



SOCIETY OF LAW STUDENTS

THOMPSON RIVERS UNIVERSITY

President

The President conducts monthly board meetings to discuss society business and regularly solicits the board's opinions on issues that directly and indirectly impact students. The President also plans the Society's Semi-Annual General Meeting and the Annual General Meeting for the student body and is responsible for ensuring bylaws and policies of the Society are upheld. The President is responsible for communicating with law administration and faculty on issues that affect the student body, as well as communicating with TRUSU, central TRU administration, and other law school student societies as needed. The President typically helps the Secretary moderate and communicate on the various Facebook pages run by the Society for the benefit of students as well as the SLS gmail account. Together with the Treasurer, the President acts as a primary signing authority on SLS expenses and finances. Throughout the year, the President should be available to all other board members to assist in the execution of their duties.

Busiest Time of the Year: All year

Anticipated Time Commitment: 15-20+ hours per month

Position Requirements? 1-year prior experience serving on the SLS

Special Responsibilities? Voting member on Faculty Council

Vice-President Fundraising

The Vice-President Fundraising will be expected to fundraise money for the Society from law firms and financial/banking institutions. The Vice-President Fundraising will typically be expected to meet with the faculty's Director of Development early in their term to put together a finance package to email out to law firms to fundraise for the SLS. Whatever money raised by the VP Fundraising is used to support student-led events, clubs, and the SLS treasury. During the Summer, the VP Fundraising is also expected to coordinate "locker stuffing" with the Chair of 1L Students, which involves soliciting firms for "swag" and helping placing the swag into the first-year lockers before the academic year begins.

The Vice-President Fundraising acts as a secondary signing authority on SLS expenses and finances. The Vice-President Fundraising also helps support the President, which may include helping conduct monthly SLS Board meetings, sending out emails to the student body or accepting additional roles or responsibilities as needed to assist in Society business.

Busiest Time of the Year: Spring/Summer

Anticipated Time Commitment: 4-5 hours per month

Position Requirements? 1-year prior experience on the SLS or prior experience in fiscal management.

Special Responsibilities? Voting member on Faculty Council



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Vice-President Academic

The Vice-President Academic is elected during the AGM in March and does not require any prior SLS experience to be elected. The VP Academic is second-in-command of the SLS alongside VP Fundraising, to support the President and the rest of the Board's operations where needed. The VP Academic sits on Faculty Council and represents students' academic needs to Faculty/Administration and chairs SLS Board Meetings should the President be unable to attend.

The VP Academic manages the CAN Bank and plans academic events such as the annual CANNing workshop for incoming 1L students in the Fall semester, CAN Bank contests, and pop-up courses. The VP Academic will also run surveys and collect student feedback as academic issues arise throughout the year (this can include course feedback, future courses etc.). Prior to the Fall semester kicking off, the VP Academic will be responsible for ensuring that all incoming first year students are assigned a locker, and is responsible for managing lockers for all students during the academic year.

The VP Academic also helps support the President, which may include helping conduct monthly SLS Board meetings, sending out emails to the student body or accepting additional roles or responsibilities as needed.

Busiest Time of the Year: Academic Year

Anticipated Time Commitment: 8-10 hours per month

Position Requirements? None

Special Responsibilities? Voting member on Faculty Council

Treasurer

The Treasurer is elected at the Annual General Meeting. The Treasurer of the SLS handles the finances for the Society, which includes managing SLS bank accounts, facilitating transactions on behalf of the SLS, and approving budgets and expenses for the Society. During their term, the treasurer acts as the primary signing authority for the SLS and is tasked with reviewing and approving applications for member reimbursement and club expenditures. The Treasurer will also be responsible for accepting e-transfer transactions during the year and recording income and losses/expenditures as they occur. Further to these duties, the treasurer is required to present a financial report to the student body at both the SAGM and the AGM and is a voting member of both the SLS Board and Faculty Council.



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The position requires one year's previous experience on the SLS board, or in the alternative, a proficient knowledge in fiscal management or an educational background in finance.

Busiest Time of the Year: Academic Year

Anticipated Time Commitment: 4-8 hours per month

Position Requirements? 1-year prior experience on the SLS or prior experience in fiscal management.

Special Responsibilities? Voting member on Faculty Council

Chair of Student Life

The Chair of Student Life is elected at the Annual General Meeting in March. The Chair of Student Life and Wellness responsibilities can be broken down into two positions: Student Life and Wellness. For Student Life the Chair is responsible for organizing Clubs Day in September as well as answering any additional club related questions throughout the year as well as handling the registration and approval process for new clubs. Additionally, the Chair of Student Life is responsible for organizing events in partnership with the Chair of Events for the student body throughout the year.

These events have traditionally been: the golf tournament, baseball tournament and the bonspiel. The Chair is not limited to these events and may plan additional or supplementary events to those listed above. This position also involves organizing wellness initiatives within the student body and responding to any wellness needs of the students. This can include organizing weekly yoga and meditation classes or simply making sure the lounges and common areas such as the student lounge are stocked with sanitization wipes, snacks and that common spaces are clean and organized. The positions also include dealing with student mental health questions insofar as directing them to the right resources so they can get the help they need.

Busiest Time of the Year: Academic Year

Anticipated Time Commitment: 2-4 hours per month

Position Requirements? None

Chair of Events

The Chair of Events is elected at the Annual General Meeting. The Chair of Events is responsible for planning the O-Week wrap-up party (September), the Halloween Party (October), the Pancake Breakfast (November), the Law Ball (January). During the year, the Chair of Events may also choose to host various SLS fundraising events such as trivia nights for students.



