



OFFICER POSITIONS POLICY

1. SCOPE

1.1 This policy regulates the positions of an Officer of the USQLS.

1.2 These bylaws are binding on:

(a) Officers of the USQLS

(b) USQLS Executive;

(c) USQLS Committees;

(e) Any person who performs any acts as required or permitted under this policy.

2. GENERAL

2.1. The Executive Council, subject to the constitution can appoint Officers to help in the task of fulfilling the Law Society's objectives.

2.2. An Officer is an appointed position and reports to their supervising Executive Councillor as per the corporate structure (Appendix 1)

2.3. An Officer of the Law Society may be invited to attend executive meetings but does not have voting rights at that meeting.

2.4. An Officer of the Law Society retains voting rights as a member at a general meeting of the Law Society.

2.5. The Executive Council will determine the number and portfolios of the Officer positions as required and these will be set out in the corporate structure.

2.6. The Corporate structure may include any or all of the following Officer positions or additional positions as determined by the Executive Council:

First, second and third year representatives – Toowoomba

First, second and third year representatives – Ipswich

First, second and third year representatives – External

Events Officer – Toowoomba

Events Officer – Ipswich

Events Officer – External

Promotions and Media Officer

Sponsorship Officer

IT Officer

Merchandise Officer
Championship Moot Officer
First Year Moot Officer
Negotiations Officer
Client Interview Officer
ALSA/QILC Competitions Officer
Editor in Chief – Law Review
Editorial Officer (4 – 6 positions)
Internship Officer
PLT Officer
Alumni Officer
Volunteering Officer

2.7. A USQLS Officer’s general responsibilities and duties are:

1. To ensure that the USQLS fulfils the objectives of the Law Society set out in the constitution;
2. To perform all such acts and functions that are deemed necessary or desirable for the effective management and running of the USQLS;
3. To ensure the will of the USQLS in general is upheld and maintained;
4. To fulfill the responsibilities and duties of their specific portfolio as set out in position description policy;
5. To engage, meet and work with their respective Vice President and fellow Officers on a regular basis

3. SPECIFIC ROLE DESCRIPTIONS

First, Second and Third Year Representatives

3.1. The responsibilities and duties of a Year Representative include:

- a) To represent the year specific issues of students to the executive;
- b) To keep their cohort informed of the activities and events of the USQLS;
- c) To assist with the organisation and running of USQLS events;
- d) The Year Representatives will be responsible for liaising between their respective cohort and the Executive Council on any relevant issues and, providing support to the Society on their respective campuses;
- e) To engage, meet and work with their respective Vice President and fellow Officers on a regular basis

Events Officers

3.2. The responsibilities and duties of the Events Officer include:

- a) The Events Officer will be responsible for organising and running all of the events for their respective cohort;
- b) To engage, meet and work with their respective Vice President and fellow Officers on a regular basis;
- c) An Events Officer is to organise events of a social and predominantly student only nature including:
 - i. The Law Ball
 - ii. The Winter Cocktail Party
 - iii. Student Life Expos
 - iv. Orientation events
 - v. Semester kick off drinks
 - vi. Other social events

3.3. An Events Officer is to also organise events that include professionals, academics, judiciary and Alumni for the benefit of members in creating professional networks including:

- i. The USQLS Breakfast Club
- ii. The Championship Moot Afterparty
- iii. Luncheons
- iv. Meet and greets
- v. Collaborations with other regional District Law Societies
- vi. Other networking events.

3.4. An Events Officer will be responsible for liaising between their respective cohort and the Executive Council on any relevant issues and providing support to the Society on their respective campuses.

Promotions and Media Officer

3.5 The responsibilities and duties of the Promotions and Media Officer include:

- a) To maintain the social media pages of the USQLS;
- b) To maintain the USQ Law Society website;
- c) To be responsible for the promotion of any USQLS events;
- d) To be responsible for the promotion of any external events relevant to the USQLS;
- e) To organise and maintain all outgoing promotional material that relate to the USQLS;
- f) To produce and distribute any media releases or informational tools as required by the USQLS;
- g) To engage, meet and work with their respective Vice President and fellow Officers on a regular basis

Sponsorship Officer

3.6 The responsibilities and duties of the Sponsorship Officer include:

- a) To update and keep current the USQLS Sponsorship Prospectus;
- b) To source avenues of sponsorship through contacting PLT providers and firms with the sponsorship prospectus;
- c) To create and follow up opportunities for sponsorship of USQLS programs, events and competitions;
- d) To ensure all sponsors have signed a current sponsorship agreement;
- e) To individualise sponsorship agreements with partners to meet the needs of the USQLS;
- f) To notify the Treasurer of any new agreement and ensure an invoice has been sent;
- g) To follow up that all sponsorship invoices have been paid prior to the USQLS meeting their obligations under any agreement;
- h) To engage with the Treasurer and Administration VP on a regular basis, keeping them informed of all current sponsorship agreements;
- i) To ensure that all contractual obligations have been met by the USQLS in regard to sponsorship;

Merchandise Officer

3.7 The responsibilities and duties of the Merchandise Officer include:

- a) To keep all merchandise stock in a safe and secure location which is easily accessible to the Merchandise Officer;
- b) To regularly update the stock inventory spreadsheet;
- c) To keep up to date on all sales of merchandise on Qpay for the purpose of posting orders to customers as they come in;
- d) To notify the Executive Council in a timely manner, when new merchandise is required to restock and seek approval to purchase;
- e) To order new merchandise once approval for purchase has been granted;
- f) To engage with the Treasurer and Administration VP on a regular basis, keeping them informed of all current sales and orders;
- g) The Merchandise Officer may be liable for any loss or damage to the Law Society's property;
- h) All Merchandise remains the property of the USQLS until payment of money for the sale has been received;

