professional mentoring and/or barrister shadowing program.
* Non-Commercial Careers Guide - could create a sub-committee to compile the guide and then just update the guide as you pass it onto a new committee. There is a growing interest for non-commercial careers and it would be good to have a resource which showcases the careers outside of commercial law. It will be a big job to implement but shouldn’t require a lot of work in the future besides updating the dates in the guide for graduate programs or articles if they seem outdated.

## **CAREERS OFFICERS (X6, at least 2 from each of PG and LLB)**

**Introduction**

Careers Officers, as part of the Careers Portfolio, oversee organising and running LSS careers events throughout the university period.

Officers will – at the discretion of the Directors – be allocated events and initiatives to focus on at the beginning of the term.

Key Aspects of the Role

*1. Organisation and time management*

Careers Officer will need good organisational and time management skills. Given that almost all of our events are outward facing, the ability to work consistently and steadily is required to achieve success. Time management is crucial to ensure we are able to accommodate requests from firms, given our events typically involve multiple firms, each with differing needs.

*2. ​Professionalism*

As mentioned, the Careers Officers will spend a significant amount of time liaising with sponsors and external contacts. Communication must be professional and emails will need to be responded to within a reasonable time.

*3. Teamwork and dedication*

The Careers portfolio is a demanding portfolio and is heavily reliant on all members of the team working together and communicating effectively. A good, willing attitude is integral to successfully performing this role.

**Summary of time commitment**

10-15 hours per week

* Careers Officers will be allocated a number of events and initiatives over the course of their term to own, manage, and bring to life. The work will include liaising with firms, stakeholders, participants and attendees, organising catering and venues and completing administrative tasks (e.g., preparing name tags).
* In addition, it is expected that Careers Officers will attend as many careers events as possible. This is especially important for the Careers Portfolio’s most significant events, such as the Expert Panels, Networking Evening and BCC Fair (which is a compulsory event for all LSS LLB committee members).

**Key Events/Initiatives of the Role**

Careers Officers will be responsible for organising, managing and running the events and initiatives of the Careers Portfolio. Those events and initiatives are to be decided by the Directors at the start of each term, based on interest from sponsors and students and what has previously been run.

**Potential future events/initiatives**

The Careers Portfolio is always looking for new and creative ways to best serve the LSS’ members, and any suggestions and ideas are always welcome. Some initiatives that arose out of 2020 that the careers team would like to see continue are the Careers Classified podcast, the networkathon and the clerkship drop-in sessions.

## **CAREERS OFFICERS (PUBLICATIONS) (X2)**

**Introduction**

The predominant role of the Careers Officers (Publications) is to produce the Clerkship Guide. Arguably one of the most important things the LSS does, the Clerkship Guide is the leading student publication of its type and is an incredibly important publication in terms of informing students about clerkships. It also represents a large portion of the LSS’s sponsorship from law firms as they pay a significant amount to be featured in the guide so it is of the utmost importance that the guide is high quality so firms can feel that they are getting their money’s worth.

The Careers Officers (Publications) might also assist with the production of other publications such as the Public Sector Careers Guide or the International Careers Guide, however these did not occur in 2020 and may be added in 2021.

*1. Timing and Organisation*

This position is all about timing and organisation. Producing the Guide involves a significant amount of time over the summer; it is best to initially contact firms before the Christmas period and begin substantial work on the Guide in February. No matter how well organized you are, something will always go wrong. Remember to follow up with law firms but strike a balance to ensure you are not continually pestering them. Aim for publication about two weeks earlier than the absolute necessary time (the date of the Networking Evening/Guide Launch event). It is advised to plan your timing (a schedule with deadlines) as soon as you take office, as the Guide involves significant collaboration with the LSS Sponsorship Officer, the Careers Officers, HR law firm representatives and student contributors. Also, remember that much of the legal profession is incredibly busy in the lead-up to Christmas, then away on holiday for most of January, so it’s important to have as much as possible organised prior to this. Having a good spreadsheet tracker (see Drive) is also immensely helpful so that you can keep track of all the information and correspondence that is going back and forth.

*2. InDesign knowledge*

In addition, designing the guide is a significant aspect of its production and knowledge on how to use InDesign is essential. The process of formatting and designing the guide will be the most time-consuming aspect of your role. If unfamiliar with the program it is best to ask for a tutorial from a previous user before attempting to begin the guide formatting. Ideally you and your partner should agree on formatting aspects before you begin to easily share the work between you and ensure consistency. You should download InDesign on your own laptop (which is reimbursed by the LSS) to ensure you always have access to it, which is important when coordinating with your partner the design layout. Watching YouTube videos will help immensely and it is ideal if both of you can have a good understanding of InDesign as this way you will be able to split the work up more.

*3. Editing and publication*

The Guide then needs to be printed. Do not underestimate the time that goes into the actual printing of the Guide, which can only begin once you have received and edited every single page of the Guide from every contributor and have compiled and proofread it. Work out how many copies you want printed and about 1 month before the Networking Evening, approach the printing company to ask for a quote. Inform the printing company well in advance that you will need the order completed by a certain date and leave them as much time as possible (at least 2 weeks) to format and design the Guide; this process is much more complicated than we understand and remember that the Guide is not their sole project. It also takes up to two weeks to physically print the Guide, so timing must be allocated accordingly. Note that even with two people the Guide is a large amount of work, and (along with organising the Networking Evening) takes up approximately the same amount of time as one law subject during semester one.

Note: When the completed profiles, articles and content is sent back to you, make Google Drive folders to keep everything tidy and neat so as not to forget a document as asking a firm to send a document back when you have already received it is embarrassing. Also make sure you are saving or uploading the correct version so that you know what status you are at and what additional work needs to be done.

Top tip: Organise the firm profiles and articles, allocating the articles to the sponsoring firms, ensuring all parts of the guide are covered.

**Summary of time commitment**

Summer: 5-10 hours/week

Semester 1: 15-25 hours/week between February and April as this is when you will spend a lot of time making the templates and inputting the information.

Winter Break: N/A

Semester 2: N/A

During semester one, coordinating with other relevant stakeholders, emailing, calling and designing the guide will take a lot of time, so be prepared to put in a couple of hours a day to ensure the Guide is completed within the time frame. InDesign can also be very frustrating to work with or finicky, so you have to ensure you have lots of buffer time to prepare:

* Emailing the firms with requests and dates will take a while, so you wait for their reply. Contact firms as early as possible and do not be afraid to bump them again if they do not respond in time.
* Collect all the firm profiles and arrange for all articles, advertisements and logos from sponsoring firms in conjunction with the LSS Sponsorship Officer.
* Maintain appropriate and timely contact with all involved firms throughout the period.
* Arrange for a Foreword to be written by the Dean, the LSS President and you.
* Collect a range of additional information, such as LIV Guidelines, Practical Legal Training Information from Leo Cussen and Monash Careers information from Careers Connect.
* Collate, edit and proofread everything received.
* Desktop publish the Guide using InDesign, which is a very time-consuming task.
* Engage a printer. Let them know well in advance (about 1 month) that you will be printing about 200 copies of a document of about 200 pages. They are familiar with us, and the printing of the guide and have therefore generally been very accommodating to our needs. The printing itself doesn’t take too long if arranged in advance; however, leave at least 2 weeks for the entire printing process to allow for changes to be made after you proof a sample of the hard copy.

**Key Events/ Initiatives of the Role**

*1. Clerkship Guide*

Organisation of the Clerkship Guide is the main initiative of this role. Please see above for an in-depth explanation of this and how best to navigate the process.

*2. Networking Evening*

Once the Guide is printed, you will need to help out with the Networking Evening and arrange transport of the Guides from Monash University to the city.

* Given that the guide is going to be virtual for the foreseeable future it is unclear if a physical copy will be required anymore or not.

**Potential future events/initiatives**

* Consider approaching some firms who didn’t sponsor in 2022 but may want to sponsor in 2023 (Raise with Sponsorships Officers!)
* You also work extremely closely with the Sponsorship Officers - Designate specific tasks and response timetables between the two of you in order to avoid confusion or missed emails about potential sponsorship from new firms. (Divide up tasks)
* Keep online regularly updated checklists of everything you need and when you require it.
* Try to avoid double ups of articles to the best of your ability.
* Definitively decide on any stylistic (including font, size, design) changes well in advance as even minor changes can be arduous and result in inconsistency when altered last minute
* Consider what other articles, not previously published, would be beneficial to potential clerks, particularly in terms of engaging various student experiences.

# **POSTGRADUATE – COMPETITIONS**

## **DIRECTOR OF COMPETITIONS (PG)**

**Introduction**

The Director (PG Competitions) is responsible for the organisation and execution of the Postgraduate Competitions Portfolio. As the PG Competitions Director, you are tasked with running all four of the PG competitions throughout the year, as well as the PG v LLB competition day. The four PG competitions are Negotiation, Moot, Legal Hackathon and Client Interview. The Director manages the organisation of these competitions along with three competition officers and a judge liaison officer.

For the PG Competitions Portfolio to be successful, the Director (PG Competitions) ideally has the ability to: market the competitions, communicate with the sponsoring firms, source or create problem scenarios and manage issues as they arise during the competitions. The Director must also desire to develop the competitions portfolio for the benefit of the Society’s members and be the primary point of contact for students and legal professionals throughout the year.

