



# The University of Nottingham Law Society

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## Introduction

Dear members,

Thank you for taking the time to read this brief collection of the responsibilities of each committee position! We hope you find them extremely useful and highly informative, but if you have any other questions, queries, or want more insight as to what is involved in each position, we have included please send an email to the committee position you are interested in, and we will all be more than happy to help.

Being on the Law Society committee is an immense privilege, that comes with great successes and through which you can form life-long friendships. Behind this, there is, naturally, a not insignificant amount of work that needs to be put in and balancing that along with your degree and anything else you get up to will be pivotal. If you can achieve this, then doubtless you will be part of a committee as showered in achievements as all its predecessors. It goes without saying that getting voted onto the committee is a great boost to any CV or application that you make and comes with so many other benefits there is simply not enough room to mention them all here.

Try and dream up as many original ideas as possible; you will stand out as something new and not just 'more of the same'. Think about what you thought was great this year and could be built upon as well as what we as a committee have not done so well and you could change or improve. Your manifesto could be built upon ideas from other student societies at Nottingham or other Law Societies from across the country. However, do not overstate or commit to any promises that you think will not be possible as you will be asked about your manifesto at the Hustings. It is also important to note that your manifesto will be sent out to all members and therefore please make this as interesting as possible to standout.

So, please do read what has been written for the position you are interested in and think about what you can bring to it! Once again if you have any questions please do get in touch.

Best of luck!

Oliver Walker  
General Secretary

## General duties

- 1) **Attend weekly meetings** to run through upcoming events and aware of other committee members updates, usually 1 hour at the start of the year and decreasing as the year progresses due to less events.
- 2) **Regular responses in the committee group chat** to help make decisions and hear update throughout the week.
- 3) **Keep the integrity of the Law Society** by acting responsible on and off campus.
- 4) **Regularly check emails**, especially if you are awaiting a response.
- 5) **Offer help to other committee members** in their projects.

## President

The role of president in the law society is one that procures high standards of responsibility, integrity, and leadership. This president plays a crucial role in all aspects of the society.

If elected president, you will expect a busy summer ahead. The summer is an important period to secure sponsorship packages with top law firms across the globe. This will include committing to negotiations, visiting law firms in London and being available to calls from partners and graduate recruitment managers. Moreover, the summer will be also a busy period in coordinating new policies and events while navigating the society in adopting any new developments for the start of the year (i.e., We established the Charities Officer role in Autumn 2018 and in 2020 we went Carbon Negative!). This may sound overwhelming on the upfront but is an excellent opportunity to polish your skill set, network and meet firm representatives and develop the society to ensure that it continues to serve the hundreds of members that benefit from our initiatives.

Throughout the year, the president plays a proactive role in chairing weekly meetings, negotiating with law firms and sponsors, and materialising society events. An ideal candidate will need to be collaborative in ensuring that the society committee is united and efficient. Moreover, it is also worth noting that strong creativity and communication skills are important to improve the society and increase our funding for events. Lastly, an ideal president should be resilient in dealing with any hurdles the society faces. A president should prioritise serving our members first in all society endeavours.

**James Mullin, [llyjm23@nottingham.ac.uk](mailto:llyjm23@nottingham.ac.uk)**

## Vice-President

*N.B. You must run for President to get the position of Vice-President – you cannot run for this position by itself (campaigning for the role of VP is prohibited by election rules)*

The role of Vice-President is a supplementary one – your purpose to the society is to support and augment the members of the committee in their roles. This can be through helping the President with their organisation and running of the society, to helping with tasks for “Dinner with the City” or “Wellness Week”. You should strive to be the first person available to lend a hand as it sets a good example for others and your committee will respond to you the more they see your engagement, and it goes without saying that your presence is expected at all/most of the committee events and definitely all meetings.

Obviously, you ran for president so you should be aware that much is expected of you; your role is the 2<sup>nd</sup> highest ranking, and you will help co-chair meetings, make big decisions and forge the direction which the society is due to take. The role is what you make of it, but you should aim to be the busiest member alongside the President.

