



Position Descriptions

The following are positions on the **Law Students' Society Board of Directors:**

President (ONE position)

- The official representative of the LSS
- Presides over and chairs Executive Meetings and all meetings of the LSS
- Has the deciding vote at Executive Meetings and all meetings of the LSS
- Strikes the committees deemed necessary by the Executive
- The chief executive officer of the LSS and must supervise the other Officers in the execution of their duties
- Meets regularly with the Dean and Associate Dean to discuss student affairs
- Oversees the annual transfer of the LSS to a new Executive, including the exchange of transfer memos between Officers, the transfer of financial signing authorities, and the registration of new directors with BC Registry Services

Vice President Student Affairs (ONE position)

- Carries out the duties of the President during the President's absence
- Responsible for clubs and other student organizations of the LSS
- Responsible for LSS elections in March of each academic year and any by-elections occurring throughout the academic year
- Responsible for administering lockers to the student body
- Meets regularly with the Dean and Associate Dean to discuss student affairs
- Acts as liaison between the LSS and Faculty committees
- Sits as an ex-officio member of Faculty Council
- Performs the functions delegated to them by the President

Vice President Communications (ONE position)

- Official representative of the Canadian and Victoria Bar Associations (upon our "rotation" with other BC Law Universities)
- Responsible for relations with other law schools and other faculties or departments
- Responsible for social media and the LSS's online presence
- Carries out the duties of the President during the President's absence at meetings of Provincial Council
- Responsible for the yearbook and other publications, or delegating these responsibilities to others
- Responsible for maintenance and organization of the LSS's virtual and physical notice boards, including the posting of the calendar of events
- Responsible for liaising with UVic Law alumni
- Performs the functions delegated to them by the President



Vice President of Finance (ONE position)

- Responsible for the financial affairs of the LSS
- Keeps full and accurate account of all receipts and disbursements in a proper book of accounting
- Prepares and presents the LSS budget to the Executive each year
- Disburses funds as directed by the Executive or by a majority at a General Meeting
- Delivers the financial records of the LSS to the incoming Director of Finance within two weeks of the incoming Director of Finance taking office
- Performs the functions delegated to them by the President

General Secretary (ONE position)

- Posts notices and agenda of General Meetings of the LSS at least one week in advance
- Records minutes of Executive Meetings and General Meetings of the LSS
- Posts the minutes of Executive Meetings and General Meetings of the LSS on the LSS website
- Has custody of all records and documents of the LSS
- Performs the functions delegated to them by the President

2L Career Options Representative (ONE position - incoming 2L only)

- Sits as Co-Chair of the Legal Career Options Group
- Responsible for coordinating events and activities related to alternative legal careers, including Career Options Night
- Responsible for running the LawSuits program along with the 2L Articling Representative
- Ex-officio member of the Career Development Committee responsible for the Career Development Office
- Performs the functions delegated to them by the President

2L Articling Representative (ONE position - incoming 2L only)

- Sits as Co-Chair of the Legal Career Options Group
- Responsible for coordinating events and activities related to articling at small, mid-sized, and large firms, including summer law firm tours
- Responsible for running the LawSuits program along with the 2L Career Options Representative
- Ex-officio member of the Career Development Committee responsible for the Career Development Office
- Perform functions delegated to them by the President

3L Representatives (TWO positions - incoming 3L only)

- The co-chairs of the Graduation Committee
- Responsible for the design and sale of law school clothing and paraphernalia
- Responsible for coordinating grad photos and organizing the graduation celebration



- Performs the functions delegated to them by the President

Social Coordinators (TWO positions)

- Coordinates the social activities of the LSS such as Law Ball
- The chair(s) of the Social Committee
- Assists in organizing and promoting inclusive social activities of clubs and other organizations
- Performs the functions delegated to them by the President

Sports and Clubs Representative (ONE position)

- Responsible for intramural teams
- The liaison between the LSS and the University Athletics and Recreation Department
- Coordinates the sport and recreational activities of the LSS
- Works closely with the Vice-President Student Affairs to manage Members' clubs and other student organizations
- Performs the functions delegated to them by the President

