

Macquarie University Law Society 2017 Election Guide



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KEY ELECTION DATES

Nominations Open – Monday 25th September 2017 – 9.00am (Mid-semester break).

Nominations Close – Sunday 1st October 2017 – 5.00pm (Mid-semester break).

Question Period Opens – Tuesday 3rd October 2017 – 9.00am (Week 8).

Question Period Closes – Thursday 5th October 2017 – 5.00pm (Week 8).

Candidates Response to Questions Opens – Thursday 5th October 2017 – 8.00pm.

Candidates Response to Questions Closes – Sunday 8th October 2017 – 5.00pm.

Questions and Answers Guide Published – Monday 9th October 2017 (Week 9).

Polls Open – Tuesday 10th October 2017 – 12.00pm (Week 9).

Polls Close – Thursday 12th October 2017 – 12.00pm(Week 9).

MULS AGM – Thursday 12th October 2017– 1.30pm (Week 9).

Board Induction – Sunday 15th October 2017 – 10.00am – 3.00pm (Week 9).

Executive Appointments Announced – Monday 23rd October 2017 (Week 11).

Executive Induction – Sunday 29th October 2017 (Week 11).

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SEP 25	26	27	28	29	30	OCT 1
	9.00am Question Period Opens					5.00pm Nominations Close
2	3	4	5	6	7	8
9.00am Question Period Opens		5.00pm Question Period Opens 8.00pm Candidates Response to Questions Opens			5.00pm Candidates Response to Questions Closes	
9	10	11	12	13	14	15
Questions and Answers Guide Published	9.00am Polls Open		12.00pm Polls Close 1:30pm MULS AGM			10.00am Board Induction Day
16	17	18	19	20	21	22
23	24	25	26	27	28	29
Executive Appointments Announced						10.00am Executive Induction Day

Nomination Period

Nominations for Macquarie University Law Society (MULS) elections open at 9.00 am on Monday 25th September 2017 and close 5.00 pm on Sunday 1st October 2017. Students must complete and submit a Nomination Form (attaching a passport sized photo) to Rhiannon Bell at elections@mul.s.org. Students nominating for an Executive Officer role must submit an anonymised CV. Restrictions on campaigning will also commence upon the nomination period at 9.00am Monday 25th September 2017. This applies for students who intend on running in the Board elections and for those who intend on applying for an Executive Officer position.

Board Elections and Executive Officer Appointments

MULS has a dual election and appointment system. **The Board is elected**, whereas the **Executive Officers are appointed** by a combination of the incoming and outgoing Boards.

MULS members may choose to run in an election for a maximum of one (1) Board position and/or apply for one (1) Executive Officer position. As such, students may choose to run and apply for both simultaneously, or simply one or the other alternatively. As outlined above, the nomination period **is the same** for both Board and Executive Officer candidates.

Nominee Engagement with Voters

There are a number of strict rules detailed below in the Election Regulations relating to how candidates can interact with students in relation to elections. All forms of campaigning are prohibited under these regulations. However, this does not mean that you cannot engage with candidates in order to make an informed vote. During the election period, any MULS Member can submit a question to any candidate. Candidates will have the opportunity to reply to questions. These questions and answers will be made available prior to, and during voting.

Furthermore, once nominations are closed all students will be provided with a Candidate Guide including the nominees running for election and their Candidate Statements. Students may question the Candidates on their platforms and intentions in line with the requirements made out in the Election Regulations.

Election Period

Elections open via iLearn on Tuesday 10 October at 12.00 pm and close on Thursday 12 October 2017 at 12.00 pm. More information on voting will be made available closer to the opening of elections.

Incoming Board Members will take office after the AGM on Thursday 12 October 2017. All nominees are expected to attend the AGM on 12 October for the announcement of the successful candidates. The new Board is expected to be available for a joint Board meeting on Sunday 15th October 2017 to complete a full handover.

Unfilled positions

If no students nominate for a position prior to the close of nominations then this position is eligible to be filled at the Annual General Meeting (AGM) in accordance with the Election Regulations below. If the position is not filled at the AGM then it can be filled as a casual vacancy in accordance with the Constitution.

AGM

The MULS AGM will be held on Thursday 12 October 2017 at 1.30pm at the venue to be announced.

Details of the Returning Officer

Ilija Vickovich
Director Students & Academic Services, Macquarie University
Phone: 02 9850 7921
Email: returningofficer@muls.org

Details of the MULS President

Rhiannon Bell
Email: president@muls.org; email elections@muls.org for election enquiries and nominations

MULS ELECTIONS — ‘THE BIG 5’

What?

MULS is a voluntary, unincorporated body that aims to represent the interests of all law students at Macquarie University. At over 40 years old, the Society has seen a few hundred Executive Members filter through its offices. The MULS Executive Council has provided students with countless opportunities in professional, academic and social pursuits.

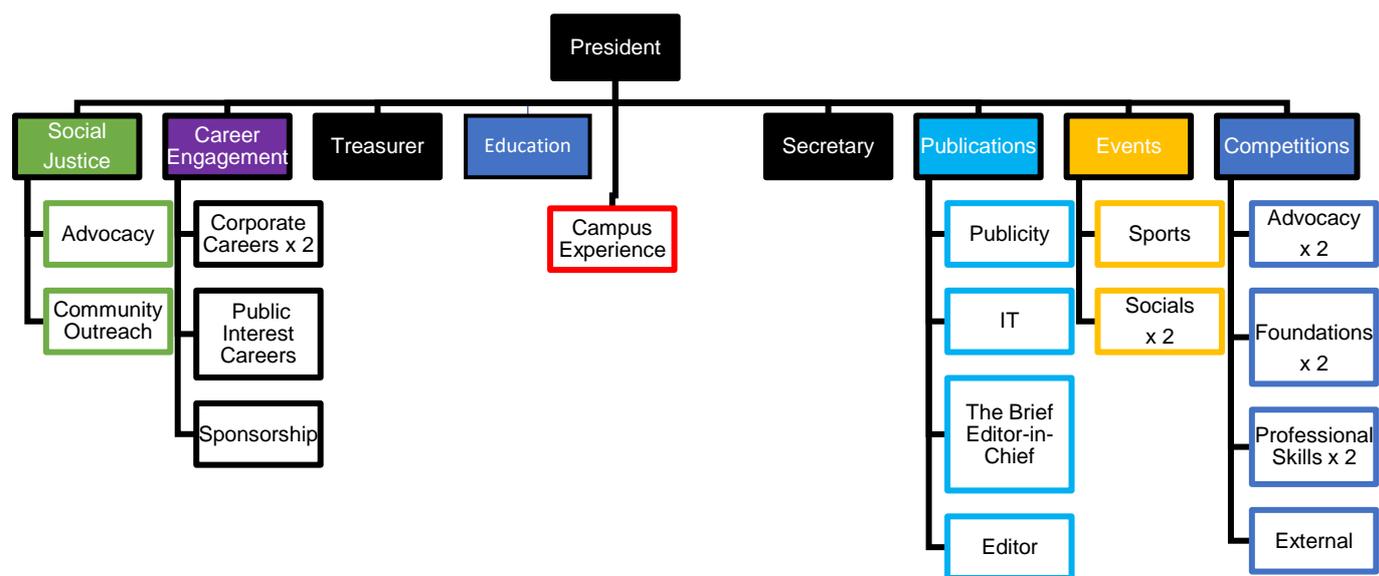
When?

Elections are held in the second semester of each academic year. The precise date changes each year based on Constitutional requirements and the structure of the academic year.

Voting will be made available to both external and internal students online.

Who?

In 2018, MULS will be governed by **30 Executive Council Members**. These include the President, the Secretary, the Treasurer, six (6) Directors of Departments and twenty-one (21) Executive Officers working within the Departments. The diagram below illustrates the Executive Council:



MULS has a dual election and appointment system. **The Board is elected**, whereas the **Executive Officers are appointed** by the incoming and outgoing Boards.

The following positions that comprise the Board include:

- President
- Secretary
- Treasurer
- Director (Education)
- Director (Social Justice)
- Director (Career Engagement)
- Director (Competitions)
- Director (Publications)
- Director (Events)

The following Executive Officers are appointed by the incoming and outgoing Boards:

- Campus Experience
- Social Justice Advocacy
- Community Outreach
- Corporate Careers (x 2)
- Public Interest Careers
- Sponsorship
- Competitions – Advocacy (x 2)
- Competitions – Foundations (x 2)
- Competitions – Professional Skills (x 2)
- Competitions – Externals
- Publicity
- The Brief Editor-in-Chief
- Editor
- IT
- Sports
- Socials (x 2)

Why?

The opportunities gained in holding an Executive position on MULS are endless. Apart from the wealth of personal experiences that such a role can provide, there is also the bigger idea of contributing back to the University and encouraging student engagement. The sky is the limit in terms of what you can do to help improve the student experience at Macquarie University. Being an Executive Council Member will also assist you in developing interpersonal and professional skills.

However, if you wish to be on the MULS Executive Council...

YOU MUST BE PREPARED TO COMMIT TO THE NOMINATED ROLE'S RESPONSIBILITIES!

Make sure that you do your research properly and know what is expected of you as an Executive Council Member. Holding office is a large time commitment and should not be underestimated.

How?

Nominations will be called from Monday 25th September 2017 at 9am and will close at 5pm on Sunday 1st October 2017. **No nominations will be accepted after this time.** Updates will be posted on Facebook, the MULS website, or emailed to students.

Nominations must be emailed to the 2017 President, Rhiannon Bell, at elections@muls.org.

Your nomination must be seconded by **two other Macquarie University law students**, who must supply their student email address. Each nominee may submit a Candidate's Statement of up to 300 words along with their nomination form, which will be included in the MULS Candidate Guide that will be disseminated to all MULS members.

Furthermore, nominees must acquire the written (or electronic) signature of the incumbent Executive Council Member (current office-bearer). This signature will be given once the nominee has directly contacted the current office-bearer and demonstrated a genuine interest in the position for which they are nominating. The purpose of this is so that the nominees find out about the responsibilities and duties of the role for which they are nominating first. **Anyone applying for an Executive Officer role must provide a copy of their CV, with identifying features removed (e.g. name and photo).**

EXECUTIVE COUNCIL – ROLES & RESPONSIBILITIES

Below contains information about the constitutional requirements of the various Executive Council Members as well as general notes. This should provide you with some understanding of the requirements for the position. If you have any further questions about the role, then you should contact the current office holder or closest equivalent.

As an Executive Council Member, you are required to act in the best interests of all MULS members, attend all MULS meetings, undertake a thorough handover with your successor and assist with the marketing of MULS events and initiatives (see s 9.1 of the MULS Constitution). Executive Council members are also required to contribute to the overall running of the Society by assisting in all activities of the Society. Highlighted above, the Executive Council is divided into two tiers — the Board and the Executive Officers. There are nine (9) Board members and twenty-one (21) Executive Officers.