Generally, you should attempt to challenge the President where you see fit, but also respect the separation of powers that comes with the President's elected mandate. You will also have a few powers of your own to organise some major events for the society.

During the summer, you should be working daily to provide sponsorship for the year. This means sending emails with a sponsorship proposal to as many firms (legal and not) as you can. This should be a daily matter and with the proper will - can be completed by September ideally (as this is when many budgets are finalised).

In October (or as early as possible) you will have to conduct a book sale for the benefit of our members. There will be a detailed guide on how to conduct this in your handover, but largely you will need to allocate a 2-week window in which you are present each day to carry this out. You are encouraged to ask committee for help – but this is your job.

Often, Vice-Presidents have conducted a theatre trip to London with Slaughter & May and you should aim to complete this as they are a significant partner of ours. Email Slaughters with your proposal and begin talks with them ASAP.

Hoodies are another key aspect of the role, by September you should have gauged interest in hoodies and created a product portal on the SU website. Once you have closed the order period, you should aim to find a supplier and have them issued by January.

In keeping with the theme of supporting the society, as your role does not have specific boundaries you should make it your aim to take pressure off other members – with weekly talks with firms, you should consider it your duty to lead them unless someone else has a desire to do it. People work hard to organise these events; you should reciprocate this hard work by leading the talks. You may also get a kick from it yourself!

By and large, you would do well to see yourself as a team player and someone who catalyses the committee's output. If you seek to serve the society in this way, you will fulfil the role of Vice-President fantastically. There are no 'social events' which you must action as VP, but if you really wish to leave a mark on the position, you should definitely make an attempt to organise one.

Most importantly, enjoy it! Being in this role has been one of the most challenging yet rewarding things I have ever done and if you put your all into LawSoc, it will give you plenty in return. Good luck!

**Mike Gould, [llymg10@nottingham.ac.uk](mailto:llymg10@nottingham.ac.uk)**

## General Secretary

Being General Secretary means you will work with the President, Vice-President, and Treasurer in making sponsorship decisions as part of the executive committee. Your role is to aid the Presidents in their duties which commonly involves responding to firm representatives and maintaining strong relationships with them.

The main duties as GenSec are:

- Writing up all sponsorship contracts between the Law Society and Law firms.
- Organise committee elections.
- Type up committee minutes every week at committee meetings to ensure all LawSoc members are kept in the loop.

Drafting the sponsorship contracts are easier than it may seem, all contracts will be checked by the Students' Union and there is a template that I have fine tuned this year which will make the process very easy. I will also go through this with you during the handover and will be available to contact throughout your time in this role if you do have any issues. Writing the contracts depends on when the Presidents secure sponsors, most of my drafting was done in Summer there will likely be additional sponsors throughout the year. As part of this, you will also have to chase sponsors who have not signed the contract. This will involve corresponding with representatives and the SU to come to a solution as there is occasionally battle of the forms with the SU's Terms and Conditions and the firms.

Elections are firstly conducted in November for First-year representative. You will oversee the nominations and campaigning and then contact the SU to organise the vote, this will be over a three-week period and is quite busy. The general election will be around this time of year and requires a good amount of time to plan the dates and curate all required documents for the election.

Finally, every week there will be a committee meeting. Your job during this meeting is to take minutes – this means everyone can look at what has been said during the meeting acting as a history of your discussions and important in case there is anyone who cannot attend. Once the meeting is done you will distribute the in-depth minutes to the committee and then summarise in an interesting way what can be given out to members. This is usually on the Facebook group however you may decide a more informative and accessible way.

Strong organisational skills are essential, I would say the hours for this role are very similar to having a weekend part-time job however there is no set hours so you will have to be good at splitting your time between your university work, your important position to nearly 1000 members and other commitments. Enthusiasm for the society, communication skills, approachability and coming up with innovative ideas are also important.

It similarly replicates the role a trainee would undertake and therefore it massively aids applications and interviews. The experiences and skills you will gain are invaluable and you are in constant contact with the whole committee meaning you build strong relationships with everyone. I could not recommend this role more.

