

Role Descriptions (Constitution)

The following is an excerpt from the Proposed Constitutional Changes which will be sent out in their entirety with a notice of our AGM. Please note that these are being provided for Candidates to assess which roles they want to undertake and are not, at this stage, binding. Any enquiries as to the scope of the roles should be directed to current President, Renee Shike at president@bondlsa.com.

The structure of the executive

- (1) The Executive is comprised of:
 - a) the President;
 - b) the Secretary;
 - c) the Vice-President (Finance & Events);
 - d) the Vice-President (Education); and
 - e) the Vice-President (Careers).
- (2) For the avoidance of doubt, Vice-Presidents form part of both the executive and the pod for which they are responsible for both the functioning of the committee and for electoral purposes.

Powers of the Executive

- (1) The Executive, subject to this Constitution, has the power to perform all reasonable acts necessary for the proper management of the business and affairs of the Association, as long as those acts are not inconsistent with this Constitution.
- (2) The Executive shall conduct the day-to-day affairs of the Association in accordance with the objects and purposes of the Association and hold regular Committee Meetings for that purpose.
- (3) The Executive, subject to this Constitution, has the power to make, amend or repeal any By-Law of the Association subject to section 40.

Duties and Responsibilities of the Executive

- (1) General duties of the Executive
 - a) The Executive shall be responsible for the management of the committee and ensuring the objects of this Constitution are fulfilled.
 - b) The Executive shall be responsible for ensuring that the best interests of the Association are maintained in all aspects.

Duties of the President and Deputy-President

- c) The President and the Deputy-President shall be responsible for the management of

the Executive and Committee.

- d) The President and the Deputy-President shall at all times seek advice from each other and the Executive when making decisions.
- e) The President and Deputy-President may, subject only to any applicable directions of the Faculty, and in consultation with the relevant Director(s), rename and/or reassign responsibilities within the committee.
- f) The President and the Deputy-President shall attend meetings with the Executive Dean of Law at the Dean's invitation.
- g) If the committee elects not to appoint a Deputy-President, the President and Secretary shall attend such meetings.

Duties of the President

- (1) In addition to the General Duties of a Committee Member and the Duties and Responsibilities of the Executive, duties of the President of the Association shall be to:
 - a) act as the official representative of the Association;
 - b) be the official liaison between the Faculty of Law and the Association;
 - c) have a strong understanding of this Constitution, all By-laws and the legal position of the Association;
 - d) attend Bond University Faculty of Law functions as required;
 - e) attend ALSA and QLSA meetings and conferences;
 - f) attend and preside over meetings with the CLSA and ALSS;
 - g) be responsible for the management, operation and wellbeing of the Committee and the Association;
 - h) attend and preside over meetings of the Committee and Executive.

The Deputy-President

- (1) The Committee may choose, in accordance with section 21(3), to appoint an Executive Member to take on the portfolio of Deputy-President in addition to the portfolio of their duly elected position.
- (2) The portfolio of Deputy-President is not an additional position under the constitution or in the Executive, and any Executive Member appointed to the portfolio remains only in the position to which they are duly elected, with the additional roles and responsibilities of the portfolio of Deputy-President.
- (3) The Deputy-President shall:
 - a) already be Executive Member, in the roles of Secretary or Vice-President (Finance & Events, Education, or Careers);
 - b) carry the title of Deputy-President in addition to the title of the position to which they were duly elected; and
 - c) maintain only the voting rights of the position to which they were duly elected.

- (4) The portfolio of Deputy-President shall, by default, be appointed to the Secretary, unless:
 - a) the Committee, by Special Resolution at the first or second committee meeting of the Committee's term, appoints another member of the Executive as Deputy-President, or;
 - b) the Committee, by special resolution at the first or second committee meeting of the Committee's term, resolves not to appoint a Deputy-President.
- (5) If, in accordance with Section 21(3), the Committee resolves not to appoint a Deputy-President, it may appoint a Deputy-President by Special Resolution at any committee meeting during the Committee's term.
- (6) If a Deputy-President is appointed in accordance with Section 21(3), the person elected Deputy-President shall retain the portfolio of Deputy-President unless removed through procedures for the removal of a Committee Member.

Duties of the Deputy-President

- (1) In addition to the General Duties of a Committee Member and the Duties and Responsibilities of the Executive, the duties of the Deputy-President of the Association shall be to:
 - a) aid and assist the President in the carrying out of their duties;
 - b) act as the President, in the President's absence;
 - c) attend Executive Meetings;
 - d) liaise and maintain relationships with stakeholders inside the university, including but not limited to the ALSS, CLSA, and BUSA;
 - e) maintain the responsibility for administering and monitoring the Association and Committee's compliance with this constitution; and
 - f) have a strong understanding of this Constitution, all By-laws and the legal position of the Association.

