

PODS INFORMATION

Candidates may nominate as an Independent OR as part of a Pod. The following Pods are permitted:

The Executive Pod must consist of either:

- President, Treasurer and Secretary; or
- A President, Treasurer, Secretary, Vice President (Education), Vice President (External Relations) and Vice President (Events)

The Education Pod must consist of either:

- A Vice President (Education), Postgraduate Director, Equity Director, Academic Affairs Director and First Year Director; or
- A Postgraduate Director, Equity Director, Academic Affairs Director and First Year Director.

The Careers Pod must consist of either:

- A Vice President (External Relations), Careers Director, Competitions Director and Publications Director; or
- A Careers Director, Competitions Director and Publications Director.

The Events Pod must consist of either:

- A Vice President (Events), Social Director, Marketing Director and Communications Director; or
- A Social Director, Marketing Director and Communications Director.

THE EXECUTIVE POD

PRESIDENT

HOURS / WEEK ALLOCATION DURING SEM AVERAGE	15h/week, 25+ when busy
MAIN RESPONSIBILITIES	<ul style="list-style-type: none">• Oversight of the entire LSA committee• Chairing LSA Committee and Executive meetings• Liaising with Law Faculty, representing students internally and externally
PREVIOUS SKILLS / EXPERIENCE	Although previous experience on the Committee is not absolutely necessary, it is invaluable to have a strong understanding of LSA processes and functions. Experience with other clubs or societies would also be beneficial. Strong time management and communication skills are extremely important for the role.
HIGHLIGHT OF MY TERM	The highlight of my term would be getting to lead a team of 14 students and seeing so many new faces on campus with the return to on-campus learning.
CONTACT EMAIL + NAME	Zara Baxby - president@bondlsa.com



SECRETARY

HOURS / WEEK ALLOCATION DURING SEM AVERAGE	5-15hrs
MAIN RESPONSIBILITIES	<ul style="list-style-type: none">• Creating weekly agendas and minutes for committee meetings• Collating availabilities for the purpose of scheduling events.• Responsibility for association General Meetings, including constitutional processes.• Ensuring constitutional compliance and advising on constitutional impacts of decisions.• Coordinating constitutional amendments and by-law issues.• High level executive support to the President.
PREVIOUS SKILLS / EXPERIENCE	Team management and administration skills.
HIGHLIGHT OF MY TERM	Catching up with everyone in the office throughout the week.
CONTACT EMAIL + NAME	Alice Warner - Secretary@bondlsa.com



TREASURER

HOURS / WEEK ALLOCATION DURING SEM AVERAGE	5-10h
MAIN RESPONSIBILITIES	<ul style="list-style-type: none">• Preparing semesterly funding requests, submitting reimbursement forms, making timely payments, creating/sending invoices, preparing budgets, etc.• Work alongside the President and Secretary to manage the committee as part of the Senior Executive• Take responsibility for the deposit and receipt of all Association Income• Make provision for the prompt payment of Association debts• Keep physical and/or electronic records of receipts, deposits and payments• Prepare an Annual Report and Semesterly Income Statements outlining the finances of the Association
PREVIOUS SKILLS / EXPERIENCE	Skills with budgeting/financial management are highly encouraged as is strong time management and organisation.
HIGHLIGHT OF MY TERM	Being able to assist in helping organise and run many amazing events throughout my term.
CONTACT EMAIL + NAME	Cameron Saliba - cameron.saliba@student.bond.edu.au



THE EDUCATION POD VP (EDUCATION)

HOURS / WEEK ALLOCATION DURING SEM AVERAGE	5-10h
MAIN RESPONSIBILITIES	<ul style="list-style-type: none">• Overseeing the Education pod events such as The Informant, Revision Seminars, Legal Identity and First Year events• Overseeing the class representative system• Managing the Peer Connect tutor database• General committee duties• Organising and overseeing Revision Seminars in Week 13• Acting as a student liaison and attending the Teaching & Learning Group meetings Maintaining the class representative system for all law subjects
PREVIOUS SKILLS / EXPERIENCE	N/A
HIGHLIGHT OF MY TERM	Creating the Legal System event and seeing it benefit so many students in their subject choices and degree pathways.
CONTACT EMAIL + NAME	Renee Panzarino - vp-education@bondlsa.com



