

# **Duties of FLSA Committee Members (By-law)**

(Ratified 19 October 2008)

## **Summary of Sections**

### **Part 1 – General**

1. Definitions
2. Objectives

### **Part 2 – Duties of Executive Members**

3. General Duty of Executive Members
4. President
5. Vice President (Education & Careers)
6. Secretary
7. Treasurer
8. Sponsorship Director
9. Competitions Director
10. Activities Director

### **Part 3 – Duties of Committee Members**

11. Education Officer
12. Careers Officer
13. Competitions Coordinators (x3)
14. Activities Coordinators (x2)
15. Marketing Officer
16. Publications Editors (x4)
17. Equity Officer
18. Information Technology Officer
19. First Year Representative (Activities)
20. First Year Representative (Education & Careers)
21. First Year Representative (Competitions)

### **Part 4 – Duties of Ex-officio Members**

22. Immediate Past President

## *Duties of the Flinders Law Students' Association Committee Members*

### **Part 1 – General**

#### **1. DEFINITIONS**

Unless the contrary intention appears:

**ALSA** means the Australian Law Students' Association Inc.

**Committee Members** means all Flinders Law Students' Association Committee Members, including the Executive.

**Constitution** refers to the Constitution of the Flinders Law Students' Association Inc.

**FLSA** means the Flinders Law Students' Association Inc.

#### **2. OBJECTIVES**

- 2.1. This by-law outlines the duties of FLSA Committee Members in accordance with the Constitution.
- 2.2. These duties include any matters incidental to their position.
- 2.3. All committee members are to cooperate effectively to ensure the activities and endeavours of FLSA are fulfilled.
- 2.4. FLSA Committee Members are to recognise their first duty as a general representative of Flinders University law students, and are to operate in ways which reflect the best interest of all Flinders University law students.

### **Part 2 – Duties of Executive Members**

#### **3. GENERAL DUTY OF EXECUTIVE MEMBERS**

- 3.1. Executive Members are to manage their portfolios in a cooperative manner with all Committee Members to ensure FLSA meets its aims and objectives.

#### **4. PRESIDENT**

- 4.1. The duties of the President of FLSA are:
  - 4.1.1. To manage FLSA in a manner which allows it to best meet its aims and objectives, this includes:
    - (a) Planning with portfolios how they will run during their term;
    - (b) Facilitating communication within FLSA and its stakeholders;
    - (c) Building a cooperative working environment; and

## *Duties of the Flinders Law Students' Association Committee Members*

- (d) Ensuring the longevity and growth of FLSA.
- 4.1.2. To act as the official representative of FLSA.
- 4.1.3. To chair Committee Meetings, the AGM and General Meetings.
- 4.1.4. To be involved in every aspect of FLSA.
- 4.1.5. To participate in the governance of the Law School at Flinders University. This is to be done through acting as a student representative on;
  - a) The Law School Board;
  - b) Any other Committee formed by the Law School Board where that committee is to have a student representative. The President may delegate such a position to another law student.
- 4.1.6. To become actively involved in ALSA and to correspond with other Law Societies/Associations.
- 4.1.7. To liaise with, and enhance the relationship between the Law Students' Societies/Associations within South Australia.
- 4.1.8. To coordinate all sponsorship for FLSA.
- 4.1.9. Provide all law students with up to date information relating to:
  - a) The Flinders Law Degree;
  - b) Developments within Australia relating to law;
  - c) Any other information which is considered of importance to students.
- 4.1.10. To be accessible to law students.
- 4.1.11. To enforce the Constitution and FLSA Bylaws.
- 4.1.12. To be the official media liaison officer.
- 4.1.13. To represent FLSA at Flinders Campus Community Services Inc.
- 4.1.14. To represent FLSA at ALSA Council Meetings.

*Duties of the Flinders Law Students' Association Committee Members*

**5. VICE PRESIDENT (EDUCATION & CAREERS)**

5.1. The duties of the Vice President (Education & Careers) are:

- 5.1.1. To assist and support the President in her or his duties.
- 5.1.2. To coordinate with the President and Sponsorship Director for the sponsorship of any education and careers related activities.
- 5.1.3. To oversee the efficient execution of responsibilities in relation to the Education and Careers portfolios. Duties incorporated within this role include:
  - a) To represent the interests of FLSA on the Flinders University School of Law Teaching and Learning Committee.
  - b) To liaise with the Flinders University Careers Centre and particularly assist in the organisation of the Law Careers Fair and the compilation of the Legal Careers Guide/ Alternative Careers Guide;
  - c) To both manage and cooperate with the Education Officer, Careers Officer and First Year Representative (Education & Careers) effectively, with the aim of successfully fulfilling FLSA Education and Careers projects;
  - d) To provide and convey information to Flinders University law students in relation to education and careers options.
  - e) To promote and lobby on education and careers related issues which affect or concern Flinders law students.
  - f) To cooperate with the Marketing Officer to promote the activities of the education and careers portfolio to interested stakeholders.
- 5.1.4. To act as the ALSA representative for Flinders University. Duties incorporated within this role include:
  - a) To correspond with ALSA and other Law Students' Societies/ Associations on a regular basis;
  - b) To be responsible for increasing the profile of ALSA within the Flinders University School of Law;
  - c) To be responsible for increasing Flinders University's profile amongst the ALSA community;
  - d) To coordinate the provision and dissemination of information concerning ALSA to Flinders law students;