The Board

The Board is the primary decision-making body of MULS. Along with fulfilling their individual constitutionally prescribed duties (as set out below), the Board has the exclusive power to make decisions regarding budget and sponsorship, regulatory approval of department events and initiatives, investment of the Society's funds and determining and adopting MULS policies, among other things (see s 7.8 of the MULS Constitution).

Hence, being a Board member is a huge responsibility. Besides being responsible for your own events, initiatives and department, you are also a critical voice when deciding MULS' direction and overall effectiveness. As such, sound judgment, excellent communication skills and outstanding organisational abilities are required to be a desirable Board member.

The members of the 2017 Board are outlined below.

President

Current Office-Bearer: Rhiannon Bell – president@mul.s.org

8.1 The President shall:

- (a) be accountable to all Members of the Society;
- (b) oversee the general functioning and operation of the Society;
- (c) direct, coordinate and supervise the work of the Executive Council Members;
- (d) direct, coordinate and supervise the operations of the Student Engagement Department;
- (e) direct activities and manage the affairs and faithful conduct of the Society;
- (f) chair all meetings of the Board, all meetings of the Executive Council and all General Meetings;
- (g) be the primary contact between the Law School and the Society;
- (h) be a co-signatory to the Society's bank accounts (if any); and
- (i) prepare and release written bi-annual reports on the activities of the Society.
- (j) perform the evaluative and disciplinary role of the Secretary under section 8.2 (b) where a conflict of interest arises.

Time Commitment

20 - 25 hours per week.

Note that this varies considerably, especially during the busier months. You will also need to commit extensive time outside the semester.

Portfolio

From the outside, this role appears to be the face of the society; as someone described it to me recently, 'the local member' of the society. You are accountable to all members for what happens, and you must report back to the University, Macquarie Law School and sponsors if something goes awry. This is a serious responsibility not to be taken on lightly. It is much more than this though. Much of what is required of you goes unnoticed, unless it is not completed in a timely fashion. In this sense, it's quite thankless, and gets tough at times, especially when balancing multiple commitments.

The most significant part of the role is responding to emails and meeting with MULS stakeholders. You are also responsible for maintaining the enthusiasm and drive of 28 other Executive Council Members, and ensuring work gets done in a timely manner. As Chair of meetings, you will sometimes need to moderate debate over contentious matters.

Attributes

Organisation and time management are key in this role. Given the size of the society, you must be across every department, including whether the university has received a risk assessment for any events being run under that portfolio, what room has been allocated to the event, and whether the marketing campaign has commenced.

Secondly, you need strong motivation and interpersonal skills. Fundamentally, this role is about managing people. At times, this may prove difficult. You may need to make unpopular decisions, and something will probably go wrong on at least a weekly basis. You will also be chairing all meetings, which sometimes entails moderating heated discussions.

Finally, you need to adopt a service mindset at all times. This is a large society, and at times, it can become frustrating. Nevertheless, the crux of your role is to serve the members, Executive Council, sponsors, and the broader university. You have to view every interaction with someone as if it were the first time you had spoken with them in your role. At the end of the day, students can go to other societies and Executive Council members are only volunteers.

Final Note

If you're looking for a CV builder, this is not the role for you. There are other leadership roles available elsewhere that are far less time and energy consuming. Winning is easy, governing is harder. This role is for you if you genuinely want to give back to the community, which is the motivation that you will need over the year. This is really a full-time role in itself.

You will learn a lot. I've gained hands-on experience with corporate governance, chairing meetings, budgeting, and organising a team under pressure. Expect a lot of other priorities to take a back seat during the year.

The greatest challenge in 2018 will be combatting dwindling student engagement. However, if you have a clear vision for this role, then please help continue to develop the role that MULS can play in a law student's experience at university.

Secretary

Current Office-Bearer: Millicent Watt – administration@muls.org

8.2 The Secretary shall:

- (a) serve as chairperson on all Board meetings, Executive Council meetings and/or General Meetings in the event of the incapacity, sanction or death of the President;
- (b) be responsible for evaluating the performance of the Executive Council, and of individual Executive Council Members, giving guidance as to their performance and instigating the process for suspension or the declaration of a position vacant within when an Executive Council Member is significantly underperforming or resigns;
- (c) ensuring compliance with the University code of conduct by the Executive Council Members;
- (d) assume a caretaker role over a Director's portfolio in the event of a Vice President resigning or suffering incapacity or sanction. The caretaker role is for the duration of the incapacity or sanction (or until the matter has been resolved or the Director replaced pursuant to section 13.3);
- (e) oversee the handover process and facilitate the smooth transition between Executive Councils from year to year, including training for new Executive Council members;
- (f) be responsible for all generalised correspondence of the Society, including the regular collection and dissemination of mail;
- (g) ensure accurate recording and annotation of all Board and Executive Council meetings and General Meetings;
- (h) update any amendments made to the Constitution at any General Meeting within ten days of that meeting;
- (i) undertake any other administrative tasks required by the Executive Council for the efficient operation of the Society;
- (j) be a co-signatory of the Society's bank account (if any);
- (k) be responsible for circulating formal notice of all Board and Executive Council meetings and General Meetings, as well as calling for agenda items and circulating agendas; and
- (l) oversee the proper maintenance of law noticeboards and ensure that individual Executive Council Members are responsible for postage and removal of marketing materials.
- (m) assist the President in liaising with and maintaining a positive relationship with the Law School, the Arts Faculty, Campus Experience and the University administration;
- (n) delegate their responsibility under subsection 8.2(b) to the President where:
 - i. an actual, potential or perceived conflict of interest arises; and/or,
 - ii. the President receives notice of a conflict of interest under section 7.5 and a conflict of interest motion is brought before the Board at a duly convened Board Meeting and passed by Special Majority.

Time Commitment

20-25 hours per week. This includes your own work, helping others on the Executive and planning improvements for MULS. This will vary depending on what is going on. In the month leading up to the elections and the AGM, the time required is at least double this, so time management is essential!

Portfolio

The Secretary is responsible for the day-to-day management of the Society as an unincorporated association. As well as being on the Executive and being a Director, you are responsible for ensuring that MULS acts in accordance with its objectives and purposes whilst meeting all legal requirements. You will work closely with the President to oversee all initiatives. As well, you work closely with the Executive and are accountable for them so setting clear expectations is important.

Everyday tasks include:

- Organising meetings of members, Board, Executive, Governance Reform Committee (sending notices of meetings, drafting the agenda, writing and distributing minutes of meetings);
- Attending meetings with internal and external stakeholders (including the Law School, Campus Engagement, Alumni Relations, SCLSS, NSWYL and ALSA);
- Maintaining documents and records (including memberships, legal agreements and risk assessments).

In addition to these everyday tasks, the Secretary facilitates the election, appointment, proper performance and handover of the Executive. In the event of a vacancy, it is also the Secretary's responsibility to oversee a portfolio until a new member is appointed to the role. This means that you must be current with all portfolio developments.

Attributes

If you are passionate about MULS, friendly, resilient, self-motivated, organised and can meet deadlines, then you have the skills to be a great Secretary!

Final Note

A lot of the work allocated to the Secretary role cannot wait. You cannot simply delay tasks due to an assignment. Checking your emails daily will help you keep on top of administration. You need to be organised enough in your university and personal life that if something comes up for MULS, you are ready to deal with it.

Knowledge of the MULS Constitution is essential to performing this role effectively. Running meetings is not always easy, but it is fun and rewarding to see things run smoothly once you get the hang of it.

Everything you do, you do for your fellow law students. Remember that the best way to ensure MULS meets the objective of student engagement and development is to engage with members! The Secretary role can be a bit of a 'thankless job' as you do a lot of work behind the scenes. However, when you do your job well, everything runs smoothly which is personally rewarding as people can see and appreciate all your hard work.

Early in your term, take the time to get to know the Executive. You will work closely with them over the year, supporting them and helping where needed. You will also need support along the way preparing budgets, marketing, running events, resolving disputes and negotiating to improve the position of MULS within the legal community and as a student group. You never know who will be the one to help you at the eleventh hour, from first years to faculty.

If you possess sound knowledge of the MULS structure and Constitution, are willing to check emails regularly and can manage people whilst being willing to help then this is for you. I have honestly had such a wonderful and rewarding time being Secretary, making long lasting friendships and connections. I recommend it highly if you are willing to put in the work. Good luck!

Treasurer

Current Office-Bearer: Marlow Bakous – treasurer@mul.s.org

8.3 The Treasurer shall:

- (a) keep the Society's accounting records in such a manner as shall enable true and fair accounts of the Society to be prepared from time to time;
- (b) keep such accounting records as to correctly record and explain the financial transactions and financial position of the Society;
- (c) advise on the financial implications of any motions before the Board and to make recommendations on the approach that should be taken to said motions;
- (d) submit to Members at each AGM accounts showing the fiscal record of that Executive Council during its term of office, and the projected finances of the Society until the beginning of the academic term in the following year;
- (e) be a co-signatory of the Society's bank account (if any);
- (f) arrange and be responsible for the handling of monetary transactions related to all activities of the Society, including organising appropriate plans for the sale of tickets to events;
- (g) arrange and be responsible for the handling of petty cash; and
- (h) be responsible, with assistance from the Board, for the budget of each Department.

Time Commitment

10-15 hours a week.

Portfolio

Everyday tasks include:

- Maintaining and managing the MULS bank account
- Liaising with board members in relation to the financial implications of specific expenditures and ventures
- Project valuations and projections
- Reimbursing board/executive

It is the Treasurer's job to oversee the financial operations of the society and to make sure each Board Member understands the financial circumstances and plans their budgets well.

Exploring the financial implications of new ventures is a large part of the role. Often, you will be faced with the question of whether you should sell merchandise, hold a function at a particular value or even how much you should charge for a particular product/event. In addition, this role requires the ability to draw accurate financial projections to make educated decisions regarding the financial viability of a proposed project.

Finally, you will be responsible for managing the MULS bank account as the primary signatory. This responsibility involves making payments on behalf of the society, reimbursing the Executive, handling petty cash, producing invoices, keeping track of payables and receivables.

Attributes

While the best part of this role is being your own boss, there are downsides. As academic and personal deadlines approach you must be able to prioritise tasks daily. I would also advise all prospective applicants to be familiar with entry-level accounting, know how to use Microsoft Excel and be familiar with XERO.

Final Note

I have enjoyed this role, but it doesn't come without its challenges. I recommend being honest with yourself about your time commitments and your plans for 2018 before committing to this role.

