**VP of Internal**

**Required Skills**

* Team Player
* Strong organization and communication ability
* Demonstrated leadership

**Position Overview**

* Maintain constant lines of communication with all executive members
* Take over Presidential duties in the event they are unable to do so or are on co-op
* Work with SLC to plan regular team building session
* Manage club hiring and ensure execs are fulfilling their duties and responsibilities
* Coordinate executive team meetings
* Develop club policies as required

**VP of Marketing**

**Required Skills**

* Strong leadership and interpersonal ability
* Outgoing personality with go getter attitude
* Ability to multi-task and deliver results
* Ability to create good social media posts
* Professionalism
* Time-Management Skills
* Communicates effectively through social media outlets

**Position Overview**

* Work closely with all club functions to plan a communications calendar
* Lead marketing team in the development of creative tools, deployment of e-mails, event presentations for on-campus promotion of club events and other duties as they arise
* Support directors in promotional tasks
* Work with Director of Social Media and Director of Visual Promotion and Social Media Coordinator to create an overall brand for the Laurier Law Society, including a slogan, to strengthen club morale

**Director of Social Media Responsibilities**

**Required Skills**

* Innovative thinker
* Creative ability
* Strong profile of past-work (please provide at the time of interview)
* Teamwork

**Position Overview**

* In charge of website, Instagram, Facebook, e-mail, Twitter
* Create an online “brand” and manage the LLS brand across social media, digital and on campus channels
* Consistent communication/promotion of club events and activities with the Broader Laurier Community
* Work collaboratively with Social Media Coordinator to build a strong online presence

**Director of Visual Promotion**

**Position Overview**

* In charge of posters, on-campus television ads, LED board
* Designing and creating all posters, and social media images (i.e. Facebook cover and profile photos, Facebook event banners, photos for Instagram, etc)
* Apparel design for general member t-shirts, and exec-wear

**Required Skills**

* Innovative thinker
* Creative ability
* Strong profile of past-work
* Graphic design ability (Photoshop)
* Teamwork

**VP of External Relations**

**Position Overview**

* Maintain communication with past event attendees, and create relationships with law schools, law firms, and law students for club events
* Work with current law students to schedule a Law Student Panel at the University
* Partner with Ontario Law schools to coordinate club visits to open houses
* Manage the LLS partnership with The Princeton Review

**Required Skills**

* Strong leadership and interpersonal abilities
* Outgoing personality with go-getter attitude
* Ability to multi-task
* Strong organizational skills
* Ability to work independently and self-motivate

**VP of Events**

**Position Overview**

* Manage directors
* Create events for exec to maintain morale and encourage team-building
* Work with directors to create a calendar that gets put out to general members – work with VP marketing to make calendar visually appealing
* Book rooms, organize any decorative or food and beverage for events
* Work with team to think of ways to motivate members to attend events
* Work with team to plan fun events

**Required Skills**

* Ability to lead a team, delegate responsibilities, and motivate team members
* Organizational skills
* Ability to multi-task
* Interpersonal skills

**Director of Mock Trials**

**Position Overview**

* Strong communication skills to build/maintain relationships with other Laurier Clubs and Brantford campus legal society
* Organize structure of and plan debate/mock trial events
* Book rooms and fulfill order requirements (ie. Food, materials, décor)
* Organize teams for events – keep them updated so that they attend multiple events
* Provide information to teams prior to the event
* Design a judging scheme

**Required Skills**

* Strong organization skills and strong work ethic
* Interpersonal skills
* Team-player
* Experience with debates/mock trials

**Director of Pre-law School Events**

**Position Overview**

* Must have previous experience with LSAT/LSAT preparation
* Maintain relationship with Princeton Review
* Create informative sessions to prepare students for LSAT content
* Organize events to assist and educate members on the application process for law school

**Required Skills**

* Interpersonal skills
* Organizational skills
* Experience with LSAT prep

**VP of Finance and Sponsorship**

**Position Overview**

* Development and maintenance of the club budget
* Allocate funds according to planned events/requirements for the term
* Ensure all spending is on track based on allocation
* Manage reimbursements
* Oversee and work closely with the Director of Sponsorship
* Delegate sponsorship development to exec team members

**Required Skills**

* Organization skills
* Experience and interest in finance
* Demonstrated management ability
* Leadership ability
* Interpersonal skills

**Director of Sponsorship**

**Position Overview**

* Create and find new opportunities for sponsorship
* Develop and sponsorship package and distribute externally
* Secure sponsorship and partners for club events

**Required Skills**

* Strong leadership and interpersonal ability
* Goal-oriented
* Team player
* Organization and strong work ethic