

LSA ELECTION GUIDE

PODS INFORMATION

Candidates may only nominate for one position. 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.
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THE EXECUTIVE POD



PRESIDENT

Weekly commitment to the role (hrs)

15h/ 20+ when busy

Main Responsibilities

- Overseeing and managing the entire LSA committee every day
- Assisting with the planning and execution of all LSA events, initiatives, and competitions
- Liaising with the Law Faculty, other FSAs, and external stakeholders
- Chairing weekly LSA meetings
- Attending other University committee meetings and events

Previous Skills/Experience

- Strong leadership, communication, and interpersonal skills
- Strong time management and organisation
- Previous experience on the LSA Committee is strongly recommended

Highlight of my term

Being voted the Best FSA twice at the Club Exec Awards- I am always so proud of our Committee and how hard we've worked this year, it was wonderful to have that recognised by our peers!

Contact email + Name

Sophie Peach – president@bondlsa.com



SECRETARY

Weekly commitment to the role (hrs)

5-10 hours

Main Responsibilities

- Creating weekly agendas and minutes for committee meetings
- Collating availabilities to schedule events
- Coordinating association General Meetings
- Maintaining constitutional compliance in committee decision making
- Coordinating constitutional amendments and by-law issues
- High-level executive support to the President

Previous Skills/Experience

Team management, administration and organisational skills

Highlight of my term

Helping out at the LSA events and getting to meet new students!

Contact email + Name


Jess Coleman – secretary@bondlsa.com



TREASURER

<i>Weekly commitment to the role (hrs)</i>	5 - 10 Hrs
<i>Main Responsibilities</i>	<ul style="list-style-type: none"> • Allocating funding to committee events, submitting reimbursement forms, making timely payments, creating/sending invoices, preparing budgets, etc. • Working alongside the President and Secretary to manage the committee as part of the Senior Executive • Taking responsibility for the deposit and receipt of all Association Income • Making provision for the prompt payment of Association debts • Keeping physical and/or electronic records of receipts, deposits and payments • Preparing an Annual Report and Semesterly Income Statements outlining the finances of the Association
<i>Previous Skills/Experience</i>	Skills with budgeting/financial management are highly encouraged as is strong time management and organisation
<i>Highlight of my term</i>	Spending time with the committee at the annual LSA retreat
<i>Contact email + Name</i>	Charles Bergman – treasurer@bondlsa.com

THE EDUCATION POD


	VICE PRESIDENT (EDUCATION)
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<i>Weekly commitment to the role (hrs)</i>	5-7 hours (depending on how many students were seeking support and how many meetings were scheduled for that week)
<i>Main Responsibilities</i>	<ul style="list-style-type: none"> • Oversee the Education pod and assist with events such as the Revision Sessions, First Year events, etc. • General committee duties such as office hours, assisting with competitions, setting up events, etc. • Acting as student liaison and guiding students who have concerns about assignments, marking, rubrics, etc. Assisting them with the appeals process for interim and final assignments. • Attend Faculty meetings (such as Teaching & Learning Group three times a semester) to promote student interests and express student concerns. • Seeing Tutor Link applications and managing expressions of interest to display tutors on the LSA website
<i>Previous Skills/Experience</i>	I would recommend being aware of student expectations and concerns in terms of education, but previous experience is not required. You will need to advocate for the student body in terms of academics, so it is important to know what to advocate for.
<i>Highlight of my term</i>	Collaborating with and getting to know the rest of the committee and growing from not really knowing each other to being very close friends and a super fun committee!
<i>Contact email + Name</i>	Chloe Broustail – chloe.broustail@student.bond.edu.au



EQUITY DIRECTOR

<i>Weekly commitment to the role (hrs)</i>	3 - 5 Hrs
<i>Main Responsibilities</i>	<ul style="list-style-type: none"> • Writing statements on behalf of the LSA pertaining to relevant topics, issues, and societal celebrations (e.g. The Referendum, International Women’s Day, IDAHOBIT, etc.) • Liaising with multiple representation groups, internal and external to the Bond community • Organising equity events such as ‘The Informant’, Red Table Talk • Continuing initiatives such as yoga, meditation sessions, and peace parcels • Promoting and advocating for the interests of students to better inclusivity and diversity
<i>Previous Skills/Experience</i>	<ul style="list-style-type: none"> • Time management, clear communication, leadership, and initiative • EMPATHY! • This role requires someone who is well-informed
<i>Highlight of my term</i>	The highlight of my term was hosting The Informant on Mental Health, which allowed students to engage with younger legal professionals and connect on the issue of mental health. I was honoured to receive positive feedback from the event and be able to raise awareness to such crucial topics.
<i>Contact email + Name</i>	Haden Gasmin – Seanhadensinfuego.gasmin@student.bond.edu.au