As a Director of the LSS, you are a member of the Executive. As such, you are also responsible for the effective administration of the entire LSS and will be required to vote on matters that affect the operation of the Society throughout the year (such as the calendar and expenditure). Being part of the Executive also includes attending regular meetings, which may be held at the Monash University Law Chambers and/or the Clayton Campus, to discuss matters relevant to the effective operation of the Society. It also includes the creation/revision of documents and other materials necessary for the effective operation of the Society.

**Key Aspects of the Role**

There are three key aspects essential to the role of Director (PG Competitions). They are:

*1. Leadership*

The role and responsibilities of the Director (PG Competitions) can be very demanding and time-consuming in the lead up to and during the competitions. Further, as the representative of the PG Competitions Portfolio you are constantly engaging with members, stakeholders, and legal professionals. The ability to make on the spot decisions is highly beneficial to this role as resourcing and running the competitions during the trimester can be chaotic. As the Director of the PG Competitions portfolio, it is important to ensure open communication and regular contact with your team so that they are in the loop. This also requires regular contact with your team, stakeholders, legal professionals and members of the LSS. The Director must also ensure all members of the competitions team understand their roles and responsibilities. It is also an important skill to garner enthusiasm from your team for the common goal or running the competitions to the best of your ability.

*2. Problem-Solving*

Much of the difficulty of running the competitions is that despite the prior planning before the competitions begin, issues will often arise when the competitions begin. This can be for a wide range of reasons, such as teams pulling out of the competition or venues having been double booked. This requires dealing with issues promptly, and cohesively with the competitions team to ensure the competitions can still run successfully.

3. *Organisation*

It is important to be well organised in this role as you will have to have dates and budgets approved early in the year. Although these may change throughout the year, it helps to know the general details in advance. Organisation will also be key if you intend to make any changes to the running of the competition from the previous year. On top of this, running the competitions is very demanding once they are on, and thus you must be able to manage your time well between classes and assignments, as well as work and other commitments.

**Summary of time commitment**

The role and responsibilities of the PG Competitions Director are demanding when the competitions are on (for the first few weeks of the trimester). You will have to start planning the competitions during the trimester breaks and then work diligently to run the competitions by the third or fourth week of the trimester. You will then have a significant break between competitions; however, you will still be required to attend executive and committee meetings on the weekends or in the evenings.

Should you like to know more about the time commitment and/or what to expect contact the current Director (PG Competitions) specified on the Monash LSS – PG Competitions Webpage (<https://www.monashlss.com/jd-competitions>).

**Key Competitions/Events/Initiatives of the Role**

The following competitions and events were run this year:

1. PG Negotiations Competition

* PG Negotiations Workshop

1. PG v LLB Competition
2. PG Moot Competition

* PG Moot Workshop

1. Legal Hackathon (Collaboration with Monash DeepNeuron)

* Legal Hackathon Workshop

1. PG Client Interview

* PG Client Interview Workshop

1. Women’s Moot

* Women’s Moot Workshop

For further information regarding the competitions and/or events, check out the Monash LSS - PG Competitions Webpage (<https://www.monashlss.com/jd-competitions>)

The following initiatives were undertaken this year:

1. *Competition Workshops*

The purpose of each workshop is to address the rules, structure, and tips for success specific to the competition. It also allows members to engage with guest speakers, and/or address any questions or concerns they may have prior to the Competition commencing. The workshops are also a great opportunity for unpaired competitors to meet their teammates.

1. *Australian Laws Students’ Association - Conference Competitions*

Over the course of the Society’s existence, members have competed on an ad hoc basis at the national ALSA Conference. As the Society, and University, is a prominent LSS in Victoria, and Australia generally, those members that have excelled within the Society run competitions should have the opportunity to compete at the national level. The conference and competitions are normally run in person in a chosen city in Australia, however for 2020 the competition ran online via Zoom. By continuing this initiative, the Society will further develop its reputation of helping our members reach their greatest potential.

**Potential future Competitions/Events/Initiatives**

1. Including a regular digitally run competition, such as online dispute resolution or an online negotiations competition. This could be run with the help of Nicki Mollard, who manages Monash’s use of online ADR platforms.
2. Adoption of Society-run intervarsity legal competitions.
3. Collaborating with other societies within Monash University. This will foster networking between disciplines.

## **JUDGE LIAISON OFFICER (PG)**

**Introduction**

The PG Judge Liaison oversees the securing and scheduling of judges and co-sources the legal problem scenarios for the PG Competitions Portfolio, under the direction of the Director (PG Competitions).

The primary responsibility of the PG Judge Liaison will be to ensure that there is a sufficient number of qualified judges scheduled for each competition held by the PG Competitions Portfolio. These competitions include the PG Negotiation, PG Moot, Legal Hackathon and PG Client Interview Competition. The PG Judge Liaison also collaborates with the Director to secure authors, or source and edit material, for the purpose of compiling legal problem scenarios specific to each competition held by the PG Competitions Portfolio. The more general responsibility of the PG Judge Liaison will be to support the Competitions Team to effectively execute each competition of the PG Competitions Portfolio. Examples of tasks related to the execution of each responsibility could include, but is not limited to:

1. emailing, cold calling, etc. legal professionals, sponsors, and/or legal organisations;
2. liaising with interested professionals for the purpose of securing and scheduling them for a given fixture/round of a competition and/or as a guest speaker at the competition workshop;
3. prioritising contacts and/or confirmed judges in a way that best serves the competition and/or a specific event/initiative; and
4. securing authors for the purpose of creating legal problem scenarios.

Peripheral to the specific responsibilities the PG Judge Liaison has to the PG Competitions Portfolio, he/she will also work alongside and with the LLB Judge Liaison to secure judges and/or problem scenarios for the joint LLB & PG Competitions. Those competitions may include, subject to Executive approval:

1. IHL Moot;
2. Witness Examination;
3. Mergers & Acquisitions; and
4. PG v LLB Competition.

**Key Aspects of the Role**

*1. Leadership*

Like the Director (PG Competition), the work of the PG Judge Liaison can be equally demanding and time-consuming. You work alongside the Director, taking similar ownership of each event in its planning and execution. Although specifically tasked with the securing of judges and problem scenarios, you are an integral part of the greater Competitions Team and may be required to work ad hoc with, or within, a specific working group. Open communication and regular contact with the Competitions Team is essential. The ability to organise and manage delegated tasks or sub-portfolio working groups is key. So too is the ability to work independently, take responsibility, and have pride in your execution of particular tasks and responsibilities.

*2. Problem-Solving*

There may be instances where things go wrong. This could be due to a wide range of issues. However, you need to be capable of dealing with issues promptly and efficiently to ensure the success of each competition. For example, a judge may call you last-minute to tell you that something has come up and they can no longer attend. While this may or may not happen, you will still need to be able to, or have in place a contingency plan to, run the competition in an effective way.

3. *Organisation*

Regardless of leadership and problem-solving skills, organisation and the ability to do so effectively is key to the role. Having a largely independent role within the Portfolio you will have the responsibility of ensuring members are afforded the opportunity to be judged by experienced legal professionals and challenged by the legal problems presented in the competition. Therefore, being capable of juggling your time and the time of the PG Competitions Portfolio is essential to the success of the Portfolio.

**Summary of time commitment**

The role and responsibilities of the PG Judge Liaison are demanding. It is by no means a “walk on role”, nor is it a role for those that may be shy to front facing responsibilities. It is stated to be demanding as it requires liaising with, securing, and scheduling judges for each competition over the course of the year. It is also stated to be demanding as it requires securing authors, or sourcing and editing previous material, for each legal problem scenario for each PG competition held over the course of the year. It is also a co-managing role, alongside the LLB Judge Liaison, for the purpose of securing judges and/or scenarios for the joint LLB & PG Competitions.

Should you like to know more about the expected time commitment and/or what to expect contact the current Competitions Officer (PG) specified on the Monash LSS – PG Competitions Webpage https://www.monashlss.com/jd-competitions

**Key Competitions/Events/Initiatives of the Role**

See above, “Key Competitions/Events/Initiatives of the Role” under Director (PG Competitions)

**Potential future Competitions/Events/Initiatives**

See above, “Potential future Competitions/Events/Initiatives” under Director (PG Competitions)

## **COMPETITIONS OFFICER (PG) (X3)**

**Introduction**

The PG Competitions Officer oversees the team management, organisation, and execution of the PG Competitions Portfolio, under the direction of the Director (PG Competitions).

As the Competitions Officer, your contribution is essential to the successes of the PG Competitions Portfolio. Each Competitions Officer has discretion, within their role and assigned responsibilities to take initiative as to how to plan and run each competition. This may involve:

1. assigning roles/tasks to Subcommittee Members and/or Member Volunteers that comprise a sub-portfolio working group;
2. liaising with members of the Competitions Team, legal professionals, and/or competitors in order to effectively execute each competition, event, and/or initiative;
3. problem-solving, organising, an executing each competition/event/initiative in a way similar to that of the Director, but to the extent permissible by the Society’s Constitution and By-laws;
4. assist the Director on an ad hoc basis in the execution of tasks that are necessary for the effective execution of the competition and/or the Competitions Portfolio generally;
5. have a passion to develop the PG Competitions Portfolio for the benefit of the Society’s members, both current and future; and
6. the ability of being able to work effectively in a team setting.