**Oliver Walker, [llyow3@nottingham.ac.uk](mailto:llyow3@nottingham.ac.uk)**

## Treasurer

*N.B. You must be an incoming second year (current first year) – you cannot run for this position by if you are an incoming final year*

Through being Treasurer, you assume the role of being part of the executive. This will require you to have a close involvement in each sector of the Law Society. Ranging from setting an overall monetary budget for the academic year and revising this through the year, utilising the eXpense365 platform to approve or decline expenses from committee members, monitoring sponsorships to

ensure all expected monies enter our account, and enacting the issuing and payment of invoices by liaising with the Students' Union and various firms.

Managing the Treasury is an active role, which must be monitored on a regular basis to ensure the society is acting within its financial means and for transparency to be upheld within the committee. Alongside the President, you will have the final say on monetary matters, so it is key for professionalism to be upheld and mediation to be administered, as necessary, to ensure everyone is on board with the outcome. It is also your responsibility to ensure that the committee understands and adheres to the rules and regulations of the SU, as there are strict rules on the accepted methods of handling money. For example, utilising cash should be avoided and is seen as a last resort.

Frequent communication with SU Finance will be at the heart of your role, and you will be assisted with raising purchase orders, sending payment to companies, and with providing VAT compliant invoices to sponsors. Regarding sponsorships, whilst the President attains sponsorship and the General Secretary forms contracts; keeping up to date with incoming payments and chasing firms based on the outstanding contract obligations is within the remit of being Treasurer. A financial statement for the society can also be viewed through the eXpense365 app and a general ledger report can be requested from SU Finance, should you require it.

Finally, do be assured that a mandatory training course will be provided by the Students' Union, which should hopefully answer any further queries on the technicalities of the role. It is also recommended that you are able to use spreadsheets at a working proficiency as this will aid in handling and amending updates on sponsorships and the budget.

**Amar Rai, [llyar24@nottingham.ac.uk](mailto:llyar24@nottingham.ac.uk)**

## Careers Officer

From the get-go, I think it needs to be stressed that Careers Officer is a role of vast importance on the committee. One of the main goals of the Law Society is to advance the careers prospects of its members and your role will be play an integral part in meeting this.

More specifically, the biggest task you will be given is organising our annual careers dinner, 'Dinner with the City' which is normally in the first semester. This is a networking event in which over 20 firms attend. Once sponsorship is confirmed and the budget allocated, you will be in charge of contacting the firms, venues, selling tickets and, overall, simply ensuring one of the biggest events of the year runs smoothly. Whilst you will have help from your committee, you will be the main point of call.

Additionally, you will have to write the weekly Careers Newsletter. This is simply a letter to our membership providing a synopsis of upcoming events, commercial awareness news and other information. You can have fun with this and tailor it to your liking. Also, you will help to organise and run careers events more generally.

Overall, this role is rewarding but can be, at times, a lot of work. However, it is something I highly recommend.

**Sunil Basha, [llysb23@nottingham.ac.uk](mailto:llysb23@nottingham.ac.uk)**

## Social Secretary

*N.B. There are two social secretaries*

Before explaining the duties, it is important to note that Social Secretary is the only role on committee which has two positions, and therefore you will spend the year working closely with the other social secretary, sharing and collaborating on all of your duties. Being able to work as a team is vital for a successful year.

Primarily, your job is to organise and run the main Law Society social events that happen throughout the year. These events include;

- First Year Social
- Returners Social
- Trip Aboard
- Halloween Social
- Winter and Spring Balls
- Pub Quiz

These are the historic events; however, you will be expected to organise other events. You will also need to support socials run by other committee members, such as sports socials run by the Sports Secretary.

Organising events is not limited to merely booking venues. It also includes liaising with the SU, filling out admin forms, organising publicity and selling tickets.

As well as organising events, you will also be the main contact with venues throughout the city (bars, clubs etc...) and event organisers. You will need to liaise with these contacts when it comes to organising socials and sorting out sponsorship deals.