	FIRST YEAR DIRECTOR
<i>Weekly commitment to the role (hrs)</i>	3-5 hours (up to 8 hours, leading up to and during O week)

<i>Main Responsibilities</i>	<ul style="list-style-type: none"> • Planning and running events catered towards first year law students • Being a helpful and productive member in the Bond community and assisting the LSA throughout the year • Advocating for the interests of first year law students
<i>Previous Skills/Experience</i>	Recommended experience in organising, planning and running events, as well as a productive and hardworking mentality.
<i>Highlight of my term</i>	Being able to meet so many new law students throughout serving my term, as well as serving on a committee with so many amazing individuals
<i>Contact email + Name</i>	Michael Ting – firstyear@bondlsa.com

POSTGRADUATE DIRECTOR

<i>Weekly commitment to the role (hrs)</i>	5 Hrs
<i>Main Responsibilities</i>	<ul style="list-style-type: none"> • 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) • Assisting with general committee business • organising a postgraduate networking event
<i>Previous Skills/Experience</i>	Experience in managing correspondence, a team player, and encouraging open dialogue amongst the association and students
<i>Highlight of my term</i>	Organising the Legal Identity event

<i>Contact email + Name</i>	Please email LSA President, Sophie Peach at president@bondlsa.com
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	ACADEMIC AFFAIRS DIRECTOR
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<i>Weekly commitment to the role (hrs)</i>	5 Hrs
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<i>Main Responsibilities</i>	The main responsibilities for Academic Affairs involve overseeing the Class Representatives and organising the Revision Sessions. For the Class Reps, you are the first contact for academic issues that might arise through the Class Representative system. The Revision Sessions will involve contacting Faculty to determine what Subject Coordinators would like a Revision Session for their class. Then you will need to find and select suitable candidates to run the Sessions and resolve any issues that might arise in that process.
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<i>Previous Skills/Experience</i>	There are no specific skills that are required for this role, however, it is recommended you have organisation skills as well as a willingness to work through and resolve issues that might arise for the student body.
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<i>Highlight of my term</i>	The highlight of my term would be getting involved in the LSA-wide events where the entire committee comes together to serve the student body through things such as
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Protrackstination or the Domicile. It was a great chance to give back alongside a committee that truly does become another friend group.

Contact email + Name

Tim Palmer - timothy.palmer@student.bond.edu.au

THE CAREERS POD



VICE PRESIDENT (EXTERNAL RELATIONS)

Weekly commitment to the role (hrs)

5-10 Hrs

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

Having the opportunity to liaise with firms to obtain study packs for the Bond community!

Contact email + Name

Cameron Saliba – Cameron.saliba@student.bond.edu.au



CAREERS DIRECTOR

Weekly commitment to the role (hrs)

5 Hrs (10 during event time)

Main Responsibilities

- Plan and oversee the Careers Night, guided by the Vice President (External Relations)
- Coordinate a semesterly careers event such as meet the firm, working closely with the careers pod and under the guidance of the Vice-President (External Relations)
- Assist the Vice President (External Relations) as required

Previous Skills/Experience

Ability to confidently engage with new people and potential stakeholders

Highlight of my term

Working with some amazing law students and getting coffee after every LSA meeting


Contact email + Name

Andrew Gillan-Jane – careers@bondlsa.com




COMPETITIONS DIRECTOR

<i>Weekly commitment to the role (hrs)</i>	5-20 Hrs per week during competitions
<i>Main Responsibilities</i>	Main responsibilities are organising and running 1 law competition every semester (wit-ex, client interview, Brian Orr moot and negotiation) and other general committee duties
<i>Previous Skills/Experience</i>	Prior mooting/competition experience is highly desirable as well as strong organisational and time management skills
<i>Highlight of my term</i>	Highlight of my term was the wit-ex competition – it was my first competition as comps director and it was amazing to see so many students get involved!
<i>Contact email + Name</i>	Sophie Roiter - sophie.roiter@student.bond.edu.au