**Key Aspects of the Role**

*1. Leadership and Initiative*

Like the Director (PG Competition), the work of the Competitions Officer can be equally demanding and time-consuming. You work alongside the Director, taking similar ownership of each event in its planning and execution. Open communication and regular contact with the Competitions Team is essential. The ability to organise and manage delegated tasks or sub-portfolio working groups is key. So too is the ability to work independently, take responsibility, and have pride in your execution of tasks.

*2. Problem-Solving*

There may be instances where things go wrong. This could be due to a wide range of issues. However, you need to be capable of dealing with issues promptly and efficiently in order to ensure the success of each competition. For example, competitors, your team, and/or judges may call you last-minute to tell you that something has come up and they can no longer attend. While this may or may not happen, you will still need to be able to, or have in place a contingency plan to, run the competition in an effective way.

3. *Organisation*

Regardless of leadership and problem-solving skills, organisation and the ability to do so effectively is key to the role. Having both a both a leadership and supportive role in the Portfolio, you will have the responsibility of assisting in the design, organisation and execution of each competition. Therefore, being capable of juggling your time and the time of the PG Competitions Portfolio is essential to the success of the Portfolio.

**Summary of time commitment**

The role and responsibilities of the PG Competitions Officer are demanding. It is by no means a “walk on role”. It is stated to be demanding as it requires both planning and execution of each competition over the course of the year.

**Key Competitions/Events/Initiatives of the Role**

See above, “Key Competitions/Events/Initiatives of the Role” under Director (PG Competitions)

**Potential future Competitions/Events/Initiatives**

See above, “Potential future Competitions/Events/Initiatives” under Director (PG Competitions)

# **POSTGRADUATE - SOCIAL JUSTICE AND EQUITY**

## **DIRECTOR OF SOCIAL JUSTICE & EQUITY (PG)**

**Introduction**

The Director of Social Justice and Equity (Postgraduate) oversees the planning and implementation of the Portfolio’s events and initiatives. The Director is also a member of the Executive team and will contribute to the running of the Society as a whole. The Director will have a strong degree of involvement in the Portfolio as they are accountable for the actions of their officers. The Director must always be aware of their officers’ tasks and initiatives to ensure that they are complying with deadlines. They must also be ready to brainstorm and trouble-shoot issues if plans fall through.

**Key Aspects of the Role**

1 *Overseeing the SJE Portfolio*

This involves:

* Ensuring all initiatives and events are completed on time, within budget and to a high professional standard;
* Working closely with all officers to formulate the yearly Budget and determine timelines according to the LSS Calendar;
* Regularly checking in with officers to regulate progress and give further direction where needed, including setting or extending deadlines and discussing expectations; and
* Taking on an officer’s responsibilities or assisting an officer with a difficult task when they are unable to do so.

2 *Collaborating with the Director of Social Justice and Equity (LLB)*

Due to the separation of the Postgraduate Education and Equity Portfolio, the Directors of Social Justice and Equity work closely together due to their shared officers and goals. Both Directors should communicate regularly with each other to ensure events are beneficial to both undergraduate and postgraduate cohorts, officers are on track with tasks and sponsorship is organised. On-going communication, collaboration and respect are imperative to the success of the partnership and both Portfolios.

3 *Introducing Events*

There will be a number of events and seminars throughout the year in which you will be required to speak in front of an audience, often including prominent legal professionals.

4 *Communicating with Sponsors*

As some of the events within the Portfolio are sponsored, it is your responsibility to contact sponsors to ensure that their needs are met. This means that you are responsible for making first contact with the relevant sponsor, ensuring that the LSS complies with the sponsorship agreement (organising banners, promotional material etc) and personally thanking them before and after the event.

5 *Values*

As the Director of Social Justice and Equity, you must represent and embody the values of the Portfolio in all LSS activities – you must not discriminate or tolerate discrimination based on race, sex, religion, gender, sexuality, age, ability or the like. This also extends to your interactions with others in the public on social media or via LSS platforms. You must also ensure that all SJE events and initiatives do not present a political bias or preference for any political party or policy.

**Summary of Time Commitment**

The Director will be required to commence work almost immediately with the proposed budget and calendar dates for 2023 with their officers as well as the undergraduate Director. This will also be organised with the Executive team. The time commitment is often likened to part-time work.

The summer will be dedicated to organising budget, calendar dates for the year, finalising each officer’s events, speakers lists for events and seminars and booking venues.

1 *Events, Panels and Seminars*

The Director will be expected to attend all events, panels and seminars hosted by their officers. You will be expected to thank speakers for their contribution to the event and ensure that an appropriate donation is given on their behalf. Where officers struggle to find speakers, the Director is expected to assist the relevant officer. Seminar rooms will need to be organised with the Postgraduate Director as well as marketing via the Marketing Officer well in advance of the event.

**Key Events/Initiatives of the Role**

Please note, SJE initiatives and events are typically run alongside the Undergraduate SJE Portfolio as these events equally appeal to/ cater to both undergraduate and postgraduate audiences.

1 *POC Office*

1. Cultural Diversity Breakfast

The Cultural Diversity Breakfast was introduced in 2021 to celebrate and uplift the voices of culturally diverse individuals in the law. You will oversee the POC Officers, select speakers, find a venue and assist with choosing a theme.

1. POC Panel

The POC Panel hosts three speakers who comment on the vitality of cultural diversity as well as pass important knowledge on how to navigate the law as a POC individual. The aim of the Panel is to create a safe and welcoming space for culturally diverse people

2 *Women’s Office*

1. International Women’s Day Panel

Commencing in 2021, the LSS runs an annual panel in celebration of International Women's Day. The Panel consists of a number of accomplished women in law who, throughout their careers, have faced and challenged the biases against women in the workplace. You will oversee the Women’s Officers in coordinating speakers, venue, sponsors and ticketing. This is a compulsory event for the committee.

1. Women in Law Breakfast

The Breakfast is an annual event that seeks to celebrate and acknowledge women in the legal profession. In 2022, there were four guest speakers with diverse legal careers who formed a panel. For the past two years, we have held the Breakfast in the Isabella Fraser room at the State Library. In the past, we have provided a table to each sponsoring firm. You will oversee the Women’s Officers in coordinating speakers, venue, sponsors and ticketing.

1. Women’s Moot

The Women’s Moot aims to provide law students who identify as or with women with the opportunity to develop their advocacy skills and network with legal professionals who identify as or with women. The Moot aims to increase students’ perception of the accessibility of pursuing a career at the Bar, which remains heavily male-dominated. Requiring both written and oral submissions, this competition will provide a platform for aspiring barristers to practise their legal research and advocacy skills. The competition consists of a workshop, two preliminary rounds and finals, requiring competitors to invest a substantial amount of time in both planning and execution. The Women’s Moot sits within the Competitions Portfolio, however, it involves substantial collaboration and involvement with the SJE Directors and Women’s Officers. You will be responsible for overseeing this and ensuring the Women’s Officers are involved in planning and improving this initiative.

1. Women’s Bar Night

Commencing in 2022, the Women’s Bar Night aims to provide an informal setting for both undergraduate and postgraduate law students who identify with or as women to connect and mingle.

1. Women in Law: Pathways and Possibilities

The Pathways and Possibilities Panel involves a series of short speeches and panel discussion by accomplished women in law in diverse legal careers, followed by networking. Typically, it is hosted at the sponsoring firm’s office. You will oversee the Women’s Officers in coordinating speakers, venue, sponsors and ticketing.

3 *Queer Office*

1. Queer in the Law Panel and Networking Night

The Queer in the Law Panel hosts a panel of legal of professionals who identify as queer. The Panel provides insights into navigating the queer identity in the legal system and breaking down stereotypes. The Networking Night is run in collaboration with other universities. In 2022, the University of Melbourne, Swinburne University, La Trobe University, RMIT and Deakin University were invited to participate. Legal professionals are sourced from commercial firms, boutique firms, the Bar, community legal centres, consulting firms etc.

1. Queer Mixer

The Queer Mixer is a different format to engage the queer community in the Portfolio. The Mixer is intended to be a fun and enjoyable evening that aims to celebrate the queer identity and foster a sense of community between universities. In 2022, the Mixer was organised alongside the University of Melbourne and was themed, ‘Queer Prom’.

1. Queers through the Years

Queers through the Years was born through combining the Queer Keynote and a panel of previous queer officers. This roundtable is designed to showcase the successes of previous queer Monash law students as well as discuss how they navigate being a burgeoning queer legal professional.

4 *Other*

1. Social Media - Facebook and Instagram

Overseeing the Women’s and Queer Facebook Page is a key task of the Director. It is your responsibility to ensure that the relevant officer and subcommittee are regularly contributing content and engaging the community. Typically, the relevant officer manages the posts and schedule while the subcommittee writes the content. In 2022, the Postgraduate Women’s Subcommittee managed the Monash LSS Women Instagram Page, however, its management is interchangeable with the Monash Women’s Facebook Group.

1. Professional Mentoring Program

Commencing in 2021, the Program pairs students with a legal professionals who may identify as culturally diverse, as or with women and/or queer to improve students’ professional network. There is also a general stream with which students can apply if they do not wish to be paired with a mentor sharing an identity characteristic. The Program enables students to learn from mentors who have challenged entrenched power structures with grit, determination and skill. Although targeted at students who identify as culturally diverse, as or with women and/or queer, the Program is not limited to these demographics. The Program culminates in the Launch Night. This served as a networking event and a chance for mentors and mentees to meet. While the Program is run by the Careers Portfolio, you will need to coordinate the POC, Women’s and Queer Officers to assist with applications and allocations.