This role is one of the most visible and creative on committee. You spend lots of time interacting with members and is incredibly rewarding when you see people enjoying your events.

**William McQuail**, [llywm4@exmail.nottingham.ac.uk](mailto:llywm4@exmail.nottingham.ac.uk)

**Katie Ensor**, [llykre@exmail.nottingham.ac.uk](mailto:llykre@exmail.nottingham.ac.uk)

## Sports Secretary

Law Society has 6 sports teams: netball, hockey, football, rugby, volleyball, and basketball. Each of these teams play weekly in IMS leagues (with netball and football playing twice a week). As Sports Secretary you will have to liaise with all 6 captains as well as the sports facilities on campus to organise trials at the start of the year, training throughout the year and ensure all teams are entered into the correct leagues.

During first semester you will have to organise kit for all teams after sponsorship is finalised, liaising with suppliers and captains and working closely with the treasurer. There is opportunity here for you to design additional garments (for example the sports quarter zips this year).

For welcome week you are in charge of promoting the trials through social media and at the fresher's fair. You will be the main contact for all Law Society sports and any associated issues.

One of the main jobs as Sports Secretary is to organise varsity events against other university's Law Societies. We hosted the University of Warwick's Law Society this year for football, netball, and basketball so they should host next year. We also hosted the University of Surrey's Law Society. There can be as many or as little varsity events as the budget/timetable allows so this is definitely an area which can be expanded. LawSoc also annually attend the Manchester Sports Tournament. This requires arranging transport and other corresponding activities for the day.

You will also organise freshers' socials, socials across the year, sports charity events and end of year celebrations, working with team captains, social secretaries, and the charities officer.

On top of all this you are required to support the rest of committee by attending (and helping host/organise) Law Society events ranging from virtual careers talks to balls. As a committee member you are required to attend weekly committee meetings.

**Rosie Eccleston, [llyre5@nottingham.ac.uk](mailto:llyre5@nottingham.ac.uk)**

## International Representative

The core role is to represent the interests of international students in the society, and undertake whichever initiatives that would be beneficial to this group.

For example, the International Welcome Presentation is held annually in order to promote society opportunities to international students.

Being familiar with the needs and wishes of the international student community is, therefore, critical. As such, the role is well suited to international students.

The role also involves organising the Law Society Adoption (mentoring) Scheme - putting questionnaires together, allocating Families and ensuring that members are able to use the scheme to its maximum potential. Given the size of the scheme (around 270 participants this year), this is a substantial task.

As with any committee role, expect to help with a variety of non-executive tasks on an ad hoc basis. These range from spellchecking to hosting firm talks.

In short, there's plenty of responsibility to be had, both within and outside of your main role.

**Anav Razdan, [llyar21@nottingham.ac.uk](mailto:llyar21@nottingham.ac.uk)**

## Charity Officer

The Charities Officer's first duty of the year is to shortlist a few potential official charities. This involves researching charities and asking members for their own nominations before compiling the information and having a vote for the most popular. This may be one that has been the partner in the past i.e., Nottingham Marrow, or this year Nottinghamshire Mind, or it may be a completely new one.

Once the charity has been picked, the Charities Officer needs to maintain in good contact with the charity and has freedom in organising ways to fundraise for the charity. This could include typical events like bake sales and quiz nights or brand-new events like this year's Bottomless Brunch –



creativity is key! The Charity Officer will also be responsible for organising events for nationwide charity days (like Red Nose Day and Children in Need).

The Charity Officer will also organise the ball raffles. This requires you to contact (both in person and over email) companies that could give you prizes. It is normally expected that you will have about 8 prizes for each raffle.

Finally, attending weekly meetings is an important part of staying abreast of the other committee members and the events taking place in the week ahead, and suggesting ideas. As one of the smaller roles on committee, it is vital that you are prepared to help others in the committee whenever needed.

