



ALSA COUNCIL THEMES DIGEST

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PORTFOLIO AND EVENTS

A. Education

Generally, the Education portfolio was centred on providing educational aid in the form of mentoring programs (between first years and older years), welcome to law school sessions, educational speakers and pre-exam preparation sessions.

Other examples of Education portfolio commitments include:

- Consultation committees with their Dean or Associate Dean
- Delivery of basic skills and problem solving sessions with the Competitions portfolio

B. Treasurer

Some use paid accounting software like Myob or Xero and those that did not, used Excel or another spreadsheet software. Smaller LSAs are encouraged to use a program called Wave Apps. Using a program (instead of an Excel or spreadsheet one) will help with bank feeds, management accounting purposes and inserting your own line items. However, Excel is still valuable for budgeting as it is extremely customisable and many people tend to be confused when it comes to GST treatments and importing.

It is highly recommended to split budgets as 'event' and 'aggregate'. Further, it is important to make sure you're budgeting off a prior year and making any changes that are necessary, such as applying a 5% increase and make sure to leave a buffer. Another tip is to press for invoices.

It is also necessary to read through every term and condition in an invoice and strike things out that you aren't happy with and return to them. When you are booking events, tell them a number of attendees slightly less than what you are expecting to turn up as they base their minimum amount payable upon this. Most venues will have a term that you need to advise them a week out of final numbers.

C. Careers

For alternative career paths, some do seminar series on different areas of the law and the opportunities in them. Others pair with other societies on campus for a careers fair or producing a separate careers guide using their alumni for information.



D. Competitions

Competition participation can increase through the establishment of information sessions and skills workshops. These demonstrations will be useful in removing intimidation of the unknown by providing examples of model practice. Some LSAs have been exploring the prospect of online competitions, for example running competitions via Skype to allow students to practice their advocacy skills.

Generally, committee members in the competitions are not allowed to participate in internal competitions. Most are however, allowed to participate in intervarsity competitions.

Competitions blacklisting

Some LSAs have competition blacklisting. Blacklisting occurs when someone drops out from competitions (giving inappropriate notice), or for other situations such as cheating/plagiarism. The discretion is usually left to the Competitions VP and their discretion.

LSAs have raised concerns that sometime blacklists are too 'unofficial' and can turn into gossip mills of names floating around between friends. To combat this, there should be guidelines or policies on when this discretion is exercised. Blacklisting is in the competition rules and competitors are expected to read the competition rules. Some LSAs also have a blacklist for student judges, and if it is for a barrister or professional they are simply not asked to come back.

Others LSAs worried that if you the competitor pool is too small, and blacklisting someone for their whole degree, can diminish the competitions as a whole. A good suggestion is to have a point deduction for the next competition they enrol in, rather than a ban for the next competition, or for 'life'. Releasing the problem beforehand would get around big dropout rates.

Judging in competitions

It is essential to have a detailed marking rubric, as well as judge briefings. Some suggested that to remedy conflicts with student judges, they will have a panel of three judges. Some only use



student judges in our Novice competition. Others rely on their academics to judge competitions. Swapping committee members with other LSAs may also be effective.

Competition workshops

Most LSAs run workshops, and include introductions of competitions in their first-year guides. Others run demonstration competitions at Law Camps or during O-Week. Junior competitions or competitions that relate to the subjects that are being taught each semester (i.e. contracts or torts moots).

Question writing

LSAs can seek questions from: sponsors, Faculty, students and alumni.

CPD points for competitions

Many Western Australian LSAs already award CPD points to practitioners for their participation in LSA Competitions as judges or coaches. Most do it through the Law School – they receive a copy of the curriculum/rules and submit it to the local law society. Details recorded are generally what competition it is, how long it runs for, time ins and outs, emails etc.

Competitions as an Elective

Some universities offer course credits for student participation in international or intervarsity competitions. Others have dedicated advocacy subjects. The recommendation for LSAs approaching faculties about including competitions as electives is to ensure that there is an effective marking/assessment system in place.

E. Socials/Events

Some LSAs have a designated socials or events portfolio overseeing the majority of events they run, while others are more spread out across different portfolios.

Event management

Many LSAs use calendars to track the events and activities for the year (hard-copy in the office or cloud/Google calendars). Some LSAs also used Trello to keep on top of tasks. It is



recommended that event proposals are brought to committee or executive meetings to avoid date clashes and ensure greater oversight. Planning as many events as possible at the start of the year and their relevant dates is valuable. Where possible, events which can be booked together should.