Director (Education)

Current Office-Bearer: N/A – vacant – consult president@muls.org with enquiries

8.4 The Director (Education) shall:

- a) develop, oversee and advance academic activities to promote the education of Ordinary Members;
- b) liaise with the Student Engagement Department representatives and Executive Officer (Campus Experience) to prepare, plan and run a diverse range of education events and initiatives throughout the year, including, but not limited to, publications as well as Educational speakers' forum events;
- c) where one or more councillors to attend ALSA conferences or council meetings on behalf of MULS, represent the interests of members of the Society at ALSA conference or council meetings;
- d) liaise with the President in relation to submissions to matters raised at ALSA conference or council meetings;
- e) assist the President in lobbying the Law School and other relevant committees and organisations, including Mentors@Macquarie, Learning Skills, Campus Wellbeing, the Student Representative Council, and any other university department;
- f) to carry out duties assigned to them by the President from time to time; and

The Director (Education) may:

- g) appoint, direct, coordinate and supervise the work of a sub-committee to assist him/her with the performance of their duties;

Time Commitment

Estimated 10-15 hours per week.

Portfolio

This is a new role, which was introduced at the last Extraordinary General Meeting. The position will involve implementing events with the Executive Officer (Campus Experience) and the Board to facilitate the education of students. You will also work with departments such as Learning Skills, Campus Wellbeing and Mentors@Macquarie in order to build up the support for law students. You will also attend ALSA meetings and possibly Young Lawyers Special Committee of Law Student Societies (SCLSS) meetings each month at the NSW Law Society. Beyond that, it's up to you!

Attributes

- Effective time management and organisational skills
- High attention to detail
- Flexibility
- Teamwork
- Creativity
- Strong interpersonal skills.

Final Note

If you have some new ideas on how we could work with other teams at Macquarie University to deliver events and initiatives that would assist law students, this is the role for you!

Director (Social Justice)

Current Office-Bearer: Tahmyna Rad – socialjustice@mul.s.org

8.5 The Director (Social Justice) shall:

- (a) direct, coordinate and supervise the operations of the Community Engagement Department;
- (b) be responsible for coordinating social justice events throughout the year;
- (c) promote student involvement in and facilitate practical opportunities for community legal outreach initiatives;
- (d) create awareness of inequalities in the legal profession and throughout legal education;
- (e) Assist the Student Engagement Department in the promotion of health and wellbeing initiatives and the stimulation of debate about topical law student issues; and
- (f) Assist the Career Engagement Department with the promotion of opportunities relating to careers in the public interest.

The Director (Social Justice) may:

- (g) Facilitate formal and practical opportunities for social reform.

Weekly time commitment

10-15 hours per week.

Portfolio

Social justice is often perceived as a politicised area of work based on opinion and passion. However, as Director of the portfolio, you have the ability to shape how MULS is involved in social justice initiatives for the year.

This role largely involves inter-departmental, inter-societal and inter-charity communication. Much of the events that Social Justice runs is through collaborations with other charities and societies. This may vary from anything between running a bake sale with the Psychology Student Society or being involved in Sex Week with the Women's Collective.

The great thing about Social Justice is the flexibility as you can decide which type of events to run, what charities you would like to work with and which topical issue you would like to shed light on.

As a Director, the role is significantly different from that of your Executive Officers. As well as running events, it is important to work together with your Executives to assist them with the events they wish to run, as well as asking for their help with your own project(s). Further, as a Director you may need to be more involved in the administrative side of your team's events, such as filling out forms.

Attributes

Entering any Executive position, particularly a Director position, it is vital that you are interested and passionate about the portfolio you will be leading. This portfolio is not only a project that you will be taking on, but a challenge. As a Director, you will have two executives who rely on your assistance and guidance. For their events to run at their best capacity, you also need to be working hard and passionately.

Alongside a passion for social justice, having an understanding of event management is a useful characteristic that will be used consistently throughout the year. It is important that not only do you have great events on offer, but that people know about them! Knowing how to market your events and how to best use social media for this is integral in the success of your events.

Lastly, being organised! I admit wholeheartedly that I am not the most organised person, however, with a bit of passion, interest and a good team, being mostly organised is definitely

possible. You don't need to be the smartest or most gifted to excel in this role, you need to dedicate time to ensuring you are meeting your obligations and presenting social justice opportunities to MULS students.

Final Note

This role has been a great experience for me, I have met and worked with many inspiring and passionate people, as well as ran a number of valuable events for MULS students. This role has taught me how to juggle extra-curricular commitments with my studies and social life, and also how to endure long meetings. It is not without its challenges and stress, but if given the opportunity to reverse time, I would definitely do it again.

Director (Career Engagement)

Current Office-Bearer: Lachlan Mack – finance@muls.org

8.6 The Director (Career Engagement) shall:

- (a) direct, coordinate and supervise the operations of the Career Engagement Department;
- (b) encourage and promote student engagement with all law-related careers, job opportunities and organisations;
- (c) be responsible for securing the Society's sponsorship related income (including, but not limited to, preparing sponsorship prospectuses);
- (d) liaise with MULSAA;
- (e) be the primary liaison with major sponsors, in relation to matters including but not limited to:
 - i. the regular communication with sponsors regarding their sponsorship benefits;
 - ii. the organisation of representatives from sponsors at career related events and seminars (as well as competitions with the assistance of the Director (Competitions));
 - iii. be responsible for the publication of a sponsorship update to be sent to all sponsors at the end of Session 1 and Session 2, which outlines the activities of the Society in that Session; and
- (f) assist the Executive Officer (Corporate Careers) and Executive Officer (Public Interest Careers) with the organisation of their respective career related seminars, events and workshops.

The Director (Career Engagement) may:

- (g) appoint, direct, coordinate and supervise the work of a sponsorship sub-committee to assist him/her with the performance of their duties (including, but not limited to, preparing sponsorship prospectuses);
- (h) appoint a Representative to serve a secretarial function for MULSAA; and
- (i) be responsible for organising an Alumni event.

Time Commitment

12-18 hours per week.

Portfolio

Weekly commitments include corresponding with external sponsors and executive members, as well as organising and running career-related events. The Director of Career Engagement is primarily responsible for maintaining the relationship between MULS and its various sponsors and running career-related events. In addition to cultivating existing sponsorship arrangements, this position also requires the initiative to seek new sponsors and to create new events and opportunities for the benefit of all Macquarie law students.

Given that a big part of this role is maintaining positive relationships with various stakeholders, responding to emails and enquires is imperative. A high level of professionalism is also essential when working with sponsors.

Attributes

To succeed in this role, you must be friendly, approachable, organised and ready to adapt quickly to unexpected events.

Final Note

This role ultimately provides an insight into the expectations and skills that are necessary for an everyday professional. Given the extensive interaction with various stakeholders and individuals, being the Career Engagement Director allows you to develop strong relationship-building skills, refining your interpersonal and communication skills. To give Macquarie law students better career-related opportunities in 2018, innovative ideas are a must.

Director (Competitions)

Current Office-Bearer: Samantha Marshall – competitions@mul.s.org

8.7 The Director (Competitions) shall:

- (a) direct, coordinate and supervise, together with the Competitions Department, all the Society's internal competitions including, but not limited to:
 - i. senior mooting;
 - ii. junior mooting;
 - iii. witness examination;
 - iv. negotiations;
 - v. client interview (which may split into junior and senior competitions depending on the amount of applications); and,
 - vi. paper presentation.
- (b) be responsible for ensuring that a competitors' manual and competition rules for each competition are made available to competitors and that competitors are aware of the manual and the rules; and
- (c) in consultation with the Competitions Department, maintain regulations with reference to the conduct of internal and external competitions including, but not limited to:
 - i. an appeals and forfeiture policy (including bans);
 - ii. criteria for the appointment of funding student participation in external competitions (subject to the approval of the Board); and
 - iii. ensuring compliance between ALSA and MULS competition rules.
- (d) be ineligible to register or compete in any intervarsity or internal competition for the duration of their term in office.

The Director (Competitions) may:

- (e) together with the Competitions Department, appoint Competitions Representatives to assist with the conduct of the Society's internal competitions;
- (f) use their best endeavours to plan and host, with the assistance of the Director (Career Engagement) and the Director (Events), an annual event to give recognition to and extend gratitude towards the Society's volunteer judges.

Time Commitment

10-15 hours per week.

Portfolio

Broadly, this role involves being responsible for every competition that MULS participates in each year.

Competitions occur internally or externally throughout the duration of the year, in mid-semester breaks, during holidays and sometimes exam periods. Each internal competition falls under the category of either Professional Skills, Advocacy or Foundation competitions, and external competitions have their own portfolio as well. Each of these have executive officers who run the competitions themselves.

Your role as the Competitions Director is to liaise with the relevant Executive Officers, making sure each competition is well-organised, professional in execution and communication, and well-resourced in terms of judging, support, funding and executive commitment.

You will oversee functions of the Competitions team, from administrative tasks such as booking rooms, organising draws, and communication with students. Further, you will be responsible for team selections, complaints handling, the currency of rules and manuals and delegating duties of content creation, particularly with workshops, manuals and question creation.

The Director also acts as an intermediary between the executive officers and external parties in cases where communication between higher calibre guests, such as judges, is necessary. The Director is also responsible for communicating with the Secretary and Board on matters relevant to competitions, MULS governance, and university administration, such as booking events.

Attributes

- Good interpersonal communication skills
- Professionalism, both in communication, conduct with Executive Officers, and in relationships between the law school, third parties and external guests.
- Excellent time management skills
- Commitment to the operation of competitions, specifically in being available for communication at most times.
- Organisation, particularly in preparatory work.
- A knack for problem-solving and thinking laterally to get events over the line.

Final Note

In this role, you are one of the Directors with the most consistent contact with MULS members. This is both immensely rewarding, particularly when competitors are successful and competitions run smoothly, as well as stressful given the amount and character of queries that you will receive. It is very important in this role to demarcate the processes of competitions from social politics to be as transparent as possible, and rely on procedure, rather than informal communication for this process to be smooth.

Often this role is about good and timely preparation, particularly at the commencement of each semester. Unfortunately, this is not always adequate, and you will find yourself as the problem-solver, complaints department and an immediate point of contact when things go wrong. Overcoming unforeseen issues can be stressful, however you will retain invaluable experience in event management, effective communication, leadership and lots of practice in managing expectations. Overall, this role is definitely not for the faint-hearted. However, if you are seeking a fast-paced, incredibly engaged role to build networks with various MULS regulars, the law school, other institutions, practitioners, members of the judiciary and of course, the student body at large, then this role is for you.