**Charlotte McBride, [llycm6@exmail.nottingham.ac.uk](mailto:llycm6@exmail.nottingham.ac.uk)**

## Publicity Officer

It is the role of the publicity officer to manage the law society's social media channels and organise appropriate advertising materials, usually posters, for all of our events through the year. These should then be shared across our social media platforms about a week before the relevant event. In some cases, you may be expected to do the post last minute due to the nature and difficulty of organising certain events.

It can also be the publicity officer's role to circulate emails and messages to our members with the sign up link, usually in the form of a google form.

Flexibility and organisation are key skills of the publicity officer because you may find out about an event at short notice so publicity must be created quickly and informatively.

Creativity is also useful in creating eye catching posters! It would be useful, as a publicity officer, to ensure you have access to the appropriate tools (such as the Adobe Suite, Canva etc) needed to create these posters.

You may also be asked to create or design other things - for example, Ball tickets, Event signposts, welcome booklets, charity booklets, banners etc.

It is a very interactive role with the rest of the committee because you work with the relevant member who has organised the event and you support them to ensure student engagement with events is as high as it possibly can be.

Other tasks of the publicity officer include attending regular committee meetings, liaising with our sponsors to make sure they are happy with the promotion material and running events that are of interest to you.

**Holly Tudor, [llyht1@nottingham.ac.uk](mailto:llyht1@nottingham.ac.uk)**

## Non-Law Representative (Interviewed Position)

The role of Non-Law Representative involves providing insights, awareness and engagement for non-law students that are considering a career in the legal sphere. Importantly, to help develop practical knowledge that they can use to enter the legal profession.

Informing non-law students alongside advice in accessing the legal profession, can involve hosting events such as panel presentations, Q&A events, and workshops. This allows students to interact with lawyers and gain an insight into the realities of a career in law.

This involves working with law firms and education providers to organise and host events, as well as liaising with careers officers at the university to share these events with a wide range of non-law students. The non-law representative can also assist students by sharing information or resources about entering a career in law, and by providing individual advice and support to the best of their ability.

In addition to career development, the non-law representative is responsible for integrating non-law students into the membership to help allow non-law students to build networks with people of similar ambitions and interests. The position also involves working to develop a community where students from different schools can interact with those that have similar intentions for their future careers through the social events that the society organises.

As a broader committee member, you will be responsible for helping to manage the society. This includes supporting other committee members and assisting with different events and initiatives that the society is involved in.

**Joanna Sippetts, [lgvjs10@nottingham.ac.uk](mailto:lgvjs10@nottingham.ac.uk)**

## Welfare & Diversity Officer (Interviewed Position)

In the position of Welfare Officer, you will be expected to be in charge of diversity events and overall society welfare.

Diversity Series → You are expected to coordinate and run the 'Diversity Series' events the Law Society holds each year. The number of events is up to your committee's discretion, but should be focused on empowering diversity groups within the laws school. These talks can be held by law firms or speakers and should specifically focus on one or more 'Diversity Strands', e.g., Black and Ethnic Minorities, LGBTQ+ or Women in Law. As Welfare Officer, you will liaise and plan those events as well as (co-) host them.

Diversity Mentorship → This is a new scheme started this year. Will involve you in September to organise first years to be mentored by 2<sup>nd</sup> and final years. You will have the chance to organise a social meet up and expand this mentorship to gain more exposure.

Diversity Council → You will be chair of Diversity Council. You must organise regular meetings with the council and discuss and plan the Diversity Series events for the year. It is encouraged that you also organise regular social media story posts for events and international days.

Welfare → Lastly, you will be in charge of the Wellness Week: This week full of events is focused on offering some respite and promoting good mental well-being for the students and will comprise of events such as yoga, food and coffee cart, meditation sessions and a puppy room. You are free to add / change or drop events and be creative!

Daily and Weekly Expectations:

- Ensure all Diversity events are organised, signup sheets and publicity are done in enough time.

- Make yourself available for big socials to be there in welfare capacity. If you are on a club night and someone needs help you will often be the main port of call so need to remain vigilant.
- Attend weekly meetings with the rest of committee, you will discuss upcoming events as well volunteer to host events if required.

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