Law Faculties may also run their own events which can saturate the calendar. Most LSAs said they tried to collaborate events where possible and some hold meetings with Faculty or share calendars to ensure that there is no overlap of dates.

Liaising with venues

It's important to check with venues as to whether they accept attendees under 18 years. Identifying allergies and ensuring adequate catering numbers is also important.

F. Marketing

The Marketing portfolio is usually centralised and ensures consistency across the promotion of all events and activities. A bare minimum deadline should be set for when marketing is due, for example, some LSAs use a 'marketing req' or Google form which needs to be filled out 2-3 weeks before marketing is required to go live.

Some Marketing portfolios include marketing directors, design/graphic directors, photographers or subcommittees. Many LSAs use Canva to design basic graphics.

Types of effective marketing include:

- Facebook event - Facebook status or a post in a Facebook event – including promo/hype events
- Website - website homepage slider or news story (general article on homepage)
- Newsletter or email blasts
- Twitter/Instagram/Snapchat/LinkedIn posts
- Flyers, posters and online screens around campus

Email and website servers



Many LSAs use Gmail and the Google Suite. Signing up as a not-for-profit, you can receive unlimited account access. General consensus for website domains is to use Squarespace. This is either the role for IT or Marketing.

G. Social Justice and Equity

Some initiatives in the social justice and equity sphere include:

- Equity trivia nights
- Charity and donation events, book drives
- Blood drive
- Partnerships with a Women Lawyers Association to put on women's events / women in law breakfast

H. Minority representation

Some pointed out that it is difficult to have a person represent a minority group if there is no one coming forward to be the relevant representative. Some said that these roles have been created, but that they do not have any set 'work'. A few suggested that they should work with the University to provide assistance to the minorities groups through systems that are already in place.

Mature-aged or postgraduate

Many LSAs noted that most of the feedback that they get from their mature-aged students is that they feel like they aren't attractive to firms and they feel like they need more networking opportunities. One LSS noted that they are holding a seminar series this year, with 45 minutes of networking afterwards aimed at those mature-aged students. The biggest priority for Juris Doctor Universities is ensuring that events are family friendly, so having picnics and other similar events with no alcohol.

International student officers

In terms of International Student officers, one LSS explained that their International Student director runs a blog on their website about starting Law School as an international student. They also run a mentor program that pairs first year international students with international or domestic students.



I. Year-level officers

First year representatives should identify the needs of their cohort and may host cohort-specific events. They may also be assigned to portfolios or assist as other portfolios more generally. Opportunities should be provided for them to shadow in areas of interest.

EXECUTIVE TRAINING

The below notes are reproduced from February 2018 Council from a lecture-style delivery on the topic of Executive Training.

1) Role of President (also applicable to executive roles)

a) Face of the society

- i) Often times it will feel like the responsibilities and obligations outweigh the benefits of the role. But fair or not this is the role you have chosen.
- ii) This means there are different standards of behaviour and conduct expected of you at all times, not just at LSS/A events.
- iii) For your term, you are associated with the society. It can be tough to come to terms with this responsibility.

b) Media liaising

- i) This may not occur at any time within your term, but if it does you do need to be prepared.
- ii) The media will take the best and worst parts of what you say.
- iii) You won't have control over how they use what you say. So say the least and only what you want reported.
- iv) If you are not across the issue, then do not comment. Media have deadlines but you do not. Do not feel compelled to meet their deadlines.

c) Don't ask people to do things you wouldn't do yourself

- i) This applies from attending events to cleaning up. The best way to lead is by example.
- ii) Understand how to do the task that you are delegating before asking someone to do it.
- iii) Be conscious of the example you are setting for others. This includes treating members of the committee in an exceptional manner, e.g. allowed to miss meetings



or not do work. iv. If there are exceptional circumstances they should be expressed openly.

d) Oversee all publications as they go out

- i) While publications will fall into other portfolios, ultimately external readers will attribute the content and quality to the President.
- ii) Read all of your publications before they are sent out
 - (1) Blackstone's briefs publication example iii.
- iii) This applies to speeches at comedy events
 - (1) Dinner debate
 - (2) Final year dinner

e) Relationship with your Dean

- i) Every year is a new year. Whether the relationship was good or bad under your predecessor you must establish a new relationship between yourself and the Dean.
- ii) This will almost always require clear expectations over communication during the year. Will you have monthly meetings; can you email or phone them directly.
- iii) Try and establish a relationship where you can be honest with each other so you can both fulfil your roles