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Busiest Time of the Year: In the lead-up to events

Anticipated Time Commitment: 2-4 hours per month (and more around major events)

Position Requirements? None

Secretary

The Secretary acts as the bridge of communication between the SLS board and the student body. The Secretary is responsible for putting together an agenda before SLS meetings, and ensuring that that agenda is circulated to all SLS members. The Secretary is also responsible for taking detailed meeting minutes, circulating the minutes for member approval, and then posting the minutes to the SLS website. The Secretary is also responsible for marketing and communicating on behalf of the SLS and is tasked with creating and managing the SLS Instagram account. The Secretary passes along student concerns to the appropriate student representatives.

Busiest Time of the Year: In the lead-up to SLS Board meetings/during SLS Board meetings

Anticipated Time Commitment: 2-4 hours per month

Position Requirements? None, however having a working knowledge of Instagram post design and typing proficiency is an asset.

Chair of 3L Students

The Chair of Third Year Law Students is elected at the Annual General Meeting and is responsible for representing their class members' perspectives and concerns to the SLS. The Chair of 3L students is responsible for moderating their class page, including making posts with information and answering questions/comments as needed. In the Fall semester, the Chair of Third year Law Students will also organize and prepare their year to compete at the annual dance-off at the Halloween party. In the Winter semester, the Chair of Third year Students will plan and coordinate the graduation gift from the 3L class to the school, will organize grad activities including the graduation trip, and works with administration to coordinate a fun celebration to their class.

Busiest Time of the Year: February-March

Anticipated Time Commitment: 2-4 hours per month

Position Requirements? Must be a member of the third-year class



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Chair of Second Year Students

The Chair of Second Year Law Students is elected at the Annual General Meeting and is responsible for representing their class members' perspectives and concerns to the SLS. The Chair of Second Year Law Students is responsible for moderating their class Facebook page, including making posts with information and answering questions/comments as needed. Further to these duties, the Chair of Second Year Law Students is responsible for organizing the design, sale, and distribution of TRU Faculty of Law merchandise twice a year. During the year, the Chair of 2L Students will also organize their years' dance-off competition at the annual Halloween party. The Chair of Second Year Law Students may also assist other Board members and help organize events and activities as needed.

Busiest Time of the Year: N/A

Anticipated Time Commitment: 2-4 hours pr month

Position Requirements? Must be a member of the second-year class

Chair of 1L Students

The Chair of 1L students is the only position elected at the SAGM in October. The primary duties of the Chair of 1L students are to represent the first-year class and bring any questions or concerns of the 1L class to the SLS Board. The Chair of 1L students is responsible for moderating the class page, including making posts with information and answering questions/comments as needed. The Chair of 1L students is also responsible for planning Orientation week activities for the incoming 1L class during the summer which includes the scavenger hunt, the SLS Olympics and various student socials (September). In the lead-up to school starting in September, the Chair of 1L students will be the primary contact for incoming first year students to reach out to for information about starting at TRU Law.

The Chair of 1L students will also organize their years' dance-off competition at the annual Halloween party. The Chair of 1L students will also be in charge of organizing the Golden Bananas, an award ceremony for first years held at the end of final exams (April) which celebrates silly and noteworthy accomplishments of peers from their class.

Busiest Time of the Year: Summer/September

Anticipated Time Commitment: 3-4 hours per month

Position Requirements? Must be a member of the first-year class

Chair of the SLS Conference (Appointed through the Conference Executive Team)



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The Chair of the SLS Conference is chosen by the conference executive team, but is typically the junior chair of the conference executive team when appointed. The Chair of the Conference is a voting member on the SLS board and attends all SLS meetings. The Chair of the Conference provides updates and perspectives as a member of the student body to the SLS throughout the year and gives updates on the status of the SLS Conference.

Busiest Time of the Year: In the lead up to the conference

Anticipated Time Commitment: 3-4 hours per month

Position Requirements? Must be a member of the Conference Executive Team

ILSA Representative (Appointed through ILSA)

The ILSA Representative position is elected by members of ILSA (Indigenous and non-Indigenous students) to provide voice and perspective of Indigenous matters on the SLS. This position holds the same voting abilities as any other SLS elected position and is included in the quorum count. The ILSA Rep provides a minority student opinion on all SLS matters.

The ILSA Rep is responsible for receiving the list of incoming Indigenous students and inviting them to a 1L Indigenous Students Facebook page (or ILSA Membership page generally) and moderating the page content. Posts should include information and services available on campus for Indigenous students, such as Cplul'kw'ten staff introductions, weekly Soup Circle, Elders in Residence, and the Office of Indigenous Education. The ILSA Rep will also compile a welcoming basket for incoming Indigenous students as a welcome to Secwepemc'ulucw and TRU Law.

In addition to attending SLS meetings, the ILSA Rep will be an active board member of ILSA and will relay student concerns and questions directly to the SLS. The ILSA Rep may be called on during SLS proceedings to ensure cultural considerations are taken seriously and respectfully. This includes maintaining updated information on protocols when introducing Elders and how to contact Tk'emlúps te Secwépemc for welcoming addresses and partnership opportunities.

Busiest Time of the Year: Summer/September

Anticipated Time Commitment: 2-3 hours per month

Position Requirements? Must be a member of ILSA and have Facebook