EQUITY DIRECTOR

HOURS / WEEK ALLOCATION DURING SEM AVERAGE	3-5h
MAIN RESPONSIBILITIES	<ul style="list-style-type: none">• Organising and facilitating equity initiatives and events, such as 'The Informant' once per semester• Liase with both internal and external legal professionals and advocacy groups• Lend a hand and assist with general committee business, events, and publications• Be a constant advocate, supporter, and ally.
PREVIOUS SKILLS / EXPERIENCE	Knowledge of current issues, empathy, open-mindedness, organisation and sensitivity
HIGHLIGHT OF MY TERM	Red table talk
CONTACT EMAIL + NAME	Tanisha Chadha – equity@bondlsa.com



FIRST YEAR DIRECTOR

HOURS / WEEK
ALLOCATION DURING
SEM AVERAGE

5 hours (5-10 during orientation and weeks leading up to it)

MAIN
RESPONSIBILITIES

- Organising events to enhance the experience the first year law students
- Advocating for the interests of first year law students to the LSA and Faculty
- Being an active and assistive member of the LSA committee

PREVIOUS SKILLS /
EXPERIENCE

Recommended previous skills for this role are organisation and planning, and having an approachable and engaging attitude.

HIGHLIGHT OF MY
TERM

The highlight of my term was getting to meet so many of the new law students, and helping guide them through the beginning of their law school journey.

CONTACT EMAIL +
NAME

Sophie Peach - firstyear@bondlsa.com



POSTGRADUATE DIRECTOR

HOURS / WEEK
ALLOCATION DURING
SEM AVERAGE

5h

MAIN
RESPONSIBILITIES

- Advocating for and reflecting the interests of postgraduate law students
- Liaising with students and attending the Teaching & Learning Group meetings
- Running events tailored to postgraduate students (JD, PhD and LLM) and assisting with general committee business

PREVIOUS SKILLS /
EXPERIENCE

Experience in managing correspondence, a team player, and encourages open dialogue amongst this association and students.

HIGHLIGHT OF MY
TERM

Organising the Legal Identity event for Law Week

CONTACT EMAIL +
NAME

Alicia Wilson - Alicia.Wilson@student.bond.edu.au



ACADEMIC AFFAIRS DIRECTOR

HOURS / WEEK
ALLOCATION DURING
SEM AVERAGE

5h

MAIN
RESPONSIBILITIES

- Main responsibilities involved the oversight of the Class Representative system for the Law Faculty (ensuring the feedback loop and accountability for faculty continues), running Study Session events for each semester (coordinating tutors for each compulsory Law subject), assisting the VP of Education in any education meetings with the faculty / anything regarding academic affairs.

PREVIOUS SKILLS /
EXPERIENCE

No previous experience required. However organisational skills, punctuality and approachability are essential.

HIGHLIGHT OF MY
TERM

The highlight of my term was hosting the first in person study session after terms filled with online sessions and barely any interaction with the cohort. There was so much more discussion and insight brought from the tutors to ease students' mind and best prepare them for their upcoming exams.

CONTACT EMAIL +
NAME

Ava Manuel - ava.manuel@student.bond.edu.au



THE CAREERS POD

VP (External Relations)

HOURS / WEEK ALLOCATION DURING SEM AVERAGE	5-10h
MAIN RESPONSIBILITIES	The main responsibilities of Sponsorship Director are the maintenance and facilitation of firm relationships throughout the term in office. One must be up to date with emails, and meet with firm representatives to either maintain pre-existing sponsorship, or garner new sponsorship opportunities.
PREVIOUS SKILLS / EXPERIENCE	Since it is a Vice-president role, ideally previous FSA experience to understand the workings of exec/committee management. Also, some time within law school, so you can understand what law students need from both your pod and sponsors
HIGHLIGHT OF MY TERM	Getting to build relationships with so many incredible firm representatives.
CONTACT EMAIL + NAME	Aidan Kitchin - sponsorship@bondlsa.com



CAREERS DIRECTOR

HOURS / WEEK ALLOCATION DURING SEM AVERAGE	5hrs (10hrs during competitions or event time)
MAIN RESPONSIBILITIES	<ul style="list-style-type: none">• Organise and execute the Careers Breakfast, under the supervision of the Vice President (External Affairs);• organise a semesterly careers event in consultation with the careers pod, under the supervision and direction of the Vice-President (External Relations); and• support the Vice President (External Relations) in ways the Vice President (External Relations) directs.
PREVIOUS SKILLS / EXPERIENCE	Being confident with interacting with new people
HIGHLIGHT OF MY TERM	Working with a great team and especially assisting in putting on some great events!
CONTACT EMAIL + NAME	Joshua Cooley - Joshua.cooley@student.bond.edu.au



