

# Bylaw 2 - Committee Composition

## Part 1 - Executive Positions

1. The Deakin Law Students' Society (DLSS) Executive consists of the following Executive Committee Members, in accordance with rule 39(i) of the Constitution:
  - a. a President;
    - i. The roles and responsibilities of the President are to:
      1. oversee the strategic direction of the DLSS;
      2. ensure proper budgetary control over the DLSS's operating position;
      3. work with key stakeholders including: the Deakin Law School, members of the Legal Profession, the Law Institute of Victoria, the Australian Law Students' Association and other student bodies and unions; and
      4. communicate with the DLSS's various portfolios to ensure a diverse range of events are delivered to the Deakin University student population.
  - b. a Vice President;
    - i. The roles and responsibilities of the Vice President are to:
      1. foster a friendly culture within the DLSS;
      2. ensure deadlines are met and fair workloads are maintained by Committee Members;
      3. oversee and assist the First Year Representative(s) and Juris Doctor Representative(s);
      4. keep the committee informed of upcoming initiatives and deadlines;
      5. offer assistance when a Committee Member is struggling with their workload;
      6. act as a disciplinary figure when deadlines are continually not met or other issues arise;

7. promote an innovative, productive and welcoming environment within the DLSS;
  8. ensure that effective communication is maintained within the committee; and
  9. chair DLSS Executive Meetings and Committee Meetings.
- c. a Secretary;
- i. The roles and responsibilities of the Secretary are to:
    1. complete reports about the organisation to Consumer Affairs Victoria;
    2. organise meetings and the AGM, and maintain up-to-date records about the organisation;
    3. ensure accurate minutes are kept of all meetings;
    4. manage the appointment and election process for officers and any casual vacancies that may arise; and
    5. manage and coordinate internal and external communications platforms for Committee Members.
- d. a Director of Finance;
- i. The roles and responsibilities of the Director of Finance are to:
    1. file and organise all outgoing expenses and incoming revenue;
    2. prepare budgets for other portfolios;
    3. make financially sensible decisions as to whether a project shall proceed or not;
    4. deposit any cash or cheques received by the Society;
    5. organise to have signatories changed on the DLSS' existing bank accounts;
    6. complete and lodge annual statements for the DLSS;
    7. provide constructive advice to portfolio's on their plans for expenditure;
    8. liaise with the Society's accountant;
    9. oversee the Finance Officer's duties; and
    10. prepare financial reports and statements for the AGM and relevant regulatory bodies.
- e. Two Directors of Sponsorship;
- i. The roles and responsibilities of the Directors of Sponsorship are to:

1. research new sponsorship opportunities;
  2. design and prepare a prospectus based upon the advice of the Portfolio Directors and the President;
  3. approach relevant organisations to sponsor the Society;
  4. organise and attend sponsorship meetings;
  5. maintain relationships with DLSS sponsors;
  6. negotiate and conclude sponsorship arrangements on behalf of the DLSS;
  7. advise and consult with all portfolios regarding sponsorship arrangements, obligations and financial prudence; and
  8. ensure sponsor expectations and deadlines are met.
- f. a Director of Activities;
- i. The roles and responsibilities of the Director of Activities are to:
    1. manage DLSS social events, including:
      - a. the First Year Law Camp; and
      - b. the Deakin Law Ball.
- g. a Director of Commercial Careers;
- i. The roles and responsibilities of the Director of Commercial Careers are to:
    1. manage and run events pertaining to the promotion of commercial careers amongst Deakin law students including:
      - a. a Seasonal Clerkship Guide;
      - b. commercial skills seminars;
      - c. networking events;
      - d. the Commercial Careers Fair;
      - e. the Meet the Professionals Night; and
      - f. Mock Interviews.
    2. Promote the professionalism and commercial of Deakin law students.
- h. a Director of Communications:
- i. The roles and responsibilities of the Director of Communications are to:
    1. oversee operation of the DLSS website;
    2. produce and publish the First Year Guide for O Week;