1. Subcommittees

There are two subcommittees in the Portfolio: Queer Subcommittee and Women’s Subcommittee. While it is the relevant officer’s duty to manage the subcommittee, the Director must ensure that the officer is regularly engaging the subcommittee, delegating tasks and managing their output.

1. Topical Seminars on Social Justice Topics

Due to the cessation of the Equity Office, you will need to ensure that the SJE Portfolio continues to highlight and explore social justice and equity issues via panel discussions. For example, in 2022, the Equity Officer ran online seminars on Consent in the Law, Gender-Based Violence and the Law, First Nations People and the Law, Environmental Justice and the Law and Modern Slavery and the Law. You may wish to delegate these to the relevant officers, seek volunteers within your Portfolio or run a seminar yourself.

**Potential Future Events/Initiatives**

As the SJE Portfolio is essential to the LSS’ status as a charity, the Director must always seek to ensure that SJE offerings are relevant to the study body, as well as expand and adapt the Portfolio's Initiatives as required. Future events and/or initiatives may include:

* Ensuring that the SJE Portfolio continues to run seminars on pertinent social justice and equity issues in the law;
* Cultivating and expanding the POC+ Office, including:
  + Expanding events and initiatives for the new Indigenous Office; and
  + Creating a POC+ Facebook Page.
* Further partnering with other universities for Women’s POC or Queer events.

## **POC OFFICER (PG)**

**Introduction**

The POC Officer role provides support and visibility to POC and culturally diverse law students in the spirit of providing an inclusive environment within the Law Faculty and the LSS.

Please be aware that you must identify as Black, Indigenous or as a Person of Colour (or any combination of the preceding).

**Key Aspects of the Role**

1 *Understanding the Current Issues Affecting the POC and Culturally Diverse Community*

You must possess and develop a strong understanding of the current issues affecting POC and culturally diverse people, whatever that may be during your term.

2 *Organisation and Time Management*

The most important skills required for this role are organisation and time-management. The POC Office has many events and initiatives so it is important to manage your time effectively and organise your tasks early. You will work closely with the undergraduate POC Officer and both the undergraduate and postgraduate SJE Director, particularly in finalising invitees and speakers for the events.

3 *Communication*

As many of your events will host speakers and legal professionals, a key aspect of your role is to communicate professionally and effectively. Supervised by the Director, you will draft invitations to speakers and give an opening address at key events. Therefore, you must have excellent written and oral communication skills.

4 *Collaboration with the Undergraduate POC Officer*

Because the goals and objectives of the POC Office are identical between the undergraduate and postgraduate Officer, both Officers must communicate regularly to ensure their shared events are beneficial to both cohorts and independent initiatives do not overlap. On-going communication and collaboration are required for the success of this Office.

5 *Event Planning*

You will be tasked with organising and promoting activities for law students who identify as or with women. This will involve coordinating budget, calendar dates, venues, speaker lists, catering, ticketing, advertising with the Marketing Officer, promoting the event on social media and on campus as well as liaising with any other relevant stakeholders.

6 *Be a Contact or Spokesperson for POC and/or Culturally Diverse Students*

You are a representative for all students who are POC and/or culturally diverse and must accordingly act within their interests to ensure that your Office is promoting diversity within the law. You may organise a seminar dedicated to a topical issue in the POC/culturally diverse space to address this need in place of what were the equity seminars. This may also include liaising regularly with relevant university stakeholders including MSA People of Colour, Monash Law Faculty and other relevant LSS Officers.

7 *Attendance at LSS Events and Initiatives*

Compulsory LSS events are determined by the Executive during their calendar meeting. You will be informed about which events are mandatory by your Director. Beyond this, you are expected to actively participate and attend as many LSS events and initiatives as possible, especially if they are in the SJE Portfolio.

8 *Office Hours*

You are required to complete one hour in the LSS Office each month of the Trimester.

**Summary of Time Commitment**

During Semester: Ten hours per week.

Outside of semester: Five to ten hours per week.

This is a guide only. As the position is new, the POC Officer is encouraged to commit as much time as possible to the establishment and success of the role.

**Key Events/Initiatives of the Role**

1 *Professional Mentoring Program*

The Program pairs students with a legal professional who may identify as culturally diverse, as or with women and/or queer to improve students’ professional network. There is also a general stream with which students can apply if they do not wish to be paired with a mentor sharing an identity characteristic. The Program enables students to learn from mentors who have challenged entrenched power structures with grit, determination and skill. Although targeted at students who identify as culturally diverse, as or with women and/or queer, the Program is not limited to these demographics. You will be tasked with reviewing applications and allocating successful candidates into the Culturally Diverse Stream. You will be expected to attend the Launch Night to assist the Careers and SJE Portfolios.

2 *Cultural Diversity Breakfast*

The Cultural Diversity Breakfast largely mirrors the Women in Law Breakfast. It aims to celebrate and uplift the voices of culturally diverse individuals in the law. Duties will involve selecting speakers, inviting representatives from sponsoring firms and other firms, agencies and organisations, booking a venue and organisation catering for this event.

3 *POC Panel*

The POC Panel hosts three speakers who comment on the vitality of cultural diversity as well as pass important knowledge on how to navigate the law as a POC+ individual. The aim of the Panel is to create a safe and welcoming space for culturally diverse people

4 *Topical Seminar on POC Issues*

Due to the cessation of the Equity Office, you will be tasked with planning a seminar on a topic that is relevant to your Office. For example, in 2022, the Equity Officer ran an online seminar on First Nations Rights and the Law.

**Potential Future Events/Initiatives**

As this is a relatively new role, the POC Officer is encouraged to bring new ideas to the role, change existing events and continually seek to improve initiatives.

In particular, there is demand for an Indigenous Panel and POC Facebook Page to assist in representing all Monash Law students and foster a strong sense of community among culturally diverse individuals.

## **WOMEN’S OFFICER (PG)**

**Introduction**

The Women’s Officer role centres around promoting gender equality in the law and maximising the professional opportunities for law students’ who identify with or as women, whether it be providing a support network at university or equipping students with the skills to tackle the continued gender discrimination against women in the legal profession. You will work closely with the Director and should be willing to assist wherever needed in other SJE initiatives.

Please be aware that you must identify as or with women to be eligible for this position.

**Key Aspects of the Role**

1 *Understanding the Current Issues Affecting the Women’s Community*

You must possess and develop a strong understanding of the current issues affecting women and people who identify as or with women, whatever that may be during your term.

2 *Organisation and Time Management*

The most important skills required for this role are organisation and time-management. The Women’s Office often has many events and initiatives, so it is important to manage your time effectively and organise your tasks early. You will work closely with the undergraduate Women’s Officer, your subcommittee and both the undergraduate and postgraduate SJE Director, particularly in finalising invitees and speakers for the events, venues and marketing.

3 *Communication*

As many of your events will host speakers and legal professionals, a key aspect of your role is to communicate professionally and effectively. Supervised by the Director, you will draft invitations to speakers, give an opening address at key events and manage a subcommittee of three members. Therefore, you must have excellent written and oral communication skills.

4 *Collaboration with the Undergraduate Women’s Officer*

Because the goals and objectives of the Women’s Office are identical between the undergraduate and postgraduate Officer, both Officers must communicate regularly to ensure their shared events are beneficial to both cohorts and independent initiatives do not overlap. On-going communication and collaboration are required for the success of this Office.

5 *Managing a Subcommittee*

Your subcommittee will consist of a group of three members. You will be tasked with recruiting your subcommittee in early November via application. You will be responsible for managing your subcommittee’s involvement in events/initiatives of the Women’s Office, delegating tasks and creating a space for increased representation. In 2022, the Postgraduate Women’s Subcommittee managed the Monash LSS Women’s Instagram Page and the Undergraduate Women’s Subcommittee managed the Monash Women’s Facebook Page. Whomever manages which platform is interchangeable, however, you are ultimately responsible for the actions of the subcommittee.

6 *Event Planning*

You will be tasked with organising and promoting activities for law students who identify as or with women. This will involve coordinating budget, calendar dates, venues, speaker lists, catering, ticketing, advertising with the Marketing Officer, promoting the event on social media and on campus as well as liaising with any other relevant stakeholders.

7 *Be a Contact or Spokesperson for Students who Identify as or with Women*

You are a representative for all students who identify with or as women and must accordingly act within their interests to ensure that your Office is promoting gender equality within the law. You may organise a seminar dedicated to a topical issue in the Women’s space to address this need in place of what were the equity seminars. You may also liaise regularly with relevant university stakeholders including MSA Women’s, Monash Safer Communities Unit, Monash Respectful Communities, Monash Law Faculty and other relevant LSS Officers.

8 *Attendance at LSS Events and Initiatives*

Compulsory LSS events are determined by the Executive during their calendar meeting. You will be informed about which events are mandatory by your Director. Beyond this, you are expected to actively participate and attend as many LSS events and initiatives as possible, especially if they are in the SJE Portfolio.

9 *Office Hours*

You are required to complete one hour in the LSS Office each month of the Trimester.