COMPETITIONS DIRECTOR

HOURS / WEEK ALLOCATION DURING SEM AVERAGE	5h (30+ during comps)
MAIN RESPONSIBILITIES	<ul style="list-style-type: none">• Organising and judging at least four competitions a year for Bond students, assisting staff where necessary with competition related matters, assisting where necessary with ALSA competition submissions, general committee support• Organising and judging at least four competitions a year for Bond students, assisting staff where necessary with competition related matters, assisting where necessary with ALSA competition submissions, general committee support
PREVIOUS SKILLS / EXPERIENCE	Participation in law skills competitions (preferably external), and preferably judging experience in law skills competitions
HIGHLIGHT OF MY TERM	Watching other students learn and improve in their competition ability through my term has been extremely rewarding.
CONTACT EMAIL + NAME	Olivia Wilson - competitions@bondlsa.com



PUBLICATIONS DIRECTOR

HOURS / WEEK ALLOCATION DURING SEM AVERAGE 5h, 25h+ when preparing publications

MAIN RESPONSIBILITIES The responsibilities of the publications director are to reach out to students, alumni, and staff for contributions, edit the contributions as necessary, design and put together the publication, organise printing, and pick up printing.

PREVIOUS SKILLS / EXPERIENCE A love and aptitude for graphic design, ideally worked with Canva on large-scale projects.

HIGHLIGHT OF MY TERM Watching each of my publications come together and sharing the useful information they contain with other students.

CONTACT EMAIL + NAME Ella Kirk- publications@bondlsa.com



THE EVENTS POD

VP (EVENTS)

HOURS / WEEK ALLOCATION DURING SEM AVERAGE	5-10 hours (depending on which events are coming up but expect to be spending a lot of time organising law ball)
MAIN RESPONSIBILITIES	<ul style="list-style-type: none">• Dons nights• Semesterly BBQ (Chillz + Grillz)• Semesterly study break event (Protrackstination)• Law ball• Budgeting, planning and execution of all of the above• Managing pod of marketing director and communications director (if structure is still the same)
PREVIOUS SKILLS / EXPERIENCE	It is recommended that you have planned social events for a student body previously. Great communication and organisation skills are required as you will need to work with external suppliers, Bond staff and students. It is also suggested that you have an understanding of Bond campus life and the style of events that students love!
HIGHLIGHT OF MY TERM	Dons nights - maybe dads on tour
CONTACT EMAIL + NAME	Bronte Anderson - Bronte.anderson@student.bond.edu.au



MARKETING DIRECTOR

HOURS / WEEK ALLOCATION DURING SEM AVERAGE	5-15h
MAIN RESPONSIBILITIES	Creating content to promote events run by the LSA, Law Faculty and other university organisations. Running the LSA media accounts including Instagram, Facebook, and Linktree. Liaising with LawSASQ so they can promote graphics via email to all Law Students.
PREVIOUS SKILLS / EXPERIENCE	Knowledge of how to use content creation platforms like Canva is vital, as well as previous experience with marketing or graphic design. A creative eye and appreciation of visual aesthetics definitely helps! You are also required to navigate scheduling platforms like Buffer.
HIGHLIGHT OF MY TERM	Seeing how many people attended the Session: Dads on Tour in Week 1 of Semester 23! All the work leading up to the event paid off because it had attracted such a great crowd - it was wonderful to see that the advertising had such an impact on Bond students – and we all had a really fun night.
CONTACT EMAIL + NAME	Jordi Sheppard - marketing@bondlsa.com



COMMUNICATIONS DIRECTOR

HOURS / WEEK ALLOCATION DURING SEM AVERAGE	2-5h
MAIN RESPONSIBILITIES	<ul style="list-style-type: none">• Preparing the Summons, the weekly faculty newsletter• Managing IT for the LSA, including updating and maintaining the website, and handling general email inquiries for the LSA• Managing the design, production and distribution of Bond Law merchandise
PREVIOUS SKILLS / EXPERIENCE	It is recommended to have organisational skills, previous experience with IT is helpful.
HIGHLIGHT OF MY TERM	Organising the sale of law hoodies to allow them to be purchased online.
CONTACT EMAIL + NAME	Jess Coleman - communications@bondlsa.com