2) Role of Executive and Management Committee

a) VPA and VPF (Secretary and Treasurer)

- i) Usually the most important roles to work closely with. Be careful that this relationship does not exclude or alienate other members of the committee.
- ii) As the President, must ensure that these roles can operate well. If they cannot operate well independently then establish procedures where you have close oversight.

b) Types of people

- i) Early on it's helpful to discern whether someone needs constant reminders or can be left alone; whether someone is particularly susceptible to stress; whether there are other commitments in their life that will impact LSS work.
- ii) Discussion should focus on different personality types and how to manage them appropriately.

c) Don't be judgmental



- i) When managing people, it is important not to fix attributes to a person. For example, if Sally is always late to meetings. You could easily conclude that she doesn't care about LSS, that she's lazy or other attributes. Equally, Sally could be struggling with external factors apart from the LSS.
- ii) It's important to always have a flexible mindset – which includes avoiding bitching to other committee members about a person. Bitching or complaining, will often entrench your views and be detrimental to the whole group.

d) Dealing with hostile/unworkable executive

- i) What are solutions/methods? Organising personal one on one catch ups in a safe environment to address issues.
- ii) Discuss both of your expectations openly and then talk about the options for going forward.
- iii) Come up with a solution together. That solution could be an adjustment of their working style or you may be asking them to reconsider their position on the committee. Follow up and be firm.

3) Procedure

a) Know your constitution back to front

- i) Every year at ALSA there is a constitutional crisis somewhere. And it usually happens because the Executive acted before knowing their constitutional responsibilities.

4) Sponsorship

a) Dealing with sponsors

- i) Develop a relationship with them through email or phone or in person.
- ii) Think of them as your arms and legs rather than just as your client who is expecting you to deliver results

b) How to approach new sponsors

- i) Your first point of contact is important. Starting from scratch you can just call up the office's reception or main contact number and ask who is the person who runs society engagement
- ii) Ask what they are looking to get out of sponsorship and tailor your

c) Repairing a sponsorship relationship

- i) Be honest and open about the state of play



- ii) If there were issues, then acknowledge them in front of the sponsor and talk about your intentions to do things better this time
- 5) Making the most of meetings
 - a) Themed meetings and guest speakers**
 - i) Bring guest speakers in e.g., partner in charge talking about how to be an effective committee member.
 - ii) Dean talking about the value of being on a committee. Blackstone. Themed meetings e.g., a particular portfolio – enlist help from the wider committee.
 - b) Productive, work-based meetings**
 - i) Set aside time or use spare time at committee meetings to get the committee to engage in work that has to be done.
 - ii) Get the committee into their sub-committees and plan events, work on presentations, develop ideas etc.
 - iii) Being productive is more engaging than listening to the president talk at the group. This also helps you to talk to each team efficiently about how they're going versus having 7 or 8 individual coffees to catch up
 - c) Prepare an agenda as a group, seek their contributions**
- 6) Personal care
 - a) Take regular breaks and set time aside for LSS work and for chilling**
 - i) Tell the committee when you need breaks and that you will be unavailable for periods of time throughout the year. Set up a procedure for the executive to take care of business when you're on a break.
 - b) Delegate jobs and express your expectations if you get push back**
 - i) You have limited time and aren't expected to do more than you are capable of. Use your team to help.
 - c) Don't put LSS apps (slack, LSS email etc.) on your phone**
 - i) As great as modern technology is, you need breaks from the LSS and keeping your personal life separate especially on your phone is a good way to chill out and recharge.
 - ii) An alternative is to have a blackout period where you uninstall apps from your phone
 - d) Develop support networks**



- i) Reach out to your Dean, an executive member, someone outside of the LSS/law school, people you meet at ALSA, student guild reps, immediate past president. Psychologist or counsellor.
- ii) View your sponsors as an extra pair of arms and legs rather than just a client that is expecting deliverables – they have a vested interest in meeting the sponsorship obligations as well and can help you out or negotiate alternative arrangements

MEMBERSHIP ENGAGEMENT

The engagement of the wider society is a challenge that almost all LSAs deal with. With the advent and increase of blended learning (mix of e-learning and face-to-face learning etc.) on campus engagement has reduced. Many of the larger LSAs note that engagement does require a change in culture.