3. curate, design and publish the Et Cetera newsletter;
  4. make registration forms for DLSS competitions;
  5. work collaboratively with Committee Members to plan the creation and publication of content; and
  6. Resolve IT related issues promptly and effectively.
- i. a Director of Competitions;
- i. The roles and responsibilities of the Director of Competitions are to:
    1. prepare the competitions timeline;
    2. organise problem scenarios for competitions;
    3. finalise marking guides, general instructions and advice for all competitions;
    4. secure judges of sufficient quality to judge competition heats;
    5. organise competition heats and finals;
    6. coordinate and brief the Deakin Law Students' Society Geelong before all competitions by supplying them with all necessary information;
    7. outsource the production of competition trophies;
    8. organise semi-finals and finals for competitions; and
    9. facilitate the registration and administration of all external competitions.
- j. a Director of Education;
- i. The roles and responsibilities of the Director of Education are to:
    1. organising and implementing portfolio events and initiatives;
    2. work to improve the mental health and wellbeing of Deakin law students;
    3. strive to improve the academic education that Deakin law students receive; and
    4. organise events to enlighten students on upcoming issues in the legal profession.
- k. a Director of Engagement;
- i. The roles and responsibilities of the Director of Engagement are to:

1. Organise lecture and seminar promotion initiatives for DLSS events;
  2. Ensure the DLSS is represented at every Deakin event, e.g. O-week(s) and open day(s);
  3. Create DLSS notice boards to advertise events where appropriate;
  4. Liaising with the Law Faculty and facilitating the compatibility of DLS and DLSS event calendars;
  5. Be responsible for connecting with alumni to promote engagement with the DLSS including hosting an 'Alumni Evening'.
  6. Filter student feedback and gauge student needs from in-person contact to relay to the broader committee.
- l. a Director of Industry Careers;
- i. The roles and responsibilities of the Director of Industry Careers are to:
    1. produce up to date publications of various industry sectors;
    2. organise and successfully stage Industry Careers Events
    3. attend Career events run external to Deakin University, as a representative of the DLSS in exploring new options for sponsorship and partnership with firms and industry professionals;
    4. ensure that the student body are informed of career opportunities in industry sectors via DLSS's communication methods such as the DLSS website, Facebook page and other means deemed effective.
- m. a Director of Marketing;
- i. The roles and responsibilities of the Director of Marketing are to:
    1. promote and better the DLSS brand through various platforms;
    2. respond to student and third party inquiries via the DLSS Facebook inbox promptly;
    3. organise promotional events such as O Week;
    4. oversee event registration and ticketing;
    5. liaise with QPay;
    6. distribute memberships and address any membership enquiries/ complaints;

7. design promotional materials and merchandise in conjunction with the Marketing Officers; and
  8. liaise with all Committee Members to promote their events and initiatives.
- n. a Director of Social Justice & Equity.
- i. The roles and responsibilities of the Director of Social Justice & Equity are to:
    1. produce publications and events on various social justice issues;
    2. inform the student body on these issues; and
    3. facilitate student action in order to make a difference to our community.
  2. The roles and responsibilities of these positions may be delegated to another Committee Member if the Executive agree as is required from time to time.

## Part 2 - Officer Positions

1. The non-Executive members of the Society (if any) shall consist of the following non-Executive positions in accordance with rule 45(1) of the Constitution:
  - a. Activities Officers (3)
    - i. The roles and responsibilities of these Officers are to:
      1. assist the Director of Activities in the organisation of DLSS parties and events.
  - b. Commercial Careers Officers (3)
    - i. The roles and responsibilities of these Officers are to:
      1. assist the Director of Commercial Careers in running and organising the various events and initiatives throughout the year.
  - c. Clerkship Guide Officer (1)
    - i. The roles and responsibilities of the Clerkship Guide Officer isto:
      1. assist the Director of Commercial Careers in running and organising the various events and initiatives throughout the year; and
      2. coordinate the publication of the Clerkship Guide.
  - d. Competitions Officers (5)
    - i. The roles and responsibilities of these Officers are to:
      1. assist the Director of Competitions in ensuring the efficient running of competitions;
      2. attend heats and finals; and
      3. help secure judges for competitions.
  - e. Education Officers (3)
    - i. The roles and responsibility of these Officers are to:
      1. assist the Director of Education in promoting education and furthering the legal skills of Deakin law students; and
      2. assist the Director of Education in promoting health and wellbeing of Deakin law students
  - f. Engagement Officers (2)
    - i. The The roles and responsibilities of these Officers are to:

1. assist the Director of Engagement in promoting all DLSS events through in-person promotion initiatives
  2. assist the Director of Engagement in facilitating communication between the DLSS and third parties e.g. students, faculty, alumni, potential students.
- g. Industry Careers Officers (3)
- i. The roles and responsibilities of these Officers are to:
    1. assist the Director of Industry Careers in promoting alternative careers outside of commercial law firms.
- h. Marketing Officers (3)
- i. The roles and responsibilities of the Marketing Officers are to:
    1. assist the function of the Marketing Director's portfolio and any other tasks such as creating and scheduling marketing posts;
    2. create, edit, and finalise designs as DLSS portfolios require; and
    3. manage the social media profiles of the DLSS.
- i. Communications Officers (3)
- i. The roles and responsibilities of these Officers are to:
    1. assist the Director of Communications in maintaining and creating any publications that may be required.
- j. Social Justice & Equity Officers (3)
- i. The roles and responsibilities of these Officers are to:
    1. promote social justice and equity within the wider Deakin Law Student body.
- k. Queer Officer (1)
- i. The role and responsibility of the Queer Officer is to:
    1. cater to the needs of queer-identifying Deakin law students; and
    2. promote social justice and equity within the wider Deakin Law Student body.
  - ii. Only queer-identifying students may be considered for the position of Queer Officer.
- l. Finance Officer (1)
- i. The roles and responsibilities of this Officer are to:



1. assist the Director of Finance in managing the financial affairs of the DLSS; and
  2. reconcile the DLSS bank accounts using the DLSS's financial software.
- m. Sponsorship Officer (1)
- i. The roles and responsibilities of this Officer are to:
    1. assist the Director of Sponsorship in managing the sponsorship affairs of the DLSS.
2. These officers are to be appointed as approved and required by the Executive from time to time in the method proscribed:
- a. Applications will be reviewed by a panel of three members of the Executive at all stages of the application process:
    - i. the President;
    - ii. the Director of the relevant Portfolio; and
    - iii. the Vice-President;
  - b. If any of the above Executive are unable to review an application at any stage, that application should be reviewed by another member of the Executive.
  - c. All applicants for an advertised position must apply by the deadline set by the Executive.
  - d. All applications must be read with all identifying personal information removed.
  - e. Successfully shortlisted applicants should then have an interview with two Executive members to assess their suitability.

### **PART 3 - Representative Officer Positions**

1. The non-Executive members of the Society (if any) shall consist of the following non-Executive positions in accordance with rule 45(1) of the Constitution:
  - a. First Year Representatives (2)
    - i. The roles and responsibilities of these Representatives are to:
      1. represent the interests of the first year law students studying at Deakin University through the creation of first year oriented events.
  - b. Juris Doctor Representatives (2)

- i. The roles and responsibilities of these Representatives are to:
  1. represent the interests of the Juris Doctor law students studying at Deakin University.
2. These Representatives are to be elected as approved and required by the Executive from time to time in accordance with the following procedure:
  - a. candidates are to provide a candidate statement that is to be published online seven days before elections;
  - b. all candidates for an advertised position must apply by the deadline set by the Executive;
  - c. the election method is to be decided by the Executive;
  - d. only first year law students enrolled at Deakin University may vote in the First Year Representative elections; and
  - e. only Juris Doctor law students enrolled at Deakin University may vote in the Juris Doctor Representative elections.