**Summary of Time Commitment**

Time commitments for this role vary throughout your term. Work will begin in November and you are able to do a significant amount of the work throughout the summer and winter breaks to reduce the workload during the semester.

During Semester: Ten hours per week.

Outside of semester: Five to ten hours per week.

**Key Events/Initiatives of the Role**

1 *Professional Mentoring Program*

The Program pairs students with a legal professional who may identify as culturally diverse, as or with women and/or queer to improve students’ professional network. There is also a general stream with which students can apply if they do not wish to be paired with a mentor sharing an identity characteristic. The Program enables students to learn from mentors who have challenged entrenched power structures with grit, determination and skill. Although targeted at students who identify as culturally diverse, as or with women and/or queer, the Program is not limited to these demographics. You will be tasked with reviewing applications and allocating successful candidates into the Women’s Stream. You will be expected to attend the Launch Night to assist the Careers and SJE Portfolios.

2 *International Women’s Day Panel*

Commencing in 2021, the LSS runs an annual panel in celebration of International Women's Day. The Panel consists of several accomplished women in law who, throughout their careers, have faced and challenged the biases against women in the workplace. You will oversee the coordinate speakers, choose an appropriate venue and arrange ticketing and advertising.

3 *Women in Law Breakfast*

As one of the largest events run by the Social Justice and Equity Portfolio, this event aims to promote the importance of recognising and celebrating women in the law by inviting high-profile women to speak about their experiences in the legal industry.

In recent years, this event has continued to expand and has consistently sold-out, which is a good indicator of its popularity among students. Your main tasks for this event are to find and book a venue, organise keynote speakers, organise ticket sales and MC the event. It is important to contact speakers early as it is not uncommon for speakers to have to change their schedules or cancel. For the past two years, we have held the Breakfast in the Isabella Fraser room at the State Library.

The Breakfast is usually run in Semester 1, but you will need to confirm with the main sponsor in which semester they would prefer it to run.

4 *Women’s Moot*

The Women’s Moot aims to provide law students who identify as or with women with the opportunity to develop their advocacy skills and network with legal professionals who identify as or with women. The Moot aims to increase students’ perception of the accessibility of pursuing a career at the Bar, which remains heavily male-dominated. Requiring both written and oral submissions, this competition will provide a platform for aspiring barristers to practise their legal research and advocacy skills. The competition consists of a workshop, two preliminary rounds and finals, requiring competitors to invest a substantial amount of time in both planning and execution. The Women’s Moot sits within the Competitions Portfolio; however, it involves substantial collaboration and involvement with the SJE Directors and Women’s Officers. You will be involved in the planning of this initiative and ensuring that this is an accessible opportunity for students who identify as or with women.

5 *Women’s Bar Night*

The Women’s Bar Night aims to provide an informal setting for both undergraduate and postgraduate law students who identify with or as women to connect and mingle. For its inaugural launch, the Bar Night was hosted at Juliet Melbourne, a bar which promotes and celebrates female winemakers.

6 *Women in Law: Pathways and Possibilities*

This event showcases the array of career trajectories to students who identify as or with women. Each speaker presents about their diverse and varied career pathway to demonstrate the immense versatility of a law degree. In 2022, this event was hosted at the Gilbert + Tobin office. You will coordinate speakers, venue, catering, advertising and ticketing.

7 *LSS Women’s Social Media*

The Women’s Office manages the Facebook Page, [Monash Law Women’s](https://www.facebook.com/groups/594939271439962/), and the Instagram Page, [Monash LSS Women](https://www.instagram.com/monashlsswomen/). You are responsible for creating content, moderating these spaces and creating an online community for women studying Monash Law.

8 *Topical Seminar on Women’s Issues*

Due to the cessation of the Equity Office, you will be tasked with planning a seminar on a topic that is relevant to your Office. For example, in 2022, the Equity Officer ran online seminars on Consent in the Law and Gender-Based Violence. You may wish to delegate this task to your subcommittee.

## **QUEER OFFICER (PG)**

**Introduction**

The Queer Officer role provides support and visibility to LGBTQIA+ identifying law students in the spirit of providing an inclusive environment within the Law Faculty and the LSS.

Please be aware that you must identify as a member of the LGBTQIA+ community to be eligible for this position.

**Key Aspects of the Role**

1 *Understanding the Current Issues Affecting the LGBTQIA+ Community*

You must possess and develop a strong understanding of the current issues affecting the LGBTQIA+ community, whatever that may be during your term.

2 *Organisation and Time Management*

The most important skills required for this role are organisation and time-management. The Queer Office has many events and initiatives so it is important to manage your time effectively and organise your tasks early. You will work closely with the undergraduate Queer Officer, your subcommittee and both the undergraduate and postgraduate SJE Director, particularly in finalising invitees and speakers for the events.

3 *Communication*

As many of your events will host speakers and legal professionals, a key aspect of your role is to communicate professionally and effectively. Supervised by the Director, you will draft invitations to speakers, give an opening address at key events and manage a subcommittee. Therefore, you must have excellent written and oral communication skills.

3 *Collaboration with the Undergraduate Queer Officer*

Because the goals and objectives of the Queer Office are identical between the undergraduate and postgraduate Officer, both Officers must communicate regularly to ensure their shared events are beneficial to both cohorts and independent initiatives do not overlap. On-going communication and collaboration are required for the success of this Office.

4 *Managing a Subcommittee*

You will be tasked with recruiting your two-person subcommittee in early November via application. You will be responsible for managing your subcommittee’s involvement in events/initiatives of the Queer Office, delegating tasks and creating a space for increased representation. For example, you may wish to delegate to the subcommittee the task of managing the Monash Queer Facebook Page.

5 *Event Planning*

You will be tasked with organising and promoting activities for law students who identify as queer. This will involve coordinating budget, calendar dates, venues, speaker lists, catering, ticketing, advertising with the Marketing Officer, promoting the event on social media and on campus as well as liaising with any other relevant stakeholders.

6 *Be a Contact or Spokesperson for Students in LGBTQIA+ Community*

You are a representative for all students who are members of the LGBTQIA+ community and must accordingly act within their interests. You may organise a seminar dedicated to a topical issue in the Queer space to address this need in place of what were the equity seminars. This may also include liaising regularly with relevant university stakeholders including MSA Queer, Monash Safer Communities Unit, Monash Respectful Communities, Monash Law Faculty and other relevant LSS Officers.

7 *Attendance at LSS Events and Initiatives*

Compulsory LSS events are determined by the Executive during their calendar meeting. You will be informed about which events are mandatory by your Director. Beyond this, you are expected to actively participate and attend as many LSS events and initiatives as possible, especially if they are in the SJE Portfolio.

8 *Office Hours*

You are required to complete one hour in the LSS Office each month of the Trimester.

**Summary of time commitment**

Time commitments for this role vary throughout your term. Work will begin in November and you are able to do a significant amount of the work throughout the summer and winter breaks to reduce the workload during the semester.

During Semester: Ten hours per week.

Outside of semester: Five to ten hours per week.

**Key Events/Initiatives of the Role**

1 *Professional Mentoring Program*

The Program pairs students with a legal professional who may identify as culturally diverse, as or with women and/or queer to improve students’ professional network. There is also a general stream with which students can apply if they do not wish to be paired with a mentor sharing an identity characteristic. The Program enables students to learn from mentors who have challenged entrenched power structures with grit, determination and skill. Although targeted at students who identify as culturally diverse, as or with women and/or queer, the Program is not limited to these demographics. You will be tasked with reviewing applications and allocating successful candidates into the Queer Stream. You will be expected to attend the Launch Night to assist the Careers and SJE Portfolios.

2 *Queer in the Law Panel and Networking Night*

The Queer in the Law Panel hosts a panel of legal of professionals who identify as queer. The Panel provides insights into navigating the queer identity in the legal system and breaking down stereotypes. The Networking Night is run in collaboration with other universities. In 2022, the University of Melbourne, Swinburne University, La Trobe University, RMIT and Deakin University were invited to participate. Legal professionals are sourced from commercial firms, boutique firms, the Bar, community legal centres, consulting firms etc. You are responsible for organising speakers, liaising with other universities and relevant stakeholders, coordinating advertising and managing ticketing.

3 *Queer Mixer*

The Queer Mixer is a different format to engage the queer community in the Portfolio. The Mixer is intended to be an informal and fun evening that aims to celebrate the queer identity and foster a sense of community between universities. In 2022, the Mixer was organised alongside the University of Melbourne and was themed, ‘Queer Prom’.

4 *Queers through the Years*

Queers through the Years was born through combining the Queer Keynote and a panel of previous queer officers. This roundtable is designed to showcase the successes of previous queer Monash law students as well as discuss how they navigate being a burgeoning queer legal professional.

5 *Topical Seminar on Queer Issues*

Due to the cessation of the Equity Office, you will be tasked with planning a seminar on a topic that is relevant to your Office. For example, you may wish to run a seminar on Transgender Rights. You may also wish to delegate this task to your subcommittee.

## **JUST LEADERSHIP PROGRAM (‘JLP’) COORDINATOR (X2, open to both PG and LLB)**

**Introduction**

The two JLP coordinators will be responsible for organising and running the Just Leadership Program. The Program runs as a series of seminars on various social justice-oriented legal topics. Participants are Monash Law students selected through an application process and then divided into groups that are each allocated a topic for a research project.