Some examples raised to increase society engagement include:

- Increasing the number of events targeted at first years to capture a new member base
 - A letter from the President in university welcome packs
- Operating competitions via online platforms like ZOOM
- Doing countdowns on social media
- Free ticket draws to events
- For many LSAs, the ALSA July Conference is a great incentive for participation in competitions, with winners going on to be selected for Conference competitions
- Working with neighbouring cafes or stores to provide members with discounts or having free milo and coffee/tea accessible in common areas
- For engagement with post-graduate or mature-aged students, newsletters and physical notice boards are a good way to promote events
- Mature-aged specific initiatives can include coffee catch-ups and a Facebook group for students to connect with each other
- 'Lecture-bashing'
- Year level/cohort Facebook groups
- Incentivising competitions through prizes (for example, internships)



- Making common rooms more accessible or inviting – offering food, tea or coffee and making the space as comfortable as possible (through decorations, seating etc.)

End of year surveys

Most LSAs agreed that it was difficult to do ‘end of year’ feedback/general surveys. Some did portfolio-specific surveys instead, for example, improvements to competitions. Informal surveys were also raised as a good idea – handing out in person or online polls on Facebook.

Negative comments online

Another issue raised was around ‘online keyboard warriors’ (i.e. people who contribute negatively through comments, reacts). There was the question as to whether comments should be vetted or just left. Some noted that if you don’t have a stance, that’s worse than having a clear stance. One LSA has a Facebook page specifically for complaints - the benefit of that system is that it normalises responses to controversial issues.

COMMITTEE ENGAGEMENT

LSAs were divided about the effectiveness of the ‘if you don’t want to be here, there’s other people who do’ mentality to deal with committee engagement.

LSAs generally had an expectation for certain events that all committee attend. Some recommend a ‘disclaimer’ during the elections discouraging nomination unless the nominee is ready to commit to X, Y, Z. For example, the [MULS Election Guide](#) is generally 50 pages long which details how much time each member needs to commit to the role, and what each member knew or wish they knew before they started. Other LSA/LSS’s had quite a few appointed positions throughout the year (or subcommittees) which assisted with minimising burnout in the whole committee.

Some recommendations for committee engagement:

- Putting money aside out of an LSAs budget to try and do a social meeting with their committee
- Discounted tickets



- Including express constitutional or customary requirements that committee members do shifts for certain events e.g. office shifts, one LSAs requirement to work on the on-campus café
- Positive reinforcement in the form of committee meeting 'thank yous' / committee member of the month
- Identifying the most important goals and allow people to help with other initiatives they want to be part of
- Setting deadlines or having rosters for events
- Introducing a subcommittee

Mental health of committee members

Some LSAs allow individuals to take a leave of absence for up to three months (with a casual vacancy in place). To address the issue, the starting point is to make sure the member is speaking to a professional and getting the help they need, rather than 'can you fulfil your position'. It may be necessary to have a wellbeing officer who has done a mental health first aid training.

Committee apologies

Another issue is committee apologies or non-attendance as a result of culture or burnout. Some have a strike system. Non-attendance at events and no explanations, is justification for a strike. The strike system is managed by the President or Executive, and expectations and consequences should be clearly outlined.

Engagement in state-based meetings

The value of fortnightly meetings (VIC) with the LSAs in the state has also been discussed. The primary issue was low attendance and discussion of the same topics. Nevertheless, meetings were found to be valuable when everyone is in the same space. Structure and initiative was important to progress meetings. Some LSAs suggested having a knowledge-sharing space for the state. State-based meetings also provide a valuable way to arrange intervarsity competitions like advocacy, skills-based and sports competitions.



FUNDRAISING

Many LSAs suggest that fundraising can be done through raffles and on campus BBQs.

- One LSS said that they made a profit on a cocktail party where they ran their own bar.
- Others noted that their university has strict rules on on-campus events.