Duties of the Secretary

- (1) In addition to the General Duties of a Committee Member, and the Duties and Responsibilities of the Executive, the duties of the Secretary of the Association shall be to:
 - a) keep and maintain all minutes, records and correspondence as may reasonably be required by the Committee for the proper conduct of the Association's affairs;
 - b) oversee that all meetings, notices and other acts required under this Constitution are duly summoned, given or done;
 - c) oversee, supervise and ensure the smooth and efficient organisation of all major events & initiatives, especially in instances of events or initiatives requiring the attention of Directors/Vice-Presidents under different Pods;

- d) oversee any and all sub-committees and their running or administration;
- e) maintain an understanding and of, and consult for, the compliance position of the Association;
- f) oversee and administrate the attendance of Committee members at Faculty meetings and committees, and external Committees, including but not limited to determining which directors shall attend which meetings;
- g) maintain a knowledge of, and administrate the workload and taskings of Committee members;
- h) prepare an agenda for Committee Meetings, in consultation with the Executive and make it available to Committee Members prior to those meetings;
- i) issue notices of meetings to the Committee and the Association's Members;
- have a strong understanding of this Constitution, and all By-laws;
- j) be responsible for issuing this Constitution to any Member that so requests;
- k) attend Executive Meetings;
- l) be responsible for developing action items and following up on these action items.

Duties of the Vice-President (Finance & Events)

- (1) In addition to the General Duties of a Committee Member and the Duties and Responsibilities of the Executive, the duties of the Vice-President (Finance & Events) of the Association shall, in their Finance capacity, be to:
 - a) oversee and manage the Finance & Events pod;
 - b) take responsibility for the receipt and deposit of all Association income;
 - c) make provision for the prompt payment of Association debts;
 - d) keep physical and/or electronic records of receipts, deposits and payments;
 - e) prepare an Annual Report outlining the finances of the Association;
 - f) prepare applications for funding from the Bond University Students' Association as required;
 - g) have a strong understanding of this Constitution, all By-laws, particularly involving financial management, and the legal position of the Association;
 - h) attend Executive Meetings.
- (2) The Vice-President (Finance & Events) shall, in their Events capacity:
 - a) maintain oversight of communications and engagement strategy of the Association;
 - b) administrate and maintain oversight of any and all social events;
 - c) in liaison with individual directors, oversee the administration of events conducted by the association, including but not limited to maintaining relationships and being the contact person with SAF administration and student events; and
 - d) organise and be primarily responsible for the running of semesterly small social events, Chillz & Grillz, Protrackstination, and any other event as determined by the

Executive.

Duties of the Vice-President (Education)

- (1) In addition to the General Duties of a Committee Member and the Duties and Responsibilities of the Executive, the duties of the Vice-President (Education) of the Association shall be to:
 - a) oversee and lead the Education pod;
 - b) attend relevant faculty committees as necessary, including but not limited to attending the Teaching and Learning Group (TALG);
 - c) be responsible for liaison with the Associate Deans Learning & Teaching and Student Affairs & Service Quality;
 - d) be responsible for liaison with relevant directors of BUSA and other FSAs for advocacy of Law Students and relevant issues, including but not limited to Class Representative and Feedback programs.
 - e) co-ordinate the awarding of the Association's "Teaching Excellence Award" each semester;
 - f) in consultation with the Executive, develop and manage proposals for reform and changes to internal policy affecting Law Students; and
 - g) in consultation with the Executive, develop and run new events to enhance student experience and learning.

Duties of the Vice-President (Careers)

- (2) In addition to the General Duties of a Committee Member and the Duties and Responsibilities of the Executive, the duties of the Vice-President (Careers) of the Association shall be to:
 - a) oversee and lead the Careers pod;
 - b) take primary responsibility for the management and development of relationships with law firms and other organisations for the purposes of sponsorship;
 - c) attend relevant faculty committees or meetings as necessary, such as Engagement with the Profession;
 - d) organise and execute the Careers Breakfast, and any other careers events which provide benefit to students, in consultation with the Careers pod;
 - e) consult with the President & Deputy-President to determine the relationship management strategy of the association with sponsors;
 - f) explore opportunities and potential career paths for students;
 - g) undertake the administration of Association competitions; and
 - h) undertake any administration required for the Queensland Intervarsity Law Competitions (QILC).

Part 5: Directors

The Structure of Directors

- (1) All directors shall be responsible for their individual portfolios and shall make decisions relating to their portfolio, subject to approval from the Executive.
- (2) Not limiting subsection (1) all directors shall be equal, and work in consultation in order to achieve a breadth of perspectives.
- (3) Directors are organised by pods, pursuant to sections 28-30, and are at liberty to work in conjunction with other Directors in their pods.

The Education Pod

- (1) The Education Pod consists of the:
 - a) Vice-President (Education);
 - b) Academic Affairs Director;
 - c) Equity Director; and,
 - d) First Year Director.