## *Duties of the Flinders Law Students' Association Committee Members*

e) To organise and be responsible for coordinating the participation of FLSA in the annual ALSA Conference and Council meetings; and

f) To represent FLSA at ALSA council meetings.

5.1.5. To represent Flinders University law students on related education and or careers issues.

5.1.6. To act as a mentor for the First Year Representative (Education & Careers).

### **6. SECRETARY**

6.1. The duties of the Secretary are:

6.1.1. To keep and maintain all minutes, records and correspondence as may reasonably be required by the Committee for the proper conduct of FLSA's affairs. This includes preparing the agenda, typing of minutes, filing, correspondence and writing letters on behalf of FLSA or the President.

6.1.2. To produce and update the Operations Manuals for all Committee positions with the assistance of those office bearers to ensure effective handover from year to year.

6.1.3. To maintain a register of all members of FLSA.

6.1.4. To oversee that all meetings, notices and other acts and things required under this Constitution are duly summoned, given or done.

6.1.5. To update and maintain the currency and availability of the Constitution and by-laws.

6.1.6. To be a student representative on the Staff Student Consultative Committee.

6.1.7. To be the public officer of FLSA.

6.1.8. To assist and support the President in her or his duties.

### **7. TREASURER**

7.1. The duties of the Treasurer are:

7.1.1. To take responsibility for the receipt and deposit of all FLSA income and the prompt payment of all debts.

## *Duties of the Flinders Law Students' Association Committee Members*

- 7.1.2. To keep the necessary records of FLSA's many financial transactions and submit these for an audit at the end of her or his term of office.
- 7.1.3. To keep records of all members and their membership money.
- 7.1.4. To prepare Flinders Campus Community Services Inc grants in conjunction with the President.
- 7.1.5. To assist in organizing sponsorships of FLSA.
- 7.1.6. To develop and maintain with the Committee a budget(s) and financial plan(s) that will ensure the longevity and growth of FLSA.

### **8. SPONSORSHIP DIRECTOR**

8.1. The duties of the Sponsorship Director are:

- 8.1.1. To organise and to assist in the coordination of all sponsorship for FLSA, this includes working with related portfolios in developing the items for sponsorship in a sponsorship prospectus(es).
- 8.1.2. To ensure that all of FLSA's sponsorship obligations are fulfilled by cooperating with respective portfolios to meet these obligations.
- 8.1.3. To assist the President in maintaining the relationship and communication between FLSA and its sponsors.
- 8.1.4. To continually source and develop present and future sponsorship opportunities for FLSA.
- 8.1.5. To maintain a database containing information on all FLSA sponsorship.
- 8.1.6. To cooperate with the Marketing Officer to promote FLSA's sponsored activities to interested stakeholders.

### **9. COMPETITIONS DIRECTOR**

9.1. The duties of the Competitions Director are:

- 9.1.1. To manage the Mooting, Client Interviewing, Witness Examination, Negotiation, Paper Presentation and First Year Mooting competitions and any other competitions which the Committee deems necessary. This includes internal, external and inter-university competitions.

## *Duties of the Flinders Law Students' Association Committee Members*

- 9.1.2. To coordinate with the President and Sponsorship Director for the sponsorship of competitions.
- 9.1.3. To both manage and cooperate with the Competitions Coordinators and First Year Representative (Competitions) effectively, with the aim of successfully organising FLSA competitions.
- 9.1.4. To cooperate with the Marketing Officer to promote competitions to interested stakeholders.
- 9.1.5. To act as a mentor for the First Year Representative (Competitions).

## **10. ACTIVITIES DIRECTOR**

10.1. The duties of the Activities Director are:

- 10.1.1. To manage all FLSA social activities. This may include a designated First Year Welcome Event, Pub Crawl(s), Law Dinner, Law Ball, Quiz Night, Barbeques, etc.
- 10.1.2. To coordinate with the President and Sponsorship Director for the sponsorship of any social activities.
- 10.1.3. To both manage and cooperate with the Activities Coordinators and First Year Representative (Activities) effectively, with the aim of successfully organising FLSA social events.
- 10.1.4. Being responsible for the monetary inflows and outflows with respect to FLSA social activities in close liaison with the Treasurer.
- 10.1.5. To cooperate with the Marketing Officer to promote social activities to interested stakeholders.
- 10.1.6. To act as a mentor for the First Year Representative (Activities).