Equity Representative - (ONE position)

- Responsible for communication with all Members regarding issues of equity
- Provide input on equity/diversity issues and solutions
- Brings an equity/diversity lens to the LSS's work
- Collaborates with other LSS members to facilitate more equitable participation of students
- Organizes events, activities and initiatives to facilitate more equitable participation of law students within the law school
- Sits as an ex-officio member of the Faculty's Equity & Diversity Committee
- Sits as an ex-officio member of Faculty Council
- Performs the functions delegated to them by the President

Accessibility Representative (ONE position)

- Responsible for facilitating and communicating the interests and concerns of Members with accessibility and mobility needs to the LSS and Executive
- Acts as a liaison between the LSS and the UVic LSS for Students with disabilities
- Performs functions delegated to them by the President

Health & Wellness Rep (ONE position)

- Liaison with the Faculty of Law to promote health and wellness amongst the student body
- Liaison between the LSS and University of Victoria Counseling Services
- Responsible for organizing a Health & Wellness week
- Performs the functions delegated to them by the President



Co-op Representative (ONE position - must be in Co-op)

- Responsible for communications with co-op students on work terms and students on exchange (incoming and outgoing)
- Sit as ex-officio members of the Co-op Committee
- Works to improve the exchange experience
- Collect and distribute statements from students on exchange about their experiences
- Perform functions delegated to them by the President

JD/JID Representative (ONE position - JD/JID only)

- Maintain communication between the JD/JID cohorts, the faculty and the LSS
- Act as an advocate for JD/JID students
- Organize events, activities and initiatives to foster community and generally provide a benefit to JD/JID students
- Performs the functions delegated to them by the President

The following positions are on various **Faculty Committees**:

Admissions Committee Representatives (THREE positions – incoming 3L JDs and incoming 4L JD/JIDs ONLY)

- The mandate of the Admissions Committee is to:
 - Be responsible for student admissions to all years of the JD and JD/JID programs
 - Develop, maintain and periodically review policies governing the admission of applicants to the first year JD and JD/JID programs and upper year JD program
 - Present for Faculty Council approval policies relating to new admissions categories and proposals to change substantially the eligibility criteria of established admissions categories
 - Annually review, and, if necessary, revise procedures for administering the admissions process, and present revised procedures for Faculty Council approval
 - Monitor admissions decisions for the JD General admissions category
 - Made admissions decisions for the Indigenous, Inclusive, and Black admissions streams
 - Make admission decisions for the JD/JID program
 - Maintain policies and procedures for deciding:
 - Applicant requests for reconsideration of admissions decisions
 - Applicant requests to waive deadlines and eligibility criteria
 - Applicant requests for a deferral
 - Annually review data on applications, offers and registrations
 - Prepare an annual report on admissions data, and on the procedures and policies followed by the Committee, for presentation to Faculty Council no later than the March meeting of Faculty Council



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- Review the mandate of the Admissions Committee every five years
- Must be on campus for both Fall and Winter terms
- The bulk of the Admissions Committee's work is reviewing files, which primarily occurs during the spring semester and can take up to four hours per week
- The Committee meets on an "as needed" basis, usually twice during the fall semester and on a more regular basis in the spring term, usually several times per month

Appointments Advisory Committee Representative – (ONE position)

- The mandate of the Appointments Advisory Committee is to:
 - Solicit and evaluate applications for regular faculty positions (full-time and part-time) that become available in the Faculty of Law
 - Advise the Dean as to recommendations for appointments

Co-op Committee Representatives (TWO positions – ONE Fall semester incoming upper-year and ONE Spring semester incoming upper-year)