Director (Publications)

Current Office-Bearer: Sarah Li Yee Lien – publications@muls.org

8.8 The Director (Publications) shall:

- (a) direct, coordinate and supervise the operations of the Publications Department;
- (b) oversee operations that relate specifically to the MULS brand;
- (c) assist with the creation and implementation of standards, criteria and templates for internal reporting, events, marketing, policy, etc;
- (d) implement the MULS Style Guide;
- (e) monitor and coordinate the photography, artwork, layout and preparation of publications, conforming to the MULS Style Guide;
- (f) oversee the proactive distribution and marketing of publications;
- (g) if required, arrange for the outsourcing of a graphic design role to assist with publications; and
- (h) control and manage sufficient distribution of all publications.

The Director (Publications) may:

- (i) appoint, direct, coordinate and supervise the work of Student Engagement Representatives to assist him/her with the performance of their duties; and
- (j) edit and produce a MULS yearbook.

Time Commitment

15-18 hours per week.

Portfolio

Essentially, the role can be divided into two aspects.

Firstly, you must oversee the production of all six publications during the year. This requires clear communication with the Editor and The Brief Editor-in-Chief and generally involves: setting reasonable timeframes, providing feedback on content plans, undertaking final review and, coordinating design and printing.

Secondly, your role is to pioneer the MULS brand with the assistance of the Publicity Officer and the IT Officer. This can be achieved by selling merchandise (such as hoodies) and maintaining a strong online presence. The latter especially requires meticulous planning ahead to ensure consistency across all platforms, as well as transparency so students can plan to attend MULS events accordingly. Regular communication with all Executive members, particularly other Board members, is also very important for marketing purposes and as you are the first point of contact for queries.

Attributes

- Demonstrated experience in publications preferably in writing, editing, marketing and social media (whether through MULS, other student societies or employment)
- Effective time management and organisational skills
- High attention to detail
- Being a self-starter
- Flexibility
- Teamwork
- Some experience in graphic design (e.g. Photoshop, Canva) and IT

Final Note

Coming from a background in Publications, the learning curve in the transition to Director was not too steep. However, the role is very fast-paced as you are directly managing four Executive Officers in your Publications portfolio and regularly collaborating with the rest of the Executive.

This presents a dynamic environment as you are working with different performance and communication styles. Therefore, you must possess effective time management and organisational skills. As well, the need to be flexible to new and changing situations is a must.

While this Director role may seem more relaxed, it should be taken just as seriously. The role is different from other Director positions in this respect, as it is not as dependent on running initiatives specific to a portfolio. Instead, the role involves constant work across all departments and with external stakeholders. As mentioned under 'Attributes', you must possess self-motivation. This means keeping updated with planned and ongoing projects and maintaining interest in MULS while also balancing your university, work and social commitments. A lack of enthusiasm will not translate well as it can affect the direction of your Publications team.

To summarise, this role has a significant impact on MULS' reputation in the community. If you are able continue the legacy of previous Directors by fulfilling your constitutional duties and going beyond by introducing new and innovative ideas which benefit MULS members, you will find this role immensely rewarding.

Director (Events)

Current Office-Bearer: Matthew Blundell – events@mul.s.org

8.9 The Director (Events) shall:

- (a) direct, coordinate and supervise the Events Department;
- (b) liaise with and assist any Director or Executive Officer responsible for the organisation and execution of an event;
- (c) implement a risk-assessment strategy and oversee the process of risk assessments being carried out on all events organised by MULS;
- (d) attend all events organised by MULS and prepare evaluative reports in relation to the conduct of these events; and
- (e) maintain a database of existing quotes, contacts and other information relevant to the organisation and conduct of events.

Time Commitment

20 hours per week.

Portfolio

This role involves ensuring that MULS' biggest social events are planned properly and run smoothly. Through this role, you will need to secure event deals, complete risk assessments for prospective events, and liaise with stakeholders. You will also supervise the Socials Executive Officers and the Sports Officers. They can be a useful sounding board for new ideas. As a Board member, you also assist in making executive decisions that dictate the direction of MULS.

Attributes

- Organised
- Demonstrated project management skills
- Strong attention to detail
- Outgoing
- Friendly
- Approachable

Final Note

The Director (Events) of MULS has responsibilities and requirements which fall to major deadlines.

You will be required to liaise with venues, negotiate appropriate food and beverage packages, manage student concerns and have fun!

The role requires you to be organised and contactable at all times, so make sure both you and your phone are fully charged!

You will form friendships and professional relationships with a number of MULS' largest stakeholders. You will gain invaluable experience in arranging, organising, promoting and facilitating the largest social events MULS has to offer.

The Executive Officers

The Executive Officers are the substance of MULS. They are responsible for directly organising the events and initiatives for which MULS is known for. Although these roles are under the supervision and coordination of a Director, Executive Officers are given autonomy and creative freedom in organising MULS' offerings.

If you are interested in applying for an Executive Officer position, MULS is looking for experience and skills that directly relate to the position. Often, Executive Officer positions require specialist knowledge or technical expertise. Please carefully read through the roles and see which one is best suited to you.

The Executive Officer positions are outlined below.

Campus Experience

Current Office-Bearer: Cynthia Constantin– campusexperience@muls.org

8.10 The Executive Officer (Campus Experience) shall:

- (a) strive to enrich the on-campus experience of Macquarie Law Students;
- (b) liaise with Mentors@Macquarie in respect of law student mentoring programs;
- (c) be responsible for organising and coordinating initiatives designed to promote student health and wellbeing and stimulate debate about topical issues that impact law students;
- (d) liaise with and seek assistance from Campus Wellbeing when developing initiatives concerning mental health and wellbeing;
- (e) facilitate the integration of first year, JD and external and distance students into the activities of MULS by way of;
 - i. appointing two first year Representatives (who must not be students enrolled in their first year of a Macquarie University JD or LLB program);
 - ii. appointing a JD Representative (who shall be a student enrolled in a Macquarie University JD program); and
 - iii. appointing an external and distance student Representative (who may be a Macquarie University student enrolled in an LLB or JD externally and/or by distance); and
 - iv. establishing and being responsible for targeted publications, initiatives and networking opportunities.
- (f) be responsible for organising student engagement activities including, but not limited to, the following:
 - i. at least one staff/student symposium;
 - ii. at least one education-related forum;
 - iii. any other speakers' forums that the Board deems necessary;

The Executive Officer (Campus Experience) may:

- (g) appoint, direct, coordinate and supervise the work of Campus Experience Representatives to assist him/her with the performance of their duties.
- (h) be responsible for organising a commemorative event.

Time Commitment

5-6 hours per week.

This can fluctuate depending on whether it is a busy period or not. During O-Week you will be doing a lot more hours for example.

Portfolio

My everyday tasks include checking emails, liaising with the First Year Representatives and reporting to the President for upcoming events and ideas. I am also required to attend Executive meetings and hold meetings with my department of representatives to organise upcoming events. Typical things such as filling in risk assessment forms, social media forms

and online promotion on the LLB and JD groups are involved in event planning. As part of my role I organise O-Week, Open Day, promote First Year Afternoon Tea and First Year Law Camp, create multiple seminars and education-related forums and organise the Welcome Back BBQ in Semester 2.

Attributes

This role requires strong interpersonal skills and the ability to motivate and engage students to be more involved in MULS initiatives. Additionally, solid organisational skills are key to managing and planning multiple events and coordinating with large groups of students, Executive Members and also staff members at Macquarie University.

Final Note

This position is a super fun and rewarding position where you get to meet lots of fantastic people and see how your initiatives have benefitted students. If you have a passion for student wellbeing and campus engagement, then definitely consider this role!

Social Justice Advocacy

Current Office-Bearer: Emily Hall – sjadvocracy@mul.s.org

8.11 The Executive Officer (Social Justice Advocacy) shall:

- (a) stimulate debate about social justice issues;
- (b) assist the Director (Community Engagement) in encouraging greater engagement with pertinent social justice issues on campus;
- (c) organise all social justice related seminars and on-campus events, including, but not limited to:
 - i. social justice discussion groups; and
 - ii. social justice speaker events;
- (d) facilitate practical opportunities for social reform including, but not limited to:
 - i. drafting and preparing written submissions on social justice policy to relevant bodies.

The Executive Officer (Social Justice Advocacy) may:

- (e) in consultation with the Director (Community Engagement) and Executive Officer (Community Outreach) appoint any social justice sub-committees for the purpose of assisting the Community Engagement Department.

Time Commitment

3-5 hours per week.

Portfolio

The Social Justice Advocacy (SJA) Executive Officer role requires a weekly commitment of about one hour, excluding attendance at any MULS meetings which may occur from time to time. This time will be spent primarily liaising with external organisations or individuals and attending to any paperwork necessary for event planning, and convening subcommittee meetings.

The SJA role is concerned with on-campus social justice initiatives. The responsibilities include creating a dialogue about social justice through on-campus events including, but not limited to, speaker events or discussion groups. The role also involves encouraging student engagement with social justice issues, which can be done by cooperating with the university or other student groups for initiatives such as R U OK Day, Harmony Day, and IDAHOT. Another aspect of the role which has been less emphasised to date is facilitating practical opportunities for social reform, such as drafting law reform submissions. The SJA Executive Officer may establish a subcommittee to assist in the carrying out of their duties.

Attributes

The SJA Executive Officer should have an active interest in matters of social justice and be open to exploring a wide range of issues through their initiatives. While the Officer may have their own niche interests, they should ensure their event covers a wide range of material to keep all students engaged. Additionally, as with any MULS position, the Executive Officer should have a positive attitude and be adept at time management.

Final Note

This role is a great way for social justice enthusiasts to make a positive contribution to MULS and campus life.

Community Outreach

Current Office-Bearer: Matthew Harris – communityoutreach@mul.s.org

8.12 The Executive Officer (Community Outreach) shall:

- (a) assist the Director (Community Engagement) to promote student involvement in and facilitate practical opportunities for community legal outreach initiatives;
- (b) be responsible for organising off-campus initiatives that are relevant to social justice; and
- (c) liaise and collaborate with relevant legal and community bodies for social justice initiatives.

The Executive Officer (Community Outreach) may:

- (d) liaise with the Executive Officer (Sport) to organise MULS' involvement in community sporting events and charitable fun runs; and
- (e) in consultation with the Director (Community Engagement) and Executive Officer (Social Justice Advocacy) appoint any social justice sub-committees for the purpose of assisting the Community Engagement Department.

Time Commitment

3-10 hours per week.

The time commitment depends on the initiatives that are running (including meetings), since the role is focused on building relationships with external organisations.

Portfolio

The Community Outreach portfolio has the most freedom of any MULS Executive when it comes to initiatives and events. This year I focused on collaborating and partnering with external organisations such as Will It Your Way and The Footpath Library. The core event for Community Outreach is the Social Justice Trivia Night.

Attributes

To succeed in the Community Outreach role, you will need to be creative and engaged. You also must also possess initiative to build relationships with community organisations. The ideal person for this role is someone who understands not-for-profit organisations and has a passion for community engagement.