The Careers Pod

- (1) The Careers Pod consists of the:
 - a) Vice-President (Careers);
 - b) Sponsorship Director;
 - c) Competitions Director; and,
 - d) Publications Director.

The Finance & Events Pod

- (1) The Finance & Events Pod consists of the:
 - a) Vice-President (Finance & Events);
 - b) Social Director;
 - c) Marketing Director; and,
 - d) Communications Director.

Duties of the Academic Affairs Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Academic Affairs Director of the Association shall be to:
 - co-ordinate revision seminars;
 - maintain a current and accurate database of student tutors;
 - a) in compliance with, and to the extent permitted by Part 4, attend the Teaching &

- Learning Group as representative and primary advocate for Postgraduate and Undergraduate students;
- b) liaise with students, and advocate and represent student concerns and feedback to the Association and Faculty;
 - c) organise and run program-tailored events for Postgraduate and Undergraduate students; and
 - d) maintain a solid understanding of the student consensus on decisions and concerns.

Duties of the Equity Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Equity Director of the Association shall be to:
- a) Represent and advocate for the broad interests of all the diverse students within the Law Faculty, including but not limited to international, LGBT+ and indigenous students;
 - b) Ensure that students feel accepted and comfortable and are able to voice any concerns;
 - c) Act as the primary mental health contact within in the LSA;
 - d) Collaborate with all the Association's Directors to ensure that students have adequate support within the faculty; and,
 - e) Educate students on diverse issues facing modern society, through events and guides, and review previous educational guides.
 - f)

Duties of the First Year Director

- (1) In addition to the General Duties of a Committee Member, the duties of the First Year Director of the Association shall be to:
- a) Represent and advocate for the interests of First Year and Early-Program students within the Law Faculty;
 - b) Liaise with the Law Faculty First Year Coordinators in regard to initiatives such as Ab Initio and the Domicile;
 - c) provide general assistance to the committee in organising their events and initiatives;
 - d) take significant responsibility for the organisation of orientation programs for first-year students; and
attend to the organisation of further events tailored for First-Year students.

Duties of the Sponsorship Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Sponsorship Director shall be to:

- a) under the supervision and direction of the Vice-President (Careers), maintain communications with law firms, non-government Organisations, Government departments, other corporate firms and any other appropriate source for the purposes of:
 - i) generating regular revenue to further the objects and purposes of the Association;
 - ii) securing in-kind services to further the objects and purposes of the Association; and
 - iii) organising personal development and career-related services for the Members of the Association.
- b) develop and maintain relationships with local sponsors for events such as Law Ball;
- c) source content for the use in the annual Careers Guide;
- d) source other forms of sponsorship, including but not limited to prizes and incentives for social events.

Duties of the Competitions Director

- (1) In addition to the General Duties of a Committee Member, the duties of Competitions Director of the Association shall be to:
 - a) co-ordinate academic and non-academic competitions in furtherance of the objects and purposes of the Association; and,
 - b) ensure that competition trophies are kept up-to-date.

Duties of the Publications Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Publications Director of the Association shall be to:
 - a) produce a regular newsletter for Members in consultation with the Communications Director;
 - b) organise regular contributions towards any form of publication deemed to be relevant to Members;
 - c) produce a careers guide for Members, with the assistance of the Corporate Relations Coordinator; and,
 - d) produce a first-year law guide.

Duties of the Social Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Social Director of the Association shall be to:
 - a) organise and take primary responsibility for the successful execution of Law Ball and

- the Session for Members;
- b) if required, provide administrative support to the Vice-President (Finance & Events) in the organisation of Protrackstination and Chillz & Grillz; and
- c) liaising with Committee Members, other Faculty Associations, the University and any other stakeholders to ensure such activities are conducted in good faith.

Duties of the Marketing Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Marketing Director of the Association shall be to:
 - a) co-ordinate the design of LSA logos, marketing collateral and any applicable documents as directed by the Executive or committee; and
 - b) ensure that the Association is well represented through posters, videos and promotional material.
- (2) The Marketing Director shall also take primary responsibility for:
 - a) the broad strategy for marketing and engagement of the Association;
 - b) the creation of sharing and marketing schedules for all events; and
 - c) the creation of marketing collateral for LSA Events.

Duties of the Communications Director

- (1) In addition to the General Duties of a Committee Member, the duties of the Communications Director of the Association shall be to:
 - a) Build, update and maintain the Association website and social media sites including, but not limited to, Facebook, Instagram, Snapchat and LinkedIn;
 - b) Support the IT needs and requests of the LSA Committee, faculty and students; and,
 - c) Assist the Publications Director in the distribution of the Association newsletter.
- (2) The Communications Director shall also take primary responsibility for:
 - a) the circulation of collateral produced by the Marketing Director; and,
 - b) the creation of marketing collateral as required by the Executive.