## **Part 3 – Duties of Committee Members**

### **11. EDUCATION OFFICER**

- 11.1. The duties of the Education Officer are to cooperate with the Vice-President (Education and Careers), Careers Officer and the First Year Representative (Education & Careers), in the efficient execution of responsibilities in relation to the Education and Careers portfolios. This role includes:

## *Duties of the Flinders Law Students' Association Committee Members*

- 11.1.1. Providing students with information on matters concerning:
  - a) Legal education
  - b) Post graduate legal training requirements
- 11.1.2. Representing Flinders University Law Students in relation to educational issues.
- 11.1.3. Organising educational seminars and events.
- 11.1.4. Representing FLSA on the Flinders University School of Law Curriculum Committee.
- 11.1.5. Assisting the Careers Officer with publications.

### **12. CAREERS OFFICER**

- 12.1. The duties of the Careers Officer are to cooperate with the Vice-President (Education & Careers), Education Officer and First Year Representative (Education & Careers), in the efficient execution of responsibilities in relation to the Education and Careers portfolios. This role includes:
  - 12.1.1. Organising the Careers Fair.
  - 12.1.2. Providing students with information concerning:
    - a) Seasonal clerkships;
    - b) Work experience opportunities; and
    - c) Career opportunities.
  - 12.1.3. Liaising with the Flinders University Careers Centre.
  - 12.1.4. Updating and monitoring the Alumni register.
  - 12.1.5. Producing the annual Careers Guide/Alternative Careers Guide.
  - 12.1.6. Representing Flinders University Law Students in relation to careers related issues.
  - 12.1.7. Assisting the Education Officer with publications.

### **13. COMPETITIONS COORDINATORS (x 3)**

- 13.1. The duties of the Competition Coordinators are to cooperate with the Competitions Director in the efficient execution of responsibilities in relation to the Competitions

## *Duties of the Flinders Law Students' Association Committee Members*

portfolio. This role includes:

- 13.1.1. Coordinating the Mooting, Client Interviewing, Witness Examination, Negotiation, Paper Presentation and First Year Mooting competitions and any other competitions which the Competitions Director deems necessary. This includes internal, external and inter-university competitions.
- 13.1.2. Competition Coordinators will cooperate with each other, the First Year Representative (Competitions) and the Competitions Director in performing their duties, with the aim of successfully organising FLSA competitions.

### **14. ACTIVITIES COORDINATORS (x 2)**

14.1. The duties of the Activities Coordinators include:

- 14.1.1. Coordinating all FLSA social activities which the Activities Director deems necessary. This may include a designated First Year Welcome Event, Pub Crawl(s), Law Dinner, Law Ball, Quiz Night, Barbeques, etc.
- 14.1.2. Activities Coordinators will cooperate with each other, the Activities Director and First Year Representative (Activities) in performing their duties, with the aim of successfully organising FLSA social events.

### **15. MARKETING OFFICER**

15.1 The aim of the Marketing Officer is to ensure Flinders University law students, staff, sponsors and other stakeholders recognise FLSA and its range of services. The duties of the Marketing Officer includes:

- 15.1.1. To cooperate with the President and Sponsorship Director in the efficient execution of responsibilities in relation to the Sponsorship portfolio.
- 15.1.2. To coordinate with the President the recruitment of new membership and involvement of first years within FLSA, by such things as assisting with O-Week materials and associated activities for FLSA.
- 15.1.3. To produce a research report on how FLSA services are being received by respective stakeholders (by for example surveying, Flinders law students, our sponsors, Flinders University School of Law, Flinders law staff and other bodies); and
  - (a) Make recommendations on how to improve or maintain FLSA's image and perception amongst these stakeholders; and
  - (b) Cooperate with respective portfolios to implement ways to ensure FLSA's image and perception are improved or maintained.

## *Duties of the Flinders Law Students' Association Committee Members*

- 15.1.4. To cooperate with the Information Technology Officer in maintaining the FLSA website, ensuring it remains relevant and easily accessible.
- 15.1.5. To maintain the FLSA weekly newsletter, "Legally Speaking", disseminating information on current FLSA activities to Flinders law students and staff.
- 15.1.6. To assist in and coordinate the marketing of all upcoming activities of FLSA in cooperation with those respective portfolios. This includes lecture announcements, making posters and fliers, distributing FLSA publications, updating the FLSA notice board and facebook group and other official FLSA means of communication.