Final Note

The Community Outreach portfolio will only be as good as you make it. Take the year by the reigns and use the relative freedom you have to the full to make a positive impact on students and the community.

Sponsorship

Current Office-Bearers: Joel Savage and Andy Dong - sponsorplanning@mul.s.org

8.13 The Executive Officer (Sponsorship) shall:

- (a) work with the Director (Career Engagement) in:
 - i. preparing the Sponsorship Prospectus;
 - ii. preparing bi-annual Sponsorship Updates;
 - iii. preparing proposals for new sponsorship items; and
 - iv. liaising with sponsors, particularly during sponsorship negotiations;
- (b) assist all members of the Career Engagement Department in the organisation of careers related initiatives.

Time Commitment

5-10 hours per week.

Portfolio

This role encompasses all duties associated with renewing, maintaining and finding new sponsors that will provide MULS with funds and merchandise throughout each year. The Director of Career Engagement will provide guidance and shape the yearly plan for sponsorship. It is then the sponsorship officers' role to assist in the achievement of these goals.

Duties and expectations:

- Attend sponsorship meetings if required,
- Draft the prospectus during Session 2 for the next year,
- Address queries raised by current sponsors,
- Reach out to potential new sponsors,
- Attend careers events to assist with set up,
- Attend sponsorship meetings if required by the Director of Career Engagement, and
- Ensure the delivery of prospectus items to the sponsor's expected standards.

Attributes

- Ability to communicate formally and efficiently, especially during formal meetings with firm sponsors,
- Clear and concise report writing, and
- Being self-motivated and willing to take initiative in searching for new sponsors and new initiative ideas.

Final Note

During busy periods such as Clerkship Week, the Sponsorship Executive Officer may be required to assist in various duties relating to these events. Some cross over between the members of the careers team is expected during times where one area experiences high volumes of work – the Director will assist in delegation in these instances. This is a great role if you want to learn more about how Career Engagement works internally.

Corporate Careers x 2

Current Office-Bearers: Leith Sawalha & Nicholas Southall – corporatecareers@mul.s.org

8.14 The Executive Officer (Corporate Careers) shall:

- (a) provide students with up-to-date information on all commercial and corporate related jobs, careers and organisations and the clerkship program;
- (b) organise all commercial and corporate related career seminars and events, including but not limited to:
 - i. clerkship/interview workshops; and
 - ii. corporate sponsor functions.
- (c) along with the Executive Officer (Public Interest Careers), liaise with career services of the University regarding all jobs and career opportunities.

Time Commitment

5-6 hours per week.

Portfolio

The bulk of the work in this role centres on events which are part of Clerkship Week. The time commitment is skewed toward the first session of the academic year, and particularly during late April until the end of May. You are required to physically attend these events, with planning and coordinating occurring in the months leading up to it.

Event Planning & Coordination

The Director of Career Engagement (DCE) will have negotiated with corporate participants and sponsors to create an outline of the events which will run throughout session.

In the months before these events run, the Executive Officers (EO) will:

- Coordinate with the DCE to budget for catering and gifts to corporate event participants,
- Submit risk assessment forms and event plans to the University, Crunch (the University's catering company) and MULS for each individual event. These will secure the venue and any required catering and parking arrangements for visitors,
- Write the content for social media posts promoting the events, and
- Request social media promotion via the MULS Facebook page in advance of events.

Convening Events

EOs will:

- Physically set up event spaces, attend to the corporate participants and coordinate with Crunch employees to ensure the event runs smoothly and successfully.
- Introduce speakers and panellists to the audience. They will also conclude the event, thanking participants and ensuring they leave, having had a positive experience.

General Duties

- On an ad-hoc basis the EOs write pieces relating to their portfolio for the Clerkship Guide and the Careers Guide.
- In common with all other MULS officers, you are expected to attend, participate and help out with initiatives being run by other departments, particularly those run by Public Interest and other functions within Career Engagement.
- Along with your Director and fellow EOs, you should be prepared to contribute to setting the strategic direction of Career Engagement and developing ideas for new events and initiatives.

Attributes

- Planning and organisation skills, and the ability to put all the components of an event in place well before it starts.

- Being confident and comfortable interacting with the lawyers and HR representatives from sponsor firms.
- Ability to use judgement and avoid getting flustered when things go wrong. The occasional hitch is unavoidable and an ability to communicate with corporate participants to let them know what is happening, work out what they need and to adapt where necessary will be very useful.

Final Note

The role is essentially that of an event planner and facilitator. Most of the direct negotiation with firms over events and sponsorship will be handled by the DCE and the President of MULS. However, the role is still a great opportunity to meet graduates/clerks, HR representatives, experienced lawyers and even partners from the organisations that sponsor us.

Public Interest Careers

Current Office-Bearer: Leon Warren – publicinterestcareers@mul.s.org

8.15 The Executive Officer (Public Interest Careers) shall:

- (a) provide students with up-to-date information on all jobs, careers and organisations within the public interest;
- (b) organising all public interest related career seminars and events;
- (c) along with the Executive Officer (Corporate Careers), liaise with career services of the University regarding all jobs and career opportunities.

Time Commitment

3 hours per week.

Portfolio

The Executive Officer (Public Interest Careers) is responsible for the following:

- Providing students with current information on career paths that are within the public interest, mostly through careers seminars and events,
- Liaising with the Macquarie University Career and Employment Service and Executive Officers (Corporate Careers) regarding all jobs and career opportunities, and
- Assisting in the general planning, preparation and running of events such as the Options with Law Fair and other events run by the Careers department.

Attributes

As this position involves liaising with students, organisations, Executive Officers and the University, effective communication skills are an essential requirement for this role. Efficient time management and planning is also necessary as the position involves planning an event several weeks or months in advance. Finally, a passion and enthusiasm for public interest careers is a must as this role is largely self-driven.

Final Note

Non-traditional and public interest legal careers are an extremely important aspect of the legal industry and present many opportunities for law students who are interested in pursuing alternative careers in law. Public interest careers are very broad in scope which presents a perfect opportunity to expand upon the diversity of events which MULS hosts whilst also giving students increased exposure to a variety of legal careers that would otherwise be overlooked. This position is a great opportunity to make positive change within MULS and to help your fellow students!

Competitions — Foundations x 2

Current Office-Bearer: N/A – new role. Contact foundationcomps@mul.s.org with any enquiries.

8.16 The Executive Officers (Competitions — Foundations) shall:

- (a) assist the Director (Competitions) with all tasks related to the proper functioning of the Society's practical competitions, including, but not limited to:
 - i. Foundations Moot; and
 - ii. Novice Moot; and
- (b) organise all foundation competitions-related introductory workshops; and
- (c) be ineligible to register and/or compete in any Foundations competitions for the duration of their term in office.

Time Commitment

Estimated up to 10 hours per week, lowering once the competitions are on foot.

Portfolio

This role involves convening the First Year Moot (Foundations) and the new Novice Moot, which is available for those who missed out in their first year. You will be responsible for the taking of applications, drafting of a draw, sourcing of judges, and collation of results. You will also need to organise the workshop at the beginning of semester.

Attributes

The ideal candidates will possess the following:

- Excellent time management skills
- Excellent attention to detail
- Excellent scheduling skills
- Good communication skills
- Good organisation and ability to meet deadlines
- Works well under pressure and can balance multiple tasks effectively

Final Note

Convening the Foundations of Law and Novice Moots is an excellent opportunity to play a vital role in the development of Macquarie University and MULS' pool of advocacy talent. The role is not without its challenges, and the Officer must be able to manage a large draw and team list without compromising the students' experience. Some candidates will also be qualified to participate as a Student Judge themselves, making this role the perfect opportunity for a meaningful contribution to the Law Society.

Competitions — Advocacy x 2

Current Office-Bearer: Joanna Xenikos – compsadvocacy@mul.s.org

Current Office-Bearer: Kush Sood – compsadvocacy1@mul.s.org

8.17 The Executive Officer (Competitions — Advocacy) shall:

- (a) assist the Director (Competitions) with all tasks related to the proper functioning of the Society's advocacy competitions, including, but not limited to:
 - i. junior mootings;
 - ii. senior mootings; and
 - iii. trial advocacy.

Time Commitment

10-15 hours per week.

This position requires approximately 5-10 hours of planning prior to the semester for each competition, 2-4 hours face to face time to facilitate each round per relevant week (usually fortnightly for a maximum of 4-5 weeks) and 3-5 hours to prepare for Grand Final rounds.

Portfolio

Executive Officers are required to execute the following tasks and responsibilities:

- To plan, manage, facilitate and evaluate the running of Advocacy Competitions including Junior Mooting, Senior Mooting (Semester 1) and Witness Examination (Semester 2),
- To ensure all participating teams understand their obligations and have the necessary resources including, but not limited to, Handbooks, Rulebooks, Training Manuals and Judging Criteria,
- To deliver exceptional professionalism in correspondence with student, academics, external and corporate judges,
- To create and formalise team draws, judging schedules and room allocations for each competition round,
- Create and execute contingency plans for circumstances including but not limited to, judge absences, competitor pull-outs and capacity challenges,
- To facilitate competition rounds by way of conduct including, but not limited to, greeting judges, assisting with location navigation, collection of scoresheets and the efficient running of the round, and
- Maintain transparency and accountability in all steps of the team evaluation and qualification processes by way of reference to the respective Rulebook, as may be deemed appropriate.

Attributes

The ideal candidates will possess the following:

- Exceptional time management and organisational skills,
- Strong attention to detail,
- Exceptional verbal and written communication skills,
- Ability to make considered decisions, sometimes spontaneously, and
- Supportive and approachable to both judges and competitors.

Final Note

Competitions is a tough department, simply based on the heavy reliance placed on the stakeholders involved and their commitment towards an enriching experience for all. It will be frustrating at times, when competitors pull out after draws have been made, when several instances of rescheduling need to be done and availabilities subsequently need to be matched - but it is an incredibly rewarding feeling when the Grand Final comes to a close and the champions are announced!

As the middleman, it is key that you manage all parties both with strong regard to a professional outlook but also in a way that appeals to the value they wish to generate from the experience. Put yourselves in their shoes and develop an insightful, well-rounded approach to what you do.

We cannot stress how incredibly important it is to plan weeks in advance. Set yourself up with all your scaffolds: for your draws, your question banks, and your team contact details schedule. Correspondence must be sent at the earliest possible time to ensure a successful participation rate by both judges and competitors. There are innumerable advantages to participating in any of our competitions, not just professional development but the real sense of confidence you get out of it. Sell this!

And lastly, have fun while you're at it! Stay approachable and able to answer queries at any given time once the competition commences but don't be afraid to make the tough calls - stay true to the Rulebook.