RELATIONSHIPS AND PARTNERSHIPS

A. Relationships with faculty

Many LSAs acknowledge that their relationship with Faculty is good but they both are quite separate, especially when it comes to sponsorship

- LSAs often one point of contact with Faculty, for example a designated Faculty liaison or Vice President (Education)/President
- Some used Faculty to assist with mediation or conflicts/disputes e.g. where there was conflict with other internal LSAs or societies, one LSA went to the law school, leading to the implementation of a bullying code and social media guidelines

B. Relationships with legal professionals

For smaller universities, the competition with well-known or 'branded' universities is a challenge, especially where existing relationships with legal professionals do not exist. The Boutique LSAs discussed brainstorming and raising tangible outcomes with legal professionals to ensure that each party has a stake in the growth of the relationship. The goal is to build a relationship and network which is sustainable for future years.

C. Partnerships with other clubs

Partnering with a society that may be able to fulfil an area which are you lacking can be beneficial. For example, if the Business Society is running a fantastic career fair and you haven't run one before, ask if they would be willing to collaborate on a careers event. Be very selective about what partnerships are established and how much commitment another club is



willing to provide. You do not want to be carrying the load and have a counterproductive relationship.

There is also benefit in mentoring up-and-coming societies who are eager to learn. For example, you may allow the new executives from the Business Society to shadow your executive at some meetings.

SPONSORSHIP

The role of attaining sponsorships is usually left to Sponsorship VP, or the President. At the end of a President's term, an email should be updating sponsors the incoming President and VP.

It is important to review and capitalise on existing your connections. Utilising graduates and past clerks can be a great way to get a foot in the door. Requesting face-to-face meetings with HR managers and partners is also a great way to build and strengthen relationships. Being upfront with sponsors about the activities and expectations of certain events or engagements (such as the number of attendees) will limit potential tension or embarrassment.

Bigger firms may be drawn to certain types of events so it may be good to monitor their areas of focus. Goodwill gestures are good, but they should not become a financial burden. With firms reducing their sponsorship nationally, it may be better to focus on securing sponsors for Careers events or Competitions, and then offering other initiatives.

Some smaller or RRRB LSAs may have difficulty approaching sponsorship. It does not have to be purely financial. Non-financial sponsorship is great through orientation and at events. You can use show bags and have firms give you paraphernalia to put in them. Hosting competition finals in firms is another great form of non-financial sponsorship. Other examples could be having a paid work experience opportunity for a winner of a competition, rather than a monetary amount to the society. Other business and groups like Chambers of Commerce may also be a great way to gain 'non-law' sponsors.



DEALING WITH CONFLICTS

Establishing LSA-specific guidelines and policy on dealing with conflict is a good starting point.

A. Conflict within a committee

Conflict within the committee can arise from issues ranging from 'cliquiness' to friendship issues or different working styles. Some LSAs have an anonymous complaints system where general, committee and executive members can submit their complaints – these are monitored by either the President, or an external Law School member. Generally, it is a good idea to seek guidance from the Law Faculty, but it is also important to address the issue in-person first.

At the start of the year, it may be useful to have the whole committee brainstorm a code of conduct. An informal way of addressing the issue may be to invite the committee member out for coffee to gauge any personal issues and emphasise expectations.

When does President step in versus VP?

- When it's affecting the whole team and the operation of the committee. If it's just operating within that role, then it may be more appropriate for VP to step in
- The job of the President is to be aware of wellbeing of members of team. Keep open dialogue about the wellbeing and feelings of each team member
- Don't be afraid to check in with your team members, 'is everything going ok?'

Meeting alone versus with another person?

- Consider whether it is preferable to have witnesses
- Knowing your limitations, for example, if you're emotional
- Also demonstrates you're a team versus an individual
- You don't want the person to feel ganged up on
- Make it known why the third person is there, for example: they're going to take minutes which we can send to you afterwards
- Context is important and knowing who you're speaking to

Managing friendships



Ensure that at the start of tenure, a standard of professionalism is set. For example, be professional in all communications - especially when emailing your committee and communicating online.

Conflicts of interest

LSAs have in the past questioned how to approach a situation where a representative is acting for two different committees doing similar roles. Some suggested having a memorandum of understanding between the two societies to avoid conflict. Others said simply talking to the person and asking why they have chosen to run for a second committee. It is an opportunity to use their passion to your advantage and partner up with the other society to achieve a greater reach. However, you may need to encourage them to step away from one of the societies because of the nature of the conflict and potentially any issues that cross both of those roles.

B. Conflict with other clubs/societies

Some concern has been raised about working with other societies and dealing with conflict arising with other societies on campus. A club/society's code of conduct is a good place to start in considering how to deal with conflict. It is important to resist the urge to go tit-for-tat and instead, is more useful to look for allies by collaborating with other societies on events.