## **16. PUBLICATIONS EDITORS (x 4)**

- 16.1. The duties of the Publications Editors are:
  - 16.1.1. To be responsible for the publication of all FLSA publications as the Committee deems necessary including the quarterly magazine, 'The Jurist'.
  - 16.1.2. To assist with the publication of careers and education publications.
  - 16.1.3. To assist the Marketing Officer and Information Technology Officer in maintaining the FLSA website is relevant and accessible.
  - 16.1.4. To assist the Marketing Officer in any FLSA publications relating to the Marketing portfolio.
  - 16.1.5. To work cooperatively with one another to deliver high quality FLSA publications that is suited to their target audience.

## **17. EQUITY OFFICER**

- 17.1. The duties of the Equity Officer include:
  - 17.1.1. The promotion of social justice issues which may be of interest to law students, this includes:
    - (a) Disseminating information related to such issues;
    - (b) Promoting Conferences and Public Lectures on such issues; and
    - (c) Coordinating projects which will aid and benefit such issues.
  - 17.1.2 The promotion of equality amongst legal education and careers, this includes:
    - (a) Working with the Vice-President (Education & Careers), Education Officer and Careers Officer on coordinating projects which will aid and benefit such issues concerning any discrimination or inequality in legal education and or the profession;
    - (b) Disseminating information related to such issues; and

## *Duties of the Flinders Law Students' Association Committee Members*

- (c) Promoting Conferences and Public Lectures on such issues.

17.1.3 To be available to assist all Flinders law students, particularly first years, with any issue pertaining to any discrimination or inequality issues they may be facing at University, this includes:

- (a) Acting as a representative for the student concerned; and or
- (b) Directing the student to the appropriate body or person; and or
- (c) In the case of a systemic failure, to take the appropriate action with the President to remedy such circumstances.

### **17. INFORMATION TECHNOLOGY OFFICER**

17.1. The duties of the Information Technology Officer include:

17.1.2 Working with the Sponsorship Director to ensure that FLSA's sponsorship obligations relevant to information technology are fulfilled;

17.1.2 Representing FLSA on information technology issues;

17.1.2 Maintaining the FLSA website and office computer;

17.1.2 Assisting in any electronic dissemination of FLSA information or facilitation of FLSA activities (for example online sales);

17.1.2 Coordinate and cooperate with Committee Members to ensure the FLSA website remains relevant and accessible; this includes working cooperatively with the Marketing Officer.

### **18. FIRST YEAR REPRESENTATIVE (ACTIVITIES)**

18.1. The duties of the First Year Representative (Activities) include:

18.1.1 To be involved in all aspects of FLSA as a representative of the first year students;

18.1.2 To cooperate and assist with the Activities Director and Activities Coordinators with the execution of all duties pertaining to the Activities portfolio;

18.1.3 To coordinate a first year event in second semester with the assistance and guidance of the Activities Director;

18.1.4 To cooperate with the Marketing Officer in promoting FLSA social activities to first year students; and

18.1.5 To represent first year students' interests relating to FLSA social activities.

### **19. FIRST YEAR REPRESENTATIVE (EDUCATION & CAREERS)**

19.1. The duties of the First Year Representative (Education & Careers) include:

## *Duties of the Flinders Law Students' Association Committee Members*

- 19.1.1 To be involved in all aspects of FLSA as a representative of the first year students;
- 19.1.2 To cooperate and assist with the Vice-President (Education & Careers), Education Officer and Careers Officer with the execution of all duties pertaining to the Education and Careers portfolio; and
- 19.1.3 To coordinate, with the assistance and guidance of the Vice-President (Education & Careers), a survey on first year students and their educational experience and concerns;
- 19.1.4 To cooperate with the Marketing Officer in promoting FLSA Educational and Careers related activities to first year students; and
- 19.1.5 To represent first year students' interests relating to education and or careers.

## **20. FIRST YEAR REPRESENTATIVE (COMPETITIONS)**

- 20.1 The duties of the First Year Representative (Competitions) include:
  - 20.1.1 To be involved in all aspects of FLSA as a representative of the first year students;
  - 20.1.2 To cooperate and assist with the Competitions Director and Competitions Coordinators with the execution of all duties pertaining to the Competitions portfolio; and
  - 20.1.3 To coordinate the First Year Moot Competition with the assistance and guidance of the Competitions Director.
  - 20.1.4 To cooperate with the Marketing Officer in promoting FLSA competitions to first year students; and
  - 20.1.5 To represent first year students' interests relating to FLSA competitions.

## **Part 4 – Duties of Ex-officio Members**

### **21. IMMEDIATE PAST PRESIDENT**

- 21.1. The duties of the Immediate Past President are:
  - 21.1.1 To assist the President with effective handover between the outgoing and incoming Committee;
  - 21.1.2 To act in an advisory capacity to the Committee so there is an element of continuity from year to year;
  - 21.1.3 To coordinate, with the President, training for the Committee early in its term to assist Committee Members in their full and proper understanding of their duties; and
  - 21.1.4 To be a student representative on the Law School Board.