Competitions — Professional Skills x 2

Current Office-Bearer: Renata Labio – compsskills@mul.s.org

Current Office-Bearer: Sarah Schooley – compsskills1@mul.s.org

8.18 The Executive Officer (Competitions — Professional Skills) shall:

- (a) assist the Director (Competitions) with all tasks related to the proper functioning of the Society's advocacy competitions, including, but not limited to:
 - i. client interview (which may split into junior and senior competitions depending on the amount of applications);
 - ii. negotiations; and
 - iii. paper presentation.

Time Commitment

10-15 hours per week.

Portfolio

To assist the Director (Competitions) with all tasks related to the proper functioning of the Society's professional skills competitions, including, but not limited to:

- Client Interview Competitions (Junior & Senior);
- Negotiations Competition; and
- Paper Presentation.

To do tasks including, but not limited to:

- Managing the competitions sub-committee (if one is needed),
- Liaising with legal professionals and engaging them as judges,
- Advertising the professional skills competitions,
- Creating competition registration forms and manage competition registrations,
- Creating draws for the competition,
- Choosing, formatting and sourcing (if required) competition questions, and
- Attending and facilitating the various rounds of the competitions (can be delegated to subcommittee).

Attributes

The first key attribute that is necessary for the incoming Professional Skills Executive Officers is time management. This role involves effectively doing a number of small, seemingly simple tasks in order to ensure the smooth running of the competitions. Thus, one of the most fundamental elements of this role is time management. We are aware that students' lives are more diverse than just study, often involving work, study, social and extra-curricular aspects. Being able to manage all these commitments is essential, as the main bulk of this role will be running the competitions during the semester.

The second key attribute that is necessary is organisation. This will ensure you can optimise your time management and ensure the competition is running effectively. There may be up to 40 teams, external judges and clients (as required) to organise, and thus organisation skills are imperative.

Commitment is perhaps the most important aspect, as this role requires continuing work throughout the semester and holidays, and a lack of commitment can make the workload harder for all members of the Competition Department.

Communication is a vital skill to this role, due to its unique character of being split between two people. During competition periods communications with your fellow Professional Skills Officer may be required multiple times a day and you will need to be flexible to accommodate this.

However, do not underestimate the need for diplomacy and social skills, as you will be liaising with legal professionals, Macquarie University Staff, and students. Maintaining a good relationship with all these groups is key to ensuring your role is as easy as it can be.

Final Note

The Competitions Department is a part of MULS that involves a lot of consistent work to ensure that it is running effectively. However, it is arguably one of the most rewarding roles in MULS, as you will be helping students learn skills that will be invaluable to them in the future, and you will also be networking with academics, solicitors, barristers and judges. For us, being able to watch the students grow as competitors, and follow their progression to the finals rounds is one of the best parts of this position. You will be contributing to an essential part of MULS, and will be providing something that many other departments do not.

Competitions — Externals

Current Office-Bearer: Nicole Rademeyer – externalcomps@muls.org

8.19 The Executive Officer (Competitions — Externals) shall:

- (a) be responsible for organising all MULS subsidised external competitions and release a list of available competitions for the year, including both domestic and international competitions;
- (b) be responsible for corresponding with external competition organisers in arranging registration of Macquarie competitors and the payment of Macquarie registration fees;
- (c) be responsible for advertising and receiving applications for external competitions;
- (d) be responsible for working with the Director (Competitions) in establishing a selection committee of at least three senior academics, including the Dean of the Law School;
- (e) correspond with the appointed selection committee, providing them with applications and the advertised selection criteria, for the purposes of assessing the merit of those applications;
- (f) work with competitions representatives from other law student societies to organise intervarsity competitions, including, but not limited to, the Sir John Peden Contract Moot and the Margaret Cunneen Witness Examination Competition.

Time Commitment

3-5 hours per week.

Portfolio

This portfolio largely consists of corresponding with External Competitions representatives from other universities in relation to sending teams to compete in intervarsity competitions. Certain competitions are co-hosted by Macquarie University Law Society and another university's law society. In some cases, it is necessary to correspond with highly regarded figures such as barristers and judges to invite their assistance in judging competitions. You are responsible for creating registration forms and advertising upcoming competitions on social media, establishing a panel of independent selectors who review competitor applications and forwarding information to competitors received from the host university such as competition rules and questions. As the Externals Officer, you answer directly to the Director of Competitions and ensure he/she has approved all arrangements before proceeding. You also correspond with the Treasurer in relation to all budgetary matters such as registration costs and subsidisation.

Attributes

Key attributes include:

- Excellent time management skills,
- Good communication skills,
- Good organisation and ability to meet deadlines, and
- Works well under pressure and can balance multiple tasks effectively.

Final Note

This is a rewarding role that teaches you the importance of organisation and working according to deadlines, balancing multiple responsibilities simultaneously and refining your communication skills when liaising with students and staff. It is the ideal position for balancing your studies with your desire to serve on MULS.

Publicity

Current Office-Bearer: Daniel Lim – publicity@muls.org

8.20 The Executive Officer (Publicity) shall:

- (a) promote and encourage student, public and stakeholder engagement with the Society's events, initiatives and offerings through professional, consistent and creative marketing;
- (b) direct, coordinate and supervise, in consultation with the Publications Department, the production and dissemination of advertisements and promotions of the Society by any means, such as:
 - i. email;
 - ii. lecture announcements;
 - iii. posters/flyers; and
 - iv. social media;
- (c) confer with the Director (Publications) to ensure that all advertising and promotional material comply with the MULS Style Guide;
- (d) implement strategies to maintain favourable public and stakeholder perceptions of MULS and maintain the MULS brand; and
- (e) be responsible for the publication and distribution of Law School and Society news to all MULS Members through an appropriate medium.

The Executive Officer (Publicity) may:

- (f) develop and market MULS merchandise, including, but not limited to, jumpers and pens.
- (g) assist the Executive Officer (IT) with the upkeep and maintenance of the Society's website; and
- (h) assist the Executive Officer (IT) with the responsibilities of non-professional photography at the Society's events.

Time Commitment

5-6 hours per week.

This can vary depending on events that need photography and the number of graphics needed for event promotion.

Portfolio

This position has a variety of roles that revolve around the promotion of the society's events and initiatives. The tasks for this role include, but are not limited to: scheduling posts for the MULS Facebook page, creating Facebook events, interacting on other social forms of social media such as Instagram and Snapchat, creating graphics, producing other promotional materials such as videos, providing photography for events and attending MULS events and meetings.

Attributes

This role requires excellent communication with the Director of Publications as well as the other members of the MULS Executive Council. It is important to be highly responsive to incoming emails and messages from both the public and the other MULS Executive Members.

It is necessary that the Executive Officer is creative and able to adhere to the required aesthetic of MULS when designing merchandise and content for promotions.

Final Note

This role is suited to a person who is creative, committed and flexible. Although it can be time consuming and repetitive at times, it is an excellent role to consider if you are interested in joining the Law Society.

Editor

Current Office-Bearer: Peter Zivkovic– editor@mul.s.org

8.21 The Executive Officer (Editor) shall:

- (a) edit and produce all MULS' publications (with the exception of The Brief), including, but not limited to:
 - i. the First Year Survival Guide (before the commencement of Week 1, Session 1);
 - ii. the Clerkship Guide (by the beginning of June);
 - iii. the Careers Guide (by the end of September); and
 - iv. other publications as directed by the Board.

The Executive Officer (Editor) may:

- (b) appoint and coordinate the work of any Representatives necessary to help create all MULS' publications.

Time Commitment

5-10 hours per week.

This time commitment may increase around the time a Guide is published, which requires you to work efficiently and consistently.

Portfolio

You are required to plan, write and edit the First Year Guide, Clerkship Guide and Careers Guide. As part of this process, you will have to identify and liaise with contributors, as well as communicate with the Director of Publications about the nature of your publications and agree on their respective deadlines. The Board may also direct that you produce an additional publication.

Attributes

A student who applies for this role should be articulate, creative and have a strong command of the English language. Communication skills and teamwork are also essential, as you will be required to liaise with internal and external stakeholders when producing publications.

Final Note

This role provides you with creative licence over important publications produced by the Law Society. These publications provide practical assistance to law students, and represent a meaningful way to contribute to the great work done by Macquarie University Law Society.

I would encourage any student who enjoys writing and editing to apply for this position.

The Brief Editor-in-Chief

Current Office-Bearer: Nicholas Owczarek – thebrief@muls.org

8.22 The Executive Officer (The Brief Editor-in-Chief) shall:

- (a) be responsible for ensuring the publication of at least two editions of The Brief per year; and edit The Brief;
- (b) be responsible for the publication of The Brief Online.
- (c) The Executive Officer (The Brief Editor-in-Chief) may:
- (d) appoint and coordinate the work of any Representatives necessary to publish The Brief and The Brief Online including, but limited to, the following roles:
 - i. Writer who is commissioned to write for The Brief
 - ii. Sub-Editor who is commissioned to sub-edit content submitted to The Brief; and
 - iii. Online contributor who is commissioned to write for The Brief Online.

Time Commitment

10-25 hours per week.

In non-peak periods, expect to spend 10 hours/week editing the online edition and coordinating submissions. In peak periods, expect to spend up to 25 hours per week editing the print edition, online edition, and coordinating all submissions, plus reviewing and planning with the print edition designer.

Portfolio

Tasks core to the position include:

- Commissioning, subediting and publishing content for the print edition (at least two a year) and online edition.
- Managing a subcommittee of approximately 50 fellow volunteer student writers and subeditors, rostering submissions for online writers and setting deadlines for print writers/subeditors.
- Liaising with various parties, including the print designer, MQ Campus Engagement (for editorial review), as well as members of the Macquarie Law School and MULS.
- Other obligations as part of the Executive Council role (e.g. attending meetings and MULS events).

Attributes

Essential personal attributes required to be successful in this role include:

- Excellent written communication skills
- Time management skills
- Superior attention to detail
- Ability to give constructive feedback
- Able to keep up to speed with current global news and affairs

Final Note

The job of subediting and fact checking is often time consuming and laborious, especially when footnotes haven't been correctly inserted or are missing, or stated facts are not accurate. However, at the end of the day, you inevitably learn something new – whether it's about the subject matter of the piece you're editing, or how to better express an idea. You may even experience a change of perspective on an issue – this makes the job of editing eye-opening and therefore rewarding.

Through your work you will very likely strengthen your proofreading skills and ability to rephrase convoluted sentences, expressing complex ideas in the least amount of words possible – crucial for most careers – as well as force yourself to read the news, which is helpful for building commercial awareness!

Overall, the role can take a big chunk of your time but the positives have always outweighed the negatives for the three years I have been working with The Brief. You'll communicate with a LOT of students who you might not have met otherwise, pick up some valuable skills and make a contribution to the lives of law students at Macquarie University.