Please be aware that you must have participated in the Just Leadership Program to be eligible for this position.

**Key Aspects of the Role**

As a Program Coordinator, you will need to organise applications for the program and market the Program to Monash Law students. You are also required to organise bookings for the seminars at Monash Chambers, contact and secure many guest speakers to present at each of the Program’s seminars and manage the group projects and presentations.

The role is *very* time-consuming and will require you to possess sound organisational skills, be proactive and willing to contact (by email and phone) a variety of people in a professional manner. Because there are two coordinators, you must enjoy working in a team. Most importantly, you should have a vision for how the Program can be improved and expanded in future years.

**Summary of Time Commitment**

1 *Summer Break*

You must use the Summer Break effectively. You will need to plan the Program’s seminars, set topics, dates, speakers lists and secure Monash Chambers bookings. You will also need to coordinate any changes to the Program’s structure. You must liaise with the Ancora Imparo Program to avoid date clashes and select the timing of the Graduation and Public Lecture.

It is recommended that you draft invitations over the summer break and begin sending them out. Invitations for speakers for the Introductory Night must be sent off by early February, if not before.

2 *LLB* *Semester 1*

Invitations must be sent at least two to three months prior to each seminar in order to contact back-up speakers if necessary. You must prepare the application form and promote the Program early in the Semester to both undergraduate and early in the Trimester for postgraduate cohorts. Be aware that you will likely receive a large number of applicants, do not underestimate the time it takes to assess these and conduct the interviews.

As each seminar approaches, you must confirm your speakers, email a panel outline to them and provide the JLP Participants with their bios via email and the JLP Facebook Page.

You must also ensure you plan the Graduation and Public Lecture alongside Faculty, this cannot be left to the last minute.

3 *LLB* *Winter Break*

Any outstanding invitations must be sent out as well as a mid-Program feedback form to the participants. You must also ensure the Graduation and Public Lecture planning is finalised.

4 *LLB* *Semester 2*

As the Program comes to an end, you should choose which groups will present their project at the Graduation.

# **POSTGRADUATE - EDUCATION**

## **DIRECTOR OF EDUCATION (PG)**

**Introduction**

As the Director of Education, you will have sole responsibility for the Portfolio. This involves overseeing the various events and initiatives in the Portfolio as well as advocating for the interests of students. The Director is also a member of the Executive team and will contribute to the running of the Society as a whole. The Director must always be aware of their officers’ tasks and initiatives to ensure that they are complying with deadlines.

**Key Aspects of the Role**

1 *Overseeing the Education Portfolio*

This involves:

* Ensuring all initiatives and events are completed on time, within budget and to a high professional standard;
* Working closely with all officers to formulate the yearly Budget and determine dates according to the LSS Calendar;
* Regularly checking in with officers to regulate progress and give further direction where needed, including setting or extending deadlines and discussing expectations; and
* Taking on an officer’s responsibilities or assisting an officer with a difficult task when they are unable to do so.

2 *Advocacy*

Advocating for student academic issues and bringing them to the attention of the Law Faculty is an important part of the Education Portfolio. You will work with the Academic Advocacy Officer to ensure student views are represented on Faculty committees and boards. You will be tasked with liaising with Faculty when there is a need to raise issues that negatively affect students. For example, the 2021/22 Education Portfolio successfully advocated for lecture recordings for postgraduate core subjects.

3 *Publications*

You will be overseeing the creation and publication of the Postgraduate Law Guide. As the Guide is to be published by the Trimester 1 Orientation Day, its production is within very strict time parameters. It is very easy to fall behind as exams occur soon after election. You must ensure your Publications (Education) Officer commences work on the Guide as soon as they are elected. You will also oversee the publication of *Non Sequitur Magazine*.

3 *Student Tutorials Program*

In 2022, the Postgraduate Tutorials Program was changed drastically to reflect the LLB Tutorials Program. You will need to assist the Tutorials Officer select and manage tutors for monthly Tutorials and SWOTVAC Revision Tutorials.

4 *Collaboration with the Director of Education (LLB)*

The Directors of Education work closely together due to the International Student Officer and Disability and Wellbeing roles. Because both Officers target the same community, both Directors should communicate regularly with each other to ensure events are beneficial to both undergraduate and postgraduate students. On-going communication, collaboration and respect are imperative to the success of the partnership and both Portfolios.

**Summary of Time Commitment**

The Director will be required to commence work almost immediately with the proposed budget and calendar dates for 2023 with their officers. This will also be organised with the Executive team. The time commitment is often likened to part-time work.

The summer will be dedicated to organising budget, calendar dates for the year, finalising each officer’s events as well as planning and completing the Postgraduate Law Guide.

1 *Publications*

This may require fortnightly, if not weekly, catch-ups with the Publications Officer to ensure that they are on track with their publications. You will also need to recruit a three-person subcommittee early in November who will assist with creating the Guide. Work on the Postgraduate Law Guide must be commenced as soon as possible as it must be published prior to Trimester 1 Orientation Day so it can be distributed to attending students. You will need to be contactable and have access to your computer and documents during the summer break. You will be required to break down the steps involved in completing the Guide and ensure that your officer is meeting all deadlines. This is no small task and you must be ready to assist with tasks if they are not meeting deadlines. The Director will also be required to proofread drafts of the Guide. You will need to assist with recruiting the Editorial Committee for *Non Sequitur Magazine* in January and supervise its progress throughout the year.

2 *Office Hour*

You will be required to attend two hours of office hours each month. There is the expectation that Directors take more hours where there is availability. This will involve organising the office, selling memberships and merchandise and answering student queries.

**Key Events/Initiatives of the Role**

1 *Postgraduate Law Guide*

Previously the JD Guide, the Postgraduate Law Guide contains an overview of the postgraduate degrees at Monash. It contains academic advice, resources, subject summaries as well as a comprehensive directory of the LSS. Given the short time frame that this must be produced, it is the Director’s responsibility to ensure that work is adequately dedicated to the subcommittee and the Publications Officer is meeting deadlines.

2 *Student Tutorials Program*

Due to the expansion of the Tutorials Program in 2022, the Director must assist the Tutorials Officer is interviewing, selecting and managing student tutors each trimester. If the Tutorials Officer is unavailable, the Director must step into the role.

3 Non Sequitur Magazine

*Non Sequitur Magazine* is the annual postgraduate LSS publication dedicated to celebrating the diversity of passion, background and interest of the postgraduate cohort. It is an exciting space for the expression of student ideas and countering law school pressures. It consists of an Editorial Committee that is managed by the Publications Officer.

4 *Disability and Wellbeing Initiatives*

As the Disability Support Officer and Health and Wellbeing Officer roles were merged in 2022, the Director will oversee the Disability and Wellbeing Officer’s events that are designed to reduce levels of stress and anxiety in the student cohort. This may include organising Boof and Kaz, the LSS therapy dogs, and coordinate with the MGA in organising free lunches for students during SWOTVAC.

**Potential Future Events/Initiatives**

Future events and/or initiatives may include:

* Advocating for lecture recordings of electives;
* Publishing an Electives Guide; and
* Developing the International Student Program with the undergraduate Director of Education.

## **ACADEMIC ADVOCACY OFFICER (PG)**

**Introduction**

The Academic Advocacy Officer must represent the postgraduate student body. This includes staying abreast of student concerns regarding academic matters, confidently relaying these concerns to the relevant parties and providing advice to students or referrals to the academic processes of policy. You are a point of contact for students’ general academic enquiries as well as acting as a student representative on Faculty committees.

**Key Aspects of the Role**

The Academic Advocacy Officer will be a representative of students in relation to academic issues arising during their law studies. Such issues include exam concerns, academic equity concerns, curriculum content, course offerings, recording of lectures and clashes.

You must be available to students when you are contacted with queries and should promote yourself as an avenue to address student concerns. You should compile student feedback so it can be relayed concisely and effectively when it is required. Typically, the Academic Advocacy Officer relays such concerns when it is a cohort-wide issue, rather than an individual complaint.

You will work closely with the Director and be in regular contact with the Faculty, in particular, the Academic Services Manager and the Associate Dean (Education). You must attend Faculty meetings to give a student’s input in Faculty decisions.

1 *Faculty Education Committee (‘FEC’)*

The FEC is the Faculty’s principal organ to resolve all aspects of administration, curriculum and delivery of the LLB, JD and LLM degrees. Its membership comprises of the degree Directors, Associate Deans, elected academics and some professional staff including the Faculty General Manager and the Manager of Student Services. It has two student representatives: the LLB Academic Support Officer and yourself.

2 *Disciplinary Committees*

From time to time, the Faculty may need to convene a panel to adjudicate on general or academic misconduct of a student. These panels comprise of one student. If you do not wish to perform this role, you are responsible for finding another student to fill the role.

3 *Advocacy*

The right person for this role cares about their fellow students’ wellbeing across different facets of the student experience. You will be required to provide support for students in difficult situations, academic or otherwise. You must be willing to take on a variety of tasks to lessen stress on students who may be facing these types of challenges for the first time. You must become familiar with Faculty processes and policies for grievances, academic re-marking policies as well as student resources, like the MGA. In instances where it appears that there is a cohort-wide issue or where several students are making the same complaint, you must be prepared to draft a letter to Faculty to propose a collaborative and mutually beneficial solution.