MEMBERSHIP DATABASES / INCORPORATION

To be incorporated, you must resubmit a form each year to say who are the executive officers are. Make sure there is an awareness of legislative obligations ahead of incorporating.

Most LSAs use a platform like QPay to monitor membership numbers and details – these platforms can usually be set with 'free memberships'. LSAs also use their relationship with Faculty to send out emails. LSAs may instead decide to charge \$10 or \$15 annually to off-set discounts for major events.

A. Charity status

Many LSAs have a charity status. It is important to seek advice from a tax lawyer before you try to achieve charity status. Failure to comply with the relevant rules would run the risk of being audited.



POLICIES

Writing new policies is often a challenge. The starting point is often university or guild guides and templates. It is recommended to workshop new policies with the wider-committee – this provides a sense of ownership. Some LSAs rely on examples from other LSAs.

DISCOUNT CARDS

QLD has a discount card called the 'L card' - owned by UQLS in conjunction GULS, QUTLS and CQULS. It has cost \$10 since the early 2000s. In turn the holder gets to retail, club and café deals if they present the card. For Incorporated Associations, it can reduce tax liability and for the Unincorporated Associations the appeal is the discounts to its membership-base. Queensland universities have a meeting post-AGM season and come up with how many deals each LSA needs to aim for. For UQLS, attendance at events requires possession of the L card. Adelaide launched the Law School Local Card in 2017 (separate to membership). They looked at potential discounts from venues closer to campus but relevant to law students.

MENTORING

A. Academic mentoring

Academic mentoring and peer tutoring run by LSAs is a common subject of tension between LSAs and their Law Faculties. Some Law Schools have raised concerns because they are “not in control” of the programs. Other Law Schools are concerned about collusion and plagiarism when it comes to note sharing.

The core need is students wanting to become more prepared for exams and there are various approaches about whose role it is to do that and the method that they would like to take. These LSA-run academic mentoring programs provide help for exam preparation. QUT have [LLB Help Me](#) where they cover information sessions on particular skills and topics such as assignment writing.

Some recommendations include:

- Collaborating with Faculty on running sessions or programs
- Being clear about academic misconduct and expectations with students



- Asking students to sign a roll for both a record of attendance and in case there are concerns of cheating

B. Professional mentoring

Professional mentoring sessions connect students with legal professions and are generally run by the Faculty. Students fill out a form on how often they want to meet, what areas of law they are interested in and any particular issues they are concerned about. Most professional mentoring sessions are self-driven. Local or state-based associations are likely to have similar programs.

FIRM ACCOUNTABILITY IN CLERKSHIP PROCESS

This topic arises from the experience in NZ where a top-tier firm was involved in a sexual harassment claim with multiple incidents.

The NZ Council discussed the ramifications moving forward and all LSAs affiliated with NZLSA pulled sponsorship with Russell McVeagh, until the firm's reputation improved. The clerkship program may exploit the vulnerability of students who are hesitant to report any issues because of the possibility of a new job. The question was raised about whether this issue is something that ALSA can be proactive about, rather than being caught like NZLSA. From a risk and wellbeing standpoint it would be ideal. Council discussed the prospect of ALSA setting up an anonymous complaint system during the clerkship process.

The idea of external consultants was discussed, especially as students do not have the adequate training to assist someone in that situation. ALSA would need to have strong referral systems as well as clearly defined roles and boundaries. It was discussed that ALSA has the ability to do some work in this space, however, there was concern over the liability. There was some discussion around extending it to bullying and intimidation in the clerkship realm.



UNPAID INTERNSHIPS / BLACKLISTING FIRMS

A. Unpaid internships

The topic of unpaid internships has come up numerous times at ALSA. In 2018, ALSA's careers officer worked to develop a policy regarding unpaid internships the 'Ethical Legal Internships Policy', contained in the Guide.

The Guide contains guidelines and resources for students which can be distributed to the careers portfolio in LSAs and will be helpful when careers team is interacting and/or being hosted by firms/future employers. This will ensure that firm/employer internships comply with the policy and help LSA know how to manage the scenario.