	<h2>PUBLICATIONS DIRECTOR</h2>
<i>Weekly commitment to the role (hrs)</i>	5 hours, increasing to 20-25+ hours when preparing publications
<i>Main Responsibilities</i>	<ul style="list-style-type: none"> • Creating and designing the Sponsorship Prospectus, First Year Law Guide and Careers Guide

	<ul style="list-style-type: none"> • Reaching out to and liaising with students, faculty staff and alumni to collect articles and contributions for the LSA's publications and editing these contributions as necessary • Organising printing of the publications with an external company and picking up the printing • General committee duties and support
<i>Previous Skills/Experience</i>	<p>Having an eye for creativity, attention to detail and appreciation of visual aesthetics is vital. Having some previous experience with Canva, ideally on large-scale projects will be a benefit. Independence and organisational skills are important throughout the publication creation process to collate articles, follow-up with contributors and also meet deadlines.</p>
<i>Highlight of my term</i>	<p>Finalising and printing both of my publications was extremely rewarding to see everything come together in a tangible product</p>
<i>Contact email + Name</i>	<p>Matthew Van Gemert – publications@bondlsa.com</p>

THE EVENTS POD

	<p>VICE PRESIDENT (EVENTS)</p>
<i>Weekly commitment to the role (hrs)</i>	<p>Roughly 5 hours per week, 10+ when nearing a don's event or law ball</p>
<i>Main Responsibilities</i>	<ul style="list-style-type: none"> • Planning and executing numerous events for students in the semester including the don's party, chillz and grillz and protrackstination • Main responsibility is to plan the annual Law Ball

<i>Previous Skills/Experience</i>	Having previous experience or understanding of planning events for work or under a student committee would be helpful! Given the amount of planning involved in these events, you need to be confident in your organisation and communication skills to ensure everything runs smoothly.
<i>Highlight of my term</i>	The highlight of my term was probably the beach blizzard don's party! I had so much fun planning this event and enjoying the night with all the Bond students. Seeing the events come together are extremely rewarding.
<i>Contact email + Name</i>	Ella Moore – vp-events@bondlsa.com


	<h2>MARKETING DIRECTOR</h2>
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<i>Weekly commitment to the role (hrs)</i>	7-10 Hrs a week
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<i>Main Responsibilities</i>	As a Marketing Coordinator, the primary responsibility revolves around creating compelling content to promote various events organised by the LSA, Law Faculty, and other university organisations. It involves runningg the LSA media accounts including Instagram, Facebook, and liaising with LawSASQ so they can promote graphics via email to all Law Students. This role requires a blend of creativity, strategic thinking, and excellent communication skills to effectively engage the target audience and drive attendance to the events.
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<i>Previous Skills/Experience</i>	Knowledge of how to use content creation platforms like Canva is vital, as well as previous experience with marketing or graphic design. This role requires someone that is organised, as
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	there are many deadlines to be met. This role is further suited for someone who is self-sufficient, and committed to providing effective, creative and engaging marketing content.
<i>Highlight of my term</i>	My highlight of the term was seeing everyone who attended the event The Session 241: BeachBlizzard. The effort I put into marketing for that event was truly a reflection of the turnout and it was so amazing to see everyone dressed on theme. Such a fun night!
<i>Contact email + Name</i>	Sienna Grubb – Sienna.grubb@student.bond.edu.au

	COMMUNICATIONS DIRECTOR
<i>Weekly commitment to the role (hrs)</i>	2 hrs
<i>Main Responsibilities</i>	<ul style="list-style-type: none"> • Setting up email addresses and email signatures of LSA members • Prepare and send out the Summons Fortnightly Newsletter • Liaising with the Bond Merch Store to prepare for the release of the Bond Law hoodies • Managing the LSA website
<i>Previous Skills/Experience</i>	Experience with technology, websites, and social media. Experience with a variety of different media platforms.
<i>Highlight of my term</i>	The beautiful people on the LSA made the experience amazing. The biggest highlight was the LSA retreat.

Contact email + Name

Sophie Healy – communications@bondlsa.com