4 *Attendance at LSS Events and Initiatives*

Compulsory LSS events are determined by the Executive during their calendar meeting. You will be informed about which events are mandatory by your Director. Beyond this, you are expected to actively participate and attend as many LSS events and initiatives as possible.

5 *Office Hours*

You are required to complete one hour in the LSS Office each month of the Trimester.

**Summary of Time Commitment**

The time commitment of this role will depend on the needs of the postgraduate student body. You should be available to respond to student concerns via email and direct them to the relevant resources, where appropriate. Where an issue affects the cohort as a whole, the time commitment may increase as you will be expected to liaise with Faculty alongside the Director. In addition, you will be on the following committees and boards:

* Faculty Education Committee meets once each month for two hours; and
* Disciplinary Committee meets ad hoc as the need arises.

**Potential Future Development of the Role**

Your role must be reactive to student needs and will develop alongside academic policy.

## **DISABILITY & WELLBEING OFFICER (PG)**

**Introduction**

The Disability and Wellbeing Officer role was introduced in 2022 by merging the Disability Support Officer and Health and Wellbeing Officer roles. The role now sits in the Education Portfolio.

Traditionally, the Health and Wellbeing Officer was tasked with running events and initiatives related to mental health and wellbeing in the legal profession. In contrast, the Disability Support Officer was introduced in the 2021/22 Election to create a community of law students who identify as having a disability, chronic illness or other impairment as well as educating the student community about these issues.

This role has now combined these functions and has two main goals:

1. To provide activities to support students’ wellbeing and improve mental health outcomes e.g., arranging Boof & Kaz (LSS therapy dogs) to come to Chambers, run seminars on mindfulness and health etc; and
2. To support law students who identify as having a disability, chronic illness or other impairment. You will continue to cultivate this community via the Monash Disability Support Facebook Page and provide educational materials for students who want to be better allies. You will also run panels and networking events to connect this community.

Ultimately, the role is to promote wellbeing, accessibility, understanding and inclusion with the Law Faculty and the LSS.

Please be aware that you must identify as having a disability, chronic illness or other impairment to be eligible for this position. This includes:

1. physical disability;
2. sensory disability;
3. neurological or cognitive disability;
4. intellectual disability;
5. anxiety disorders and depression;
6. visible and invisible disability; or
7. permanent and dynamic disability.

You need not demonstrate a diagnosis, you must simply identify with the community.

It is important to recognise that someone who identifies with one aspect of the above may have a learning curve with the rest. This is to be expected. The Officer need not be an expert, but be open, empathetic and dedicated.

**Key Aspects of the Role**

1 *Understanding the Current Issues Affecting Students with a Disability*

You must possess and develop a strong understanding of the current issues affecting students with a disability, chronic illness or other impairment, whatever that may be during your term.

2 *Event Planning*

You will be tasked with organising and promoting activities for law students relating to disability and wellbeing. This will involve coordinating budget, calendar dates, venues, speaker lists, catering, ticketing, advertising with the Marketing Officer, promoting the event on social media and on campus as well as liaising with relevant stakeholders.

3 *Be a Contact or Spokesperson for Students who Identify as Having a Disability, Chronic Illness or other Impairment*

You are a representative for all students who identify as having a disability, chronic illness or other impairment and act within their interests to ensure that your Office is promoting inclusion and equality within the law. You may organise a seminar dedicated to a topical issue in the Disability and Wellbeing space to address this need in place of what were the equity seminars. You may also liaise regularly with relevant university stakeholders including MSA Disabilities and Carers, Monash Safer Communities Unit, Monash Respectful Communities, Monash Law Faculty and other relevant LSS Officers.

5 *Collaboration with the Undergraduate Disability and Wellbeing Officer*

Because the goals and objectives of the Disability and Wellbeing Office are identical between the undergraduate and postgraduate Officer, both Officers must communicate regularly to ensure their shared events are beneficial to both cohorts and independent initiatives do not overlap. On-going communication and collaboration are required for the success of this Office.

6 *Attendance at LSS Events and Initiatives*

Compulsory LSS events are determined by the Executive during their calendar meeting. You will be informed about which events are mandatory by your Director. Beyond this, you are expected to actively participate and attend as many LSS events and initiatives as possible.

7 *Office Hours*

You are required to complete one hour in the LSS Office each month of the Trimester.

**Summary of Time Commitment**

Time commitments for this role vary throughout your term. Work will begin in November, and you are able to do a significant amount of the work throughout the summer and winter breaks to reduce the workload during the trimester.

During Semester: Ten hours per week.

Outside of semester: Five to ten hours per week.

**Key Events/Initiatives of the Role**

1 *Organising Boof & Kaz Visits*

Boof and Kaz are the LSS therapy dogs, owned by Mary and Ian. You should organise their presence for either SWOTVAC or for during the trimester (around assessment period). SWOTVAC tends to be quieter than during the trimester as students will more likely be at Chambers, so it is advisable to organise their presence for Weeks 6, 7 or 8.

2 *Disability in the Law Panel and Networking Night*

The Disability in the Law Panel and Networking night comprises of a formal panel of three guest speakers to provide insight into how legal professionals deal with the notoriously demanding environment with a disability, chronic illness or other impairment. Representatives from Disabled Australian Lawyers Association and other universities were also invited.

3 *Intersection of Mental Health and Disability in the Law Panel*

Introduced in 2022, the Intersection of Mental Health and Disability in the Law Panel hosted speakers who identified as living with a mental health or mental health disability. It highlighted the intersection of mental health and disability that affects law students and legal professionals. Over 90 per cent of people identify as disabled, chronically ill or living with another impairment experience an invisible disability.

4 *Manage Monash Disability Support Facebook Page*

You will manage the Disability Support Facebook Page alongside the Undergraduate Disability and Wellbeing Officer. You are responsible for creating content, moderating the space and creating an online community for students who identify with a disability, chronic illness or other impairment for Monash Law students.

**Important Note**

Due to the personal and potentially difficult nature of the role, it will be vital for the Officer to set boundaries and have clear communication with those they work with to ensure that the role does not take an adverse toll on their own health and wellbeing. We anticipate that it will be important for there to be clarity around the abilities of the Officer, such as to what extent they can assist student needs.

## **INTERNATIONAL STUDENT OFFICER (PG)**

**Introduction**

The International Student Officer assists students with their transition to Australia. You may also produce seminars on career opportunities in Australia as well as overseas. The LSS and Faculty often partner in producing events that target international students, such as a movie night at Hoyts or a day trip to the Melbourne Zoo.

Please be aware that you must be an international student to be eligible for this position.

**Key Aspects of the Role**

1 *Engagement with the International Student Community*

You and the Undergraduate International Student Officer will be charged with updating the International Student Facebook group chat and WhatsApp group. You will also need to make yourself known to the international and student exchange community, so being friendly, outgoing and personable is a must. You will also be required to speak at Orientation Days to promote your event and initiatives during the trimester.

2 *Collaboration with the Undergraduate International Student Officer*

Because the goals and objectives of the International Student Office are identical between the undergraduate and postgraduate Officer, both Officers must communicate regularly to ensure their shared events are beneficial to both cohorts and independent initiatives do not overlap. On-going communication and collaboration are required for the success of this Office.

3 *Collaboration with Faculty*

In 2022, the International Student Officers worked closely with Faculty to host events such as free lunches and special outings, like a movie night at Hoyts and a trip to the Melbourne Zoo. You must ensure that you respond to Faculty in a timely and professional manner and ensure that you promote their events as much as your own.

4 *Attendance at LSS Events and Initiatives*

Compulsory LSS events are determined by the Executive during their calendar meeting. You will be informed about which events are mandatory by your Director. Beyond this, you are expected to actively participate and attend as many LSS events and initiatives as possible.

5 *Office Hours*

You are required to complete one hour in the LSS Office each month of the Trimester.

**Summary of time commitment**

Time commitments for this role vary throughout your term. Work will begin in November and you are able to do a significant amount of the work throughout the summer and winter breaks to reduce the workload during the trimester.

During Semester: Five hours per week.

Outside of semester: Five hours per week.

**Key Events/Initiatives of the Role**

1 *Welcome Lunch for International Students*

You will organise a Welcome Lunch for International Students in the beginning of each trimester. This will involve coordinating budget, calendar dates, catering, advertisement with the Marketing Officer, promoting the event on social media and on campus as well as liaising with any other relevant stakeholders.

2 *General Outings*

In 2022, Faculty organised and paid for special outings for international students, such as a movie night at Hoyts and a day trip to Melbourne Zoo. You will need to coordinate advertising to target international students and attend the outings.

**Potential Future Events/Initiatives**

In the past, engagement with the international student community has been low and is often successful when food is provided. A future event could be a collaboration with the Activities Portfolio to organise something ‘touristy’ in Melbourne so that international students can become familiar with the city. You may also wish to organise more career-based initiatives.

## **PUBLICATIONS (EDUCATION) OFFICER (PG)**

**Introduction**

The Publications (Education) Officer is responsible for creating and editing the Postgraduate Law Guide and *Non Sequitur Magazine*. You will manage two separate subcommittees: the Publications Subcommittee and Editorial Committee of *Non Sequitur Magazine*. You will work closely with your Director to ensure that yourself and your subcommittee are meeting deadlines and producing appropriate content.

The position requires high levels of organisation, proficiency in proof-reading, graphic/publication design and professional communication and liaise with external organisations.