IT

Current Office-Bearer: Yasmin Frost: itofficer@mul.s.org

8.23 The Executive Officer (IT) shall:

- (a) maintain and update the Society's website;
 - (b) create and maintain all MULS email accounts;
 - (c) liaise with Director (Publications) to establish and maintain templates for use by Executive Council Members; and
 - (d) respond to and remedy the IT related requests of:
 - i. Directors;
 - ii. Executive Officers; and
 - iii. Representatives.
 - (e) perform the duties of the Executive Officer (Publicity) under s 8.17, where necessary or as instructed by the Director (Publications); and
 - (f) be responsible for non-professional photography at the Society's events.
- The Executive Officer (IT) may:
- (g) facilitate and assist with online ticketing systems.

Time Commitment

5-10 hours per week.

The Portfolio

The IT Officer role centres greatly around the maintenance and operation management of the society's information systems and technology. The main duties involve maintaining and updating the website with new materials, events and photos. The website is hosted on with Squarespace so knowledge of this platform or the ability to learn is crucial. This responsibility also involves moderate knowledge about domains and hosting.

Additional responsibilities include the creation and support of MULS email accounts, the creation and storage of all official document templates, taking, watermarking and posting photos to social media and other external sources. A moderate degree of innovation needs to be brought to this role to diligently respond to the technological demands of the society.

Attributes

The person who fills this role must be able to meet strict time deadlines while maintaining communication with the rest of the MULS Board and Executive. You will need to think outside the box and response to ad-hoc tasks in a creative way. I recommend also having some experience with IT or web development, but this is not necessarily if you have a passion/interest in the position and the drive to learn!

Final Note

It is important to note that this role in particular is demanding of time and communicative skills. Proficient time management is required for you to be able to adequately support MULS. Overall, the role is enriching and will help you develop your networking, information technology and management abilities.

Sport

Current Office-Bearer: Samuel Palmer – sports@mul.s.org

8.24 The Executive Officer (Sport) shall:

- (a) be responsible for coordinating one internal sports day at the University per year;
- (b) be responsible for coordinating the MULS contingent for an intervarsity sports day;
- and
- (c) facilitate the participation of MULS in University-administered social sport competitions.

Time Commitment

4-6 hours per week.

Some weeks may require nothing and some weeks (especially close to events or the start of the social sport season) will require around 4 or 6 hours per week.

Portfolio

As Sports Officer, I am part of the events team, however the role has very little to do with the social events MULS hosts and focuses mainly on the sporting ones. The biggest jobs involved that are unique to my role are organising social sport teams, Gala Day in Session 1 and Intersvarsity day in Session 2, as well as some smaller events like City2Surf or the Colour Run.

These jobs can be quite challenging as they require a lot of co coordinating with various groups like the Macquarie Gym and fellow MULS members as well as organising and following up registrations and venues. Whilst this can be challenging, the role is awesome in terms of the new people you will meet. Due to the social nature of the portfolio, you can meet many of your classmates in a relaxed and friendly environment.

Attributes

- Organised
- Creative
- Strong interpersonal skills
- A team player
- Experience organising sporting teams and/or events.

Final Note

Overall, I would recommend this role to anyone who likes to be active and enjoys meeting new people!

Socials (x2)

Current Office-Bearers: Julian Favero and Jonathon Youssef – socials@mul.s.org

8.25 The Executive Officers (Socials) shall:

- (a) be responsible for organising all of the social functions of the Society, including, but not limited to:
 - i. a first year law camp within four (4) weeks of the commencement of Session 1;
 - ii. a harbour cruise during Session 1;
 - iii. a Law Ball during Session 2;
 - iv. one other social event during both Session 1 and Session 2;
 - v. one non-alcohol related social event per year.

Time Commitment

8-10 hours per week.

The Portfolio

The Socials Executive Officers support the Events Director in ensuring that all the social functions of the Society are organised, safe, and fun! Everyday tasks include following up on emails, making phone calls to various venues and function centres to arrange catering, meetings and so forth, and any other tasks delegated to you by the Director.

This role can be high-stress at times, especially when approaching the dates of MULS events, but otherwise it is thoroughly enjoyable and develops your skills in social settings, time management, and multitasking. When you're at an event that you've helped create and see everyone having a great time, it's a massive rush that reaffirms how fun the role is!

Specific tasks include:

- Drafting event plans and sequences
- Completing university and law society compliance forms
- Conferencing with other individuals over telephone and email on behalf of the Events Team
- Marketing for the event by drafting promotional material and coordinating with the Publications Team to schedule that material
- Reporting on relevant MULS events at the Executive Meetings throughout the year
- Consistently communicating with the Events Director to ensure efficiency in task completion
- Executing all events by liaising with venue staff throughout the event

Attributes

The ideal Socials Executive Officers will be:

- Highly motivated
- Comfortable in social settings
- Personable and approachable
- Diligent under pressure
- Able to multitask
- Optimistic and enthusiastic
- Keen to have fun!

Final Note

From our perspective, this Executive Officer position is a lot fun and highly rewarding. We look forward to seeing who takes over the Socials Team in 2018 to bring us another year of stunning events!

ELECTION REGULATIONS

Section 1 – Preamble

- 1.1 Pursuant to s 12.10 of the Constitution, the rules contained herein provide regulation on the conduct of the MULS Board Elections and the procedure for the appointment of Executive Officers.

Section 2 – Definitions

- 2.1 Capitalised terms in the Regulations have the meaning given to them by the Constitution, except for as provided below:

Authorised Events: Any event approved by the Returning Officer pursuant to s 7.7 of the Regulations. It includes, but is not limited to, the Election.

Authorised Material: Any electronic or hardcopy publication produced, compiled or approved by the Returning Officer pursuant to s 7.7 of the Regulations. It may include, but is not limited to, the Candidate Guide, advertisements publicising the Election, the Candidates' Response Guide and the results of the Election and the ballot.

Campaigning: Any electronic, hardcopy or publicly oral endorsing of any nominee. This includes, but is not limited to, flyers, e-mails, business cards, social media, clothing, stickers, speeches, posters and images. This also includes, but is not limited to, hawking, public announcements, excessively loud oral proclamations and engaging others for the sole purpose of discussion the elections whether by the nominee or by any person on behalf of the nominee. This does not include private oral communication or recommending that Members view Authorised Material or attend Authorised Events.

Candidate Album: An album of candidates created for the purposes of the Election, hosted on the Society's social media presence. This is not open for public comment or discussion.

Candidate Guide: The document prepared pursuant to s 9.2 of these Regulations.

Candidates' Response Guide: The document prepared pursuant to s 9.4 of these Regulations.

Delegate: A member of the incumbent MULS Executive Council not contesting the Election, selected pursuant to s 7.2 of the Regulations.

Election: An annual ballot to determine the MULS Board for the following calendar year.

Election Guide: A document providing information on the Election and containing these Regulations, prepared pursuant to s 9.1 of these Regulations.

Board Elect: The members of the Board formed after finalisation of the Election count by the Returning Officer.

Handover Meeting: A meeting between the incumbent Board and the Board Elect to be held within eight (8) weeks of the conclusion of the Election.

Prescribed Format: Has the meaning given to it by s 3.7 of the Regulations.

Regulations: This document.

Returning Officer: A member of the University staff appointed to supervise the Election pursuant to s 7.1 of these Regulations.

Tied Election Result: Where two or more nominees for a position on the Board receive an equal number of votes, and this number of votes is the highest number of votes received for that Executive Council position.

Section 3 – Eligibility

- 3.1 Only MULS Members shall vote in the Election.
- 3.2 Only MULS Members may nominate themselves for election to the Board or for appointment as an Executive Officer.
- 3.3 MULS Members may nominate for one (1) Board position only.
- 3.4 MULS Members may nominate for one (1) Executive Officer position only.
- 3.5 MULS Members may nominate for both one (1) Board position and one (1) Executive Officer position concurrently.
- 3.6 MULS Members seeking to nominate themselves for either a Board or Executive Officer position must do so in the Prescribed Format.
- 3.7 The Prescribed Format shall take the form of the schedule to these Regulations entitled 'Nomination Form' and must consist of the following requirements:
 - a. The name of the nominee;
 - b. The contact details for the nominee;
 - c. The position being nominated for;
 - d. A statement of intention consisting of no more than 300 words;
 - e. The names of two MULS Members who second the nomination; and
 - f. The signature of the incumbent Member of the Executive Council for the position being nominated for, which must be reasonably provided after consultation with that incumbent member.
 - i. In the event that the signature cannot be provided, an email from the incumbent Member's official MULS email address approving the nomination will suffice.
- 3.8 Nominees for an Executive Officer position must also include a CV in their nomination.
- 3.9 Nominations must not breach the Regulations.

Section 4 – Timeline

- 4.1 The Election must be held no later than four (4) weeks after the mid-session break of Session 2.
- 4.2 The Returning Officer or their Delegate must publish the Candidate Guide as soon as practicable after the close of nominations. The Candidate Guide must be authorised by the Returning Officer prior to its publication pursuant to s 7.7 of the Regulations.

4.3 Executive Officers must be appointed no later than two (2) months following the date of the AGM.

Section 5 – Voting

5.1 Voting will take place via online poll, the specific form of which shall be determined by the Returning Officer or their Delegate.

5.2 If a member is unable to access the online poll, the Returning Officer may determine a reasonable alternative to facilitate the casting of their vote.

5.3 The nominee that receives the greatest number of votes will be appointed to the Board position that they have nominated for.

5.4 In the event of a Tied Election Result, the following will apply:

- a. The nominees with the Tied Election Result shall be informed of the Tied Election Result by the Returning Officer or their Delegate;
- b. Any of the nominees with the Tied Election Result may request the votes be recounted;
- c. A request for a recount must be received by the Returning Officer or their Delegate within twenty four (24) hours of the time the nominee was informed of the Tied Election Result.
- d. The votes will only be recounted in the same manner as conducted pursuant to s 7.9 of these Regulations.
- e. Where the Tied Election Result is not resolved with a recount, the Board Elect will determine the nominee who will assume the relevant Board position by way of simple majority of a secret ballot.
- f. In the event that the Board Elect is deadlocked, the outgoing President will appoint the nominee who will assume the relevant Executive Council position.

5.5 Online voting will commence at Noon Tuesday (AEST) and close at Noon on the following Thursday (AEST) in the week designated pursuant to s 4 of the Regulations.

5.6 The Returning Officer may deem an election to be invalid at their discretion, whether due to technical problems or otherwise.

- a. If an election is deemed invalid, the Returning Officer will ensure a valid online or paper ballot election will take place in the week immediately following the original election week.

5.7 Each nominee may appoint one (1) scrutineer to inspect the electronic results of the election for the Board position for which they have nominated. The Returning Officer will have full discretion to determine when and how the scrutineer may inspect the results.