Recommendations for LSAs:

- Pass a motion which recognises the Ethical Legal Internship Internships Policy to create a national standard
- Act autonomously in the way which works best for your LSA and university, but using ALSA to mobilise you and support students
- Create an environment of transparency where you can talk to the firm and manage expectations
- If it is a new firm or relationship, then do due diligence and look into firm to see what students will get out of it, so that students can be fully informed
- Have a form where you request the firm/organisation fill out details so that you can see details (1) detailed description of roles and responsibilities, (2) level of commitment, duration and paid/unpaid (3) how to apply and supporting docs (3) further details on application process

B. Blacklisting Firms

As at 2018, only a couple of LSAs have identified a list of problematic sponsors/firms.

- UNSW has a relatively new list which was formed because in discussion forum a bunch of students had raised lots of adverse issues regarding barrister. From here they worked with Faculty to make a list with all firms/people that would be bad to work with. Students could anonymously submit this via an online form. This information goes



through the Faculty and the President of the LSS. The President works alongside the Faculty careers team as a collaborative process

- Curtain does not have a blacklist per se. However, as a result of receiving a lot of negative feedback from students, they have worked with the Faculty to make it known that students should not be encouraged to attend
- Other complaints processes have involved creating a triage where the LSA facilitates complaints and then passes this on to the Faculty who are better able to manage

ALSA's position on blacklisting has been a topic of conversation previously. It was discussed that ALSA's role may be to provide the resources of support to LSAs dealing with difficult firms but a referral management system is likely more of a state-based job. There is potential for ALSA to assist in creating a standard letter template which can be sent to firms who are not demonstrating the appropriate or consistent employment standards.

INDIGENOUS CULTURAL COMPETENCY

At the 2018 July Conference, ANULS gave a presentation on the lack of Indigenous Cultural Competency or studies within law degrees. From Conference, ANULS drafted a letter that was very broad and gave clear examples of ways that Law Schools could engage. We received 23 signatures from LSAs around the country. The ANU Dean and Associate Dean will be tabling the letter on behalf of ALSA at the Council of Law Deans.

HANDOVER

Each LSA generally has a handover process. Some handover processes include:

- Handing over physical documents: diary notes, handover guides – which includes general information like room-bookings, important stakeholders, contacts, feedback for each event run
- Holding a meeting between individual incoming and outgoing members in the same role, having a handover social event (lunch or dinner with the whole council)
- Some student guilds or unions may offer training in governance as well
- Having a shadow period for incoming officers to learn from outgoing officers



One LSA has three handover documents - one about the general day-to-day running of the, one that acts a vision handover (what they would do if they were staying), and the other is a self-care guide around resilience.

Immediate Past Presidents (IPPs) can also be a beneficial role in some LSAs. Some IPPs are ex-officio members, some have no speaking rights, but act as a more advisory position to the President. Other LSAs have introduced IPPs that can be anyone - that is - if the President is unable or unavailable to fill the “IPP” role, another VP may be able to step into this role.

ELECTIONS

In the past, LSAs have had complaints about how elections are run. It was suggested that having a Faculty member act as the returning officer could add transparency to the process. LSAs had different ways of running elections: some used platforms run by the university, others ran online elections where people had a generated code for a 24 hour periods.

In terms of the rules that govern elections, many said that it was engrained in their constitutions or bylaws. To attract more experienced candidates, LSAs could look at mentoring programs as well as an experience criterion.

Many LSAs have moved towards an online voting system. Those that did use it used both free and paid platforms. Some suggested an iLearn unit found on the Blackboard app that is linked to student number helpful, others used SurveyMonkey or ElectionBuddy (paid platform). The returning officers are then charged with the job of reviewing the votes. The election rules are also often placed at the top of the online voting system. Others who don't run online voting said that they use food and after parties after AGM's as an enticement to get people to attend.

ALUMNI ENGAGEMENT

Alumni events can be organised with the assistance of Faculty (for contacts and potential speakers). They can be useful in thanking alumni and creating or maintaining relationships between the LSA and alumni (for example, to call upon in competition judging, or keynotes and addresses). Some engage alumni by offering lunch with prestigious alumni as a prize for



competitions or participation. LSAs may also conduct a 'where are they now' series on social media.

DEALING WITH 'CLIQUEINESS'

Some have commented that appointed positions are a great way around appearing like a 'clique', as there may be recruitment of people who would not necessarily join the committee.