- The mandate of the Co-op Committee is to:
 - Provide a forum for the Faculty, the Law Co-op Coordinator, and law student representatives to discuss issues regarding the operation and delivery of the Law Co-op Program
 - Make recommendations to Faculty Council in order to ensure that the Law Co-op Program operates to fulfill the following Program goals
 - To enrich the education experience of law students by providing opportunities for students to apply legal theory to various roles in the community
 - To increase access for individuals who are not otherwise economically able to undertake the Program
 - To maximize the students' opportunities to experience a variety of career options
 - To enhance law student knowledge of the process involved for policy makers, adjudicators and advocates
 - To enhance the knowledge of Faculty and students of current initiatives of employers
- Discuss issues regarding the operation and delivery of the Law Co-op Program
- Meet at the call of the Chair or the Law Co-op Coordinator two to three times during the semester
- The Committee will report to the Law Faculty Council Equity Meeting, and to the Faculty Council meetings as deemed necessary by the Chair of the Law Co-op Coordinator

Curriculum Committee Representatives (THREE positions – ONE incoming 2L JD or JD/JID, ONE incoming 3L/4L JD or JD/JID and ONE JD/JID)

- The mandate of the Curriculum Committee is:
 - To review new course proposals and changes to existing courses according to criteria established by Law Faculty Council
 - To review LAW 343 offerings



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- To make recommendations to Law Faculty Council for any curriculum changes
- To prepare the Law Faculty's annual submission to the Senate Curriculum Committee
- To monitor the application of Faculty Equity Policies in curriculum change
- To review the curriculum as directed or required, including 1st year and upper year courses, but excluding the graduate programme with specific reference to:
 - Subject content of courses
 - Modes of evaluation
 - Course Credit
 - Course Offering
- Meet at least once in person in both the Fall and Winter terms
- Meetings may be conducted electronically

Equity and Diversity Committee Representatives (ONE incoming upper-year)

- The purposes of the Equity and Diversity Committee are to:
 - Promote equity, diversity and inclusion within the Law School
 - Be a means by which systemic equity and diversity concerns can be pursued and brought to Faculty Council
 - Help foster an environment in the Faculty that is inclusive of diverse identities, experiences and capacities
 - Foster an educational environment that is inclusive, validating, and equally enriching to all students, regardless of their diverse backgrounds or identities
- The responsibilities of the Equity and Diversity Committee are to:
 - Organize, publicize and host a community Equity Forum which will be held in September or October of each year
 - Chair the Faculty Council meeting on Equity held in the spring of each year
 - Report on its work to the spring Faculty Council meeting on Equity
 - Support equity and diversity initiatives in the Law School
 - Periodically review and propose amendments to the Faculty of Law Equity Policy
 - Support the student members of the Equity and Diversity Committee to organize an LSS sponsored Equity Forum in the spring of each year
- The Equity and Diversity Committee can recommend to Faculty Council strategies for dealing with systemic discrimination and bias in legal education at the Faculty of Law
- The Equity and Diversity Committee can respond to the concerns raised by others or act on its own initiative
- Meets monthly or more frequently as needed during the Fall and Winter terms

International Committee Representative (ONE position)

- The responsibilities of the International Committee are:
 - To develop a Faculty of Law internationalization strategy



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- To engage with, and respond to, internationalization efforts across the university community, in collaboration with the Global Engagement Office
- To review the Faculty of Law existing international partnerships
- To develop partnerships in accordance with the international strategy

JD/JID Committee Representatives (THREE positions - ONE incoming 2L JD/JID, ONE incoming 3L JD/JID, and ONE incoming 4L JD/JID)

- The mandate of the JD/JID Committee is:
 - To plan for the implementation of the JD/JID program
 - To respond to initiatives and issues that affect the delivery of the JD/JID program or JD/JID students

Library Committee Representative (ONE position)

- The mandate of the Library Committee is:
 - To advise the Dean and Faculty Council on matters with respect to the Law Library and to serve as a vehicle for consultation between the University Library and the Faculty on matters with respect to the Law Library
- The responsibilities of the Library Committee are:
 - Discuss Law Library rules and policies respecting:
 - The use of the space within the Law Library
 - The books and materials collected by the Law Library and how those materials are made available to users (students and Faculty)

The following are positions on the **Faculty Council**:

Faculty Council Representative (TWO positions - ONE incoming 2L JD and ONE incoming 3L JD)

- Voting members of the Faculty Council
- Attends monthly open Faculty Council meetings as a student representative to voice student concerns about topics discussed