- a. In the event of a paper ballot election, the scrutineer may be present while the votes are being counted for the Board position they have been appointed to scrutinise only.

Section 6 – Campaigning

6.1 All Campaigning, as defined under section 2 of the Regulations, is banned from the time that the nomination period opens until the time that all incoming Board positions are determined at the MULS AGM.

6.2 The nomination process (specifically, the selection of seconders) is exempt from the ban in s 6.1 of the Regulations.

- 6.3 All authorized materials are exempt from the ban in s 6.1 of the Regulations.
- 6.4 Any Campaigning that occurs prior to the commencement of the nomination period or following the conclusion of the MULS AGM is not prohibited.
- 6.5 Notwithstanding s 6.1, MULS Members may submit questions to the nominees via the Returning Officer or their Delegate.
- 6.6 The Candidates' responses to the submitted questions will be presented in the form of the Candidates' Responses Guide, as outlined in s 9.4.
- 6.7 The Society must advertise details of the Election in each of the following:
- The Society's website;
 - E-mail; and
 - Social media.

Section 7 – Returning Officer

- 7.1 A Returning Officer must be appointed by the incumbent President and must:
- Be a current staff member at the University;
 - Not have a conflict of interest with any of the nominees; and
 - Willingly accept their appointment.
- 7.2 With the exception of ss 5.5, 7.7, 7.9, 7.10, 7.12 and 10 of the Regulations, the Returning Officer may appoint one or more Delegate/s to carry out any of their duties and he/she must:
- Not have a conflict of interest with any of the nominees;
 - Be willing to accept the appointment; and
 - Must not have a study load that would prevent or adversely hinder their ability to execute the powers and duties delegated to them by the Returning Officer.
- 7.3 The Returning Officer or their Delegate may determine the appropriateness of submitted questions pursuant to s 6.5 and determine their suitability for answering.
- 7.4 The Returning Officer or their Delegate may refuse to accept nominations that do not follow the requirements laid out in s 3.7 of these Regulations.
- 7.5 The Returning Officer or their Delegate must compose the ballot.
- 7.6 The Returning Officer or their Delegate must publish the Election Guide and Candidate Guide pursuant to section 9 of these Regulations.
- 7.7 The Returning Officer must authorise Authorised Material and Authorised Events including, but not limited to, the following:
- The contents of the Candidate Guide;
 - The contents of the Candidates' Responses Guide;
 - The establishment of a social media Candidate Album;
 - The voting system to be used for the Election;
 - The results of the Election; and
 - The ballot.
- 7.8 Authorisation pursuant to s 7.7 of these Regulations consists of the following:
- Reviewing any Authorised Material;

- b. Approving that material;
- c. Indicating their approval with the following mark, where appropriate:
 - i. 'Authorised by [insert name] (Returning Officer for the Macquarie University Law Society Executive Council Elections [insert year]).'

7.9 The Returning Officer must count the votes for the Election and must be present from the time that counting commences until the time that all votes have been counted.

7.10 The Returning Officer will inform the incumbent President of the results of the Election.

7.11 The incumbent President will individually inform all the nominees of the results, as soon as is practicable.

7.12 The Returning Officer will certify the fair winners of the Elections at the AGM pursuant to ss 5.3(d) and 12 of the Constitution.

7.13 The Returning Officer may invalidate election results for the purposes of s 10.11, pursuant to s 12.11 of the Constitution.

7.14 The Returning Officer must investigate complaints and impose penalties for breach of these Regulations pursuant to section 10 of these Regulations.

Section 8 – Election Results

8.1 Once all successful nominees have been individually informed of the results, the incumbent President shall publish a notice to all Members informing them of the successful nominees that will form the Board Elect.

8.2 Any communication to any person of the results of the Election from any member of the Board Elect prior to the official release of results pursuant to s 8.1 shall be grounds for immediate dismissal.

Section 9 – Guides

9.1 The incumbent President must produce an Election Guide with the assistance of the incumbent Secretary and the incumbent Director (Publications).

9.2 The Returning Officer or their Delegate must produce a Candidate Guide, which shall consist of each nomination form received in the Prescribed Format, with the exception of the nominee's seconders and the signature/approval email of the incumbent Executive Officer for that position.

9.3 Nominees in the Candidate Guide shall be presented in alphabetical order (by the nominee's family name) and grouped according to the position being nominated for.

9.4 The Returning Officer or their Delegate must produce a Candidates' Responses Guide, which shall consist of the responses to the questions submitted by MULS Members pursuant to s 6.5.

9.5 Nominees in the Candidates' Responses Guide shall be presented in alphabetical order (by the candidate's family name) and grouped according to the position being nominated for.

- 9.6 All Guides shall be distributed by the Society in each of the following:
- a. The Society's website;
 - b. E-mail; and
 - c. Social media.

Section 10 – Breaches and Penalties

- 10.1 Where a nominee is found by the Returning Officer to have breached any section of these Regulations, or to have encouraged someone else to breach any section of these Regulations on their behalf, they shall be immediately disqualified from running for election in that year.
- a. Where a nominee is disqualified, the Returning Officer will immediately remove the nominee from the ballot, and any other Election publications where appropriate.
 - b. The disqualified nominee may not re-nominate for that position, may not nominate for any other Board position in that Election or apply for an Executive Officer position, nor be allowed to nominate for any position vacant at the AGM.
- 10.2 Where a Member who has not nominated for election to the Board is found by the Returning Officer to have breached any section of these Regulations, they may be dismissed pursuant to procedures outlined in section 15 of the Constitution.
- 10.3 Any Member may lodge a complaint with the Returning Officer regarding a breach of these Regulations. The complaint must specify the following:
- a. The names of the Members alleged to have breached these Regulations;
 - b. The section of the Regulations alleged to have been breached;
 - c. A description of the conduct alleged to have breached these Regulations;
 - d. The names of any witnesses to the alleged breach;
 - e. Any evidence of the alleged breach; and
 - f. Contact details for the complainant.
- 10.4 The Returning Officer shall ensure the identity of the complainant is kept confidential and is not disclosed to anyone.
- 10.5 The Returning Officer must inform the incumbent President that a complaint has been lodged within one (1) day of receiving the complaint.
- 10.6 The Returning Officer must inform the person/s alleged to have breached these Regulations that a complaint has been lodged with the Returning Officer and inform them of the general nature of the complaint against them within one (1) day of receiving the complaint.
- 10.7 The Returning Officer shall allow the person/s alleged to have breached these Regulations the opportunity to present evidence in defence of the complaint.
- 10.8 The Returning Officer must determine whether the conduct complained of breaches any section of these Regulations, having regard to all information that they have been provided, without regard to the intention of the persons alleged to have breached these Regulations.
- 10.9 The Returning Officer must provide a written determination to the complainant, the person/s alleged to have breached these Regulations, and the incumbent President within four (4) days of receiving the complaint.

- 10.10 The Returning Officer will not entertain any complaints received greater than thirty (30) days following the close of polling.
- 10.11 In the event that the Returning Officer delivers their determination regarding an alleged breach:
- a. after the election period has concluded and within the limitation period;
 - b. the determination concerns a member of the incoming or assumed Executive Council; and,
 - c. the outcome of the determination is that there was a breach of these Regulations, the Board position in question shall fall to the nominee with the next highest number of votes, or will otherwise be deemed:
 - d. A vacancy, to be filled at the AGM, if the determination is made after the close of polling but prior to the AGM, or,
 - e. a casual vacancy, to be filled pursuant to s 13 of the Constitution if the determination is made after the AGM.
- 10.12 Any Member seeking to fill a position vacant at the AGM is exempt from the ban on Campaigning in s 6.1 of these Regulations for the duration of the AGM.
- 10.13 There is no appeal from any determination of the Returning Officer.

Section 11 – Transition

- 11.1 The Board Elect shall not assume formal office until the conclusion of AGM.
- 11.2 The Board Elect shall communicate with the incumbent Executive Council until the Handover Meeting.
- 11.3 Prior to the Handover Meeting, each member of the Board Elect shall be provided with the following information from their respective incumbent Board Member:
- a. An outline of the role and duties;
 - b. Quotes or budget information where appropriate;
 - c. Key contact details; and
 - d. Any other relevant information.
- 11.4 Following the Handover Meeting, the members of the Board Elect will carry out their functions pursuant to the Constitution.
- 11.5 Upon the appointment of Executive Officers, pursuant to section 12A of the Constitution, the newly elected Board must ensure the smooth handover process between the newly appointed Executive Officers and the outgoing Executive Officers.

SAMPLE NOMINATION FORM

The following is a sample nomination form for the MULS Elections. There is a blank copy of the form included on the following page.

Name: John Smith
Student Number: 12345678
Year of Law: 4 LLB (internal)
Student Email Address: john.smith@students.mq.edu.au
Second Email Address (if relevant): johnsmith@sample.com
Contact Number 1: 1234 5678 Contact Number 2: 9337 6754
Name of Position being Nominated for: President

Candidate's Statement of Intention (300 words maximum, to be included in MULS Elections Guide)

Given that I hold credentials as a psychiatrist, I hold skills as both a therapist and an analyst. I believe that these qualities allow me to gauge what students want from their law degrees and give it to them to the best of my ability.

I also hold professional experience as an actor, having received training by none other than Carl Weathers and auditioning for pivotal roles including Frightened Inmate Number 2 and as a back-up for the Blue Man Group. These experiences mean that I can wear the pants of other students, and understand their needs and wants from their law degree.

As a loving father and husband, I am sympathetic to the fact that some law students are juggling their studies with other obligations, and therefore want to do everything in my capacity to ensure that law students can maintain a work-life balance.

Details of Secondees (Must be Ordinary or Executive Members of MULS)

Name of Secondee 1: Toby Wilkinson 32132121

Student Email Address: toby.wilkinson@students.mq.edu.au

Name of Secondee 2: Hannah Williams 12312312

Student Email Address: Hannah.williams@students.mq.edu.au

I have read and the contents of the MULS Elections Guide and understand that I am bound by the MULS Constitution and Election Appendix

(Print Name)

Signed

NOMINATION FORM

Name: _____

Student Number: _____

Year of Law: _____

Student Email Address: _____

Second Email Address (if relevant): _____

Contact Number 1: _____ Contact Number 2: _____

Name of Position being Nominated for: _____

Candidate's Statement of Intention (300 words maximum, will be included in MULS Elections Guide)

Details of Secondees (Must be Ordinary or Executive Members of MULS)

Name of Secondee 1: _____

Student Email Address: _____

Name of Secondee 2: _____

Student Email Address: _____

I have read and the contents of the MULS Elections Guide and understand that I am bound by the MULS Constitution and Election Appendix

(Print Name)

Signed