MENTAL HEALTH AND WELLBEING INITIATIVES

A concern for LSAs is to run mental-health awareness activities which are not tokenistic. The best way to address this is to run sustained events and activities, prioritising mental health. Examples of mental health events and initiatives include

- 'Yoghurt and Yoga'
- Mental health panels with members of the profession
- Wellbeing guides and annual recipe books or publications
- Offering subsidised mental health first aid training
- Blackstone has a 'take a break initiative' – wellness weeks, partnerships with local businesses, distribution of free fruit, activities and games within the common room
- DLSS Geelong offer a 'buddy program' – where committee members would volunteer to walk people from events to Cabs or Ubers
- Some LSAs have sober officer policies in by-laws, requiring a member of the committee to be sober at all times during major social events. It may be necessary for members of LSA to have first-aid training
- Running a law blog

DISCOUNT TICKETS FOR NON-DRINKERS

Most LSAs do not offer discounts for non-drinkers but acknowledged this would be a good gesture. However, it may be difficult with venues or LSAs to monitor, and for venues to separate out the costs.

DUAL CAMPUSES

For LSAs or Law Faculties which have dual campuses and engaging the other campus or creating a new LSA/society can be a challenge. Most that do have dual campus' said that they



have an officer for each campus to help bridge the gap. Livestreaming events or having events off campus in a mid-way point can also help with the disconnect.

OFFICE HOURS AND SHIFTS

Half of large LSAs have formal office hours. Some LSAs use rostering shifts as a way of having informal portfolio meetings.

DEALING WITH EXCESS FUNDS

For LSAs which have excess funds, they:

- Use them as bursaries or scholarships
- Textbook schemes, securing venues and hosting events
- Matching donations made at events
- Considering capping sponsorship money

COMMITTEE WELLBEING

Ensure that the wellbeing of the committee is a priority. Some ideas for maximising this include: F45 session, barefoot bowls with beers and pizza, committee only camp, warm and fuzzies session to thank and the committee, giving out biscuits to the person who has the best report, have your meetings at a coffee shop, ensure that committee members know your mobile number and can speak up, social mixed netball, have food or wine at meetings. Incorporating a handover or planning weekend at the start of tenure is a good way to strengthen relationships and create a sense of community.

REGIONAL, REMOTE, RURAL AND BOUTIQUE LAW SCHOOLS

In 2017, ALSA conducted a report on Regional, Remote, Rural and Boutique Law Schools (RRRB). There were seven main findings from the Report. In 2018, ALSA worked to lobby state and territory law societies to support the actions of ALSA. ALSA sent the document to the state and territory law societies and other groups in the legal community (LSAs, Australian Council of Law Deans and some Law Firms).

It was important to note that a lot of RRRB students are interested in 'non-traditional' pathways. But it is also disappointing that a lot of law firms in their clerkship application



process, do not list many of the RRRB Universities in their dropdowns. Sponsorship is always an issue for RRRB LSAs as many are unable to offer the same exposure that larger LSAs are able to. Some suggested that the most effective way to fulfil sponsorship obligations is through social media posts and advertising.

FOUNDATIONS AND GOVERNANCE

In February 2018, ALSA ran a session on Foundations and Governance in LSA. Below are notes from the session.

How to structure the committee?

- Outline of two possible structures
 - One tier structure or two-tier structure with a management/leadership committee at the top and officers underneath the vice presidents

Governance

- Run your society like you are a director of a business
- Having a constitution and a set of by-laws is a good way to remain flexible because by-laws can be amended without needing to call an Annual General Meeting
- Check the Associations Incorporations Constitutional requirements if your society is incorporated
- Check if there are any requirements from your student union if you are affiliated to them
- Rewriting a constitution
 - Use plain English drafting for your constitution to avoid interpretation issues and lengthy discussions about the meaning of clauses

Policy & Procedure

- Grievance policy
 - Make it transparent and make the committee aware of the procedure
 - Implementing the grievance policy through a code of conduct that every committee member signs at the beginning of the term
 - Having a policy in place is useful to demonstrate that you are acting in a fair and transparent way for example if you receive a complaint



Events outside the norm

- E.g., trivia, concert, yoga, market days, sausage sizzle, blood drive, paint party etc.
- Speaker series, also targeted at mature aged students, but keep in mind that they love engaging in things that are fun and getting involved with everyone else
- Social justice events

Marketing

- Come up with a marketing plan for the Semester
- Use a range of platforms, both online and in person to promote your events and competitions