Information Technology (IT) Officer

3.8 The responsibilities and duties of the IT Officer include:

- a) The Configuration management of the website;
- b) Data analysis;
- c) Election form set-up;
- d) Integration and validation of different third party services used by the USQLS;
- e) The management of information collected and stored by the USQLS;
- f) Management of subscriptions services for the USQLS, including renewal and evaluation;
- g) Creation and management of IT policies;
- h) IT training sessions for the Executive, with an emphasis on privacy and security;
- i) To engage, meet and work with their respective Executive Councillor and fellow Officers on a regular basis;

Competitions Officers - Championship Moot, Junior Moot, Client Interview, Negotiation, ALSA/External Competitions

3.9 The responsibilities and duties of the Competitions Officers include:

- a) To run the respective competition of the USQLS, as appointed, professionally and successfully;
- b) To write or source questions for the respective competition in consultation with the Competitions VP and/or an appropriate lecturer;
- c) To source judges for their respective competition in consultation with the Competitions VP from the profession, the faculty and if required the student body;
- d) To ensure competitors are well informed and resourced to compete successfully in the respective competition;
- e) To ensure opportunities are provided for external mooting, negotiation, and other competitions in which Members of the USQLS may compete;
- f) To inform Members of opportunities to engage in external competitions and liaise with the School of Law and Justice to secure support for involvement in any such competitions;
- g) To engage, meet and work with the Vice President - Competitions and fellow Officers on a regular basis

Editor in Chief - Law Review

3.10 The responsibilities and duties of the Editor in Chief include:

- a) To focus on the production end of the Law Review;
- b) To liaise between the Editorial Board, Law Review VP and Academic liaison as required;
- c) To enforce the required policies and operations surrounding the final sign-off procedures for publication;
- d) To take responsibility of the Review theming and content contribution;
- e) To Create the layout for final approval;
- f) To submit the final publication for approval by the Editorial Board;
- g) To engage, meet and work with the Law Review VP and fellow Officers on a regular basis;

Editorial Officer - Law Review

3.11 The responsibilities and duties of an Editorial Officer include:

- a) To enable a cross-sectional representation of all students currently enrolled within the LLB or equivalent
- b) To create a discourse surrounding theme of publication with contributors for either Student or Academia (when required);
- c) To Approve publication themes;
- d) To Approve the USQ Law Review prior to publication
- e) To Approve contributors;
- f) To resolve any conflict around article content;
- g) To Edit submitted articles – depending on area of expertise
- h) To engage, meet and work with the Law Review VP and fellow Officers on a regular basis;

Internship Officer

3.12 The responsibilities and duties of the Internship Officer include:

- a) To source internship placements through liaising with boutique law firms;
- b) To secure long term internship placements through signing firms up to the Internship agreement;
- c) To ensure all contractual obligations are being met in regard to the program;
- d) To advertise and vet applications for students to participate in the program;
- e) To ensure all student participants have signed the confidentiality agreement and abide by its terms;
- f) To place students in an internship program with a firm that is an appropriate match for both the student and the firm;
- g) To follow up with both the firm and the student after a placement to garner feedback;
- h) To act on any feedback to improve the programs operations and success;
- i) To engage, meet and work with their respective Vice President and fellow Officers on a regular basis.

PLT Officer

3.13 The responsibilities and duties of the PLT Officer include:

- a) To liaise with any PLT providers who have purchased a PLT seminar;
- b) To organise dates, times, venues or Zoom links to run the seminars;
- c) To create a booking link on the appropriate platform;
- d) To advertise to the membership any upcoming PLT seminars;
- e) To organise required catering for any in person seminars being held;
- f) To attend all organised seminars;
- g) To follow up any seminar that has been recorded by sourcing the video and ensuring it is made available on the USQLS website;
- h) To engage, meet and work with their respective Vice President and fellow Officers on a regular basis.

Volunteering Officer

3.14 The responsibilities and duties of the Volunteering Officer include:

- a) To liaise with community legal centres or any other organisation that provide volunteering opportunities for law students;
- b) To maintain collegiate relationships with community legal centres and other volunteer organisations;
- c) To advertise volunteering opportunities to our members via our social media platforms, and encourage community legal centres and other volunteer organisations to participate in the same;
- d) To arrange zoom sessions to engage members and educate them as to the importance of volunteering;
- e) To maintain a database of contact details for volunteering opportunities for our members;
- f) To engage, meet and work with their respective Vice President and fellow Officers on a regular basis.

Alumni Officer

3.15 The responsibilities and duties of the Alumni Liaison Officer include:

- a) To compile and maintain a database of alumni of the University and the USQLS.
- b) To maintain regular contact with alumni and keep them informed of events and opportunities to present to the USQLS.
- c) To be the point of contact between alumni and the University and the USQLS.
- d) To engage, meet and work with their respective Vice President and fellow Officers on a regular basis

4. APPOINTMENT OF OFFICERS

4.1 The procedure for the appointment of an Officer is as follows:

- a) The Secretary announces the positions to be filled to the Members of the USQLS and calls for applications to fill the positions;
- b) Potential Candidates submit their applications to the Secretary within ten working days of the announcement;
- c) The Executive Council will select an eligible candidate according to the requirements and provisions set out in Chapter 3 to fill each position;
- d) The Executive Council must vote on and pass by a majority, the selected candidate to secure the appointment;
- e) The Secretary will then announce the successful appointees;
- f) In the event of there being no expressions of interest, the President may appoint any Officer following an appropriate consultation process.