Please be aware that you must have been a member of either the Publications Subcommittee or the Editorial Committee of *Non Sequitur Magazine* to be eligible for this position.

**Key Aspects of the Role**

1 *Organisation and Time Management*

The most important skills required for this role are organisation and time-management. Because work for the Postgraduate Law Guide must start as soon as your term commences, you must hire your Publications Subcommittee ASAP. As the Postgraduate Law Guide must be published and ready for Trimester 1 Orientation Day, you have a small time frame to update information, write new content and design the Guide. While work on *Non Sequitur Magazine* is more spread out, you must still ensure you stay on top of the timelines set by your Director.

2 *Collating Information for the Postgraduate Law Guide and* Non Sequitur Magazine

Creating the Postgraduate Law Guide and *Non Sequitur Magazine* require excellent written communication skills, organisation and leadership. Creating the Postgraduate Law Guide will involve updating existing information and actively improving it by adding information about other postgraduate degrees. You may also need to contact lecturers, students or legal professionals for any relevant information.

3 *Technical Experience: InDesign*

Experience using inDesign is essential in this role. Alternatively, you must be prepared to teach yourself how to use the program (please note InDesign is very accessible and can be learnt quickly via online video tutorials). Everything from the cover design to formatting the Guide will require use of this program. The LSS does not outsource cover design. There is an expectation that the Publications Officer designs and produces every aspect of their publications.

4 *Managing a Subcommittee*

You will manage two separate subcommittees: the Publications Subcommittee and *Non Sequitur Magazine* Subcommittee. You will be tasked with recruiting your subcommittee members immediately upon commencement of your position. The Publications Officer will need to manage, delegate and work as a team member alongside their subcommittee as well as enforce deadlines for the completion of tasks.

5 *Attendance at LSS Events and Initiatives*

Compulsory LSS events are determined by the Executive during their calendar meeting. You will be informed about which events are mandatory by your Director. Beyond this, you are expected to actively participate and attend as many LSS events and initiatives as possible.

6 *Office Hours*

You are required to complete one hour in the LSS Office each month of the Trimester.

**Summary of Time Commitment**

1 *End of the Trimester/Summer Break*

The publication of the Postgraduate Law Guide must commence immediately upon commencement of your position. It must be completed over Trimester 3 and the Summer Break and sent to publishers four to six weeks out from launch. Prior to this, your Director, the Postgraduate Director, the President and Faculty will require a minimum of two weeks to proofread the final draft before it is sent to the publishers. You must leave at least two weeks for proof-reading and edits. There will inevitably be errors that are missed in writing. The design and formatting of the Guide must be finalised early in the planning stages in order to produce a high-quality and professional publication.

Preparation of the Guide is not a small task; organising a subcommittee as well as collecting and updating information need to start as soon as possible. This is a challenging task to complete, particularly if you do not have InDesign experience.

Concurrently, the Publications Officer should begin planning advertisement to onboard the new Editorial Committee of *Non Sequitur Magazine* in the beginning of Trimester 1. During the Trimester, you will need to also begin advertisement to collect submissions.

2 *Trimester 2*

During Trimester 2, you will continue to collate submissions as well as delegate editing assignments to the committee. It is important that all submissions are edited and ready to be published by the end of Trimester 2 so you can begin working on the format of the Magazine.

3 *Trimester 3*

By Trimester 3, the design of the Magazine should be finalised. The Launch Party must also be organised for the Editorial Committee to celebrate the Magazine’s publication. Publication and release of the Magazine should occur early in Trimester 3.

**Key Events/Initiatives of the Role**

1 *Postgraduate Law Guide*

This Guide contains an overview of the postgraduate degrees at Monash. It gives current and prospective students an insight into pursuing a degree at Monash Law Chambers. It contains tips on clerkships, survival at law school, travel opportunities and course structure.

2 Non Sequitur Magazine

*Non Sequitur Magazine* is a student-run publication that showcases the breadth, diversity, creativity and inquisitive nature of the postgraduate law cohort. Established in 2020, *Non Sequitur Magazine* is a compilation of student work ranging from art and photography, poetry, vignettes, short stories, academic and personal interest essays and any form of creative expression that can be presented in 2D form.

3 Non Sequitur Magazine *Launch Party*

You will be tasked with organising the Launch Party for *Non Sequitur Magazine*. This is a small celebration of the publication of the *Magazine* with the Editorial Committee, typically at a bar.

## **TUTORIALS OFFICER (PG)**

**Introduction**

In 2022, the Postgraduate Student Tutorials Program drastically changed to reflect the LLB Student Tutorials Program. Instead of organising Mid-Trimester Tutorials and Revision Tutorials, the Tutorials Officer now administers a monthly tutorial per subject as well as a Revision Tutorial. You must have strong organisation skills and be committed throughout your term to ensure the effective running of the Program. You will manage one of the most successful programs in the LSS which provides invaluable assistance to hundreds of students throughout law school.

**Key Aspects of the Role**

Your role is to organise the Student Tutorial Program. The Program runs for eight weeks of each trimester, starting in Week 4 and ending in Week 12. Tutorials run every four weeks for the Priestly 11 subjects.

1 *Organisation and Time Management*

The most important skills required for this role are organisation and time-management. You will need to organise dates for the Tutorial Program as well as interview and coordinate your tutors, so it is important to manage your time effectively and organise your tasks early. You will work closely with the Director to ensure that you are keeping up with tasks and running the Program effectively.

2 *Tutor Applications*

Before the Trimester begins, you will need to advertise, interview and select a team of tutors to each subject for which the Tutorials run. Applications for positions must be widely advertised on the LSS Facebook Page, the LSS Website, the Postgraduate Newsletter and any other format you see fit. You must allow sufficient time to receive a sizable number of applications. If there are no applicants for one subject, you must be able to use your contacts to find a potential tutor. Interviews will be conducted in conjunction with your Director. You will need to draft an email to invite applicants to interview and whether they have been successful in obtaining the position.

3 *Timetabling*

As soon as your team of tutors are selected, you must organise their availability and time preferences. You will then draft a rough timetable for the Program whilst minimising clashes with lectures. It is your decision whether to conduct the Program in-person or via Zoom. If you choose to conduct the Program in-person, you must allow for an option to join in via Zoom (noting that most students will attend via this platform) and book Seminar Rooms in advance. This will be organised with the Postgraduate Director.

3 *Sketchnotes*

Before 2022, Sketchnotes were made and purchased from LLB students. However, there are slight differences between the LLB and JD programs and JD-specific Sketchnotes will be beneficial to the postgraduate community. Sketchnotes need to be drafted, approved and uploaded to the LSS website before Tutorials commence in Week 4. Sketchnotes are a digital-only set of course summary notes that provide a skeleton of the course. They are not a replacement for a student’s own learning and, ideally, should be 20 pages long.

4 *Monitoring the Program*

Although most of the Tutorial Officer’s work will occur before Week 4, you must still regularly track attendance of the Tutorials and troubleshoot issues as they arise. There will likely be many emails from students, especially during SWOTVAC. You will need to address situations where tutors cancel or reschedule the Tutorial on short notice. Sometimes, tutors resign with little notice or do not perform their duties at all. You will also be required to prepare invoices and organise payments for all tutors. This will include collecting bank information from tutors and asking for their ABN. To ensure confidentiality, you must do this over email, however, you are encouraged to make a Facebook Page where you can post updates quickly and easily.

5 *SWOTVAC Revision Tutorials*

You will organise a series of twelve revision tutorials during SWOTVAC. These Tutorials run for 90 minutes (previously two hours) from Monday to Thursday. These Tutorials operate similarly to the Student Tutorial Program and they must be sufficiently marketed. Timetables for the Revision Tutorials must be prepared by week 11 at the latest.

**Summary of Time Commitment**

This position is undoubtedly time-consuming. You will need to set aside time during each trimester break to organise the application process for tutors and conduct interviews. Additionally, timetabling and preferencing availability, preparing the Tutorials Guide and liaising with tutors must be done before Week 1.

You will be in constant communication with tutors and the Director to resolve issues like payment, respond to student queries, organise recordings of tutorials, approve powerpoints etc.

**Key Events/Initiatives of the Role**

1 *Student Tutorials Program*

The Postgraduate Student Tutorials Program was introduced in 2022. The Program commences in Week 4 and concludes in Week 12. A Tutorial on each Priestly 11 subject will occur every four weeks. This means that you will be coordinating three tutorials per subject each trimester. Each Tutorial will run for an hour.

2 *SWOTVAC Revision Tutorials*

The SWOTVAC Revision Tutorials largely mirror the previous Postgraduate Tutorials Program. However, they will now run for 90 minutes as the tutor will cover content during the trimester.

3 *Sketchnotes*

Due to the differences in the LLB and JD program, the Tutorials Officer should begin to seek Sketchnotes from postgraduate students in 2023. Sketchnotes are a digital-only set of course summary notes that provide a skeleton of the course. They are not a replacement for a student’s own learning and, ideally, should be 20 pages long.

**Potential Future Events/Initiatives**

As the Program has been revamped in 2022, focus should be dedicated to ensuring its success. As the undergraduate and postgraduate cohorts are vastly different, varying degrees of success is to be expected. It is not possible to compare this Program to the LLB Student Tutorials Program as it has a larger cohort and has been running for several years.