

QLaw Executive Board—Roles & Responsibilities

<p>▼ <input type="checkbox"/> Co-Chairs (2)</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Preside at QLaw meetings. • <input type="checkbox"/> Call special meetings when necessary. • <input type="checkbox"/> Orchestrate creation of Constitution and By-Laws that ensure our mission and sustainability of the organization. Once enacted, assure they are properly carried out. • <input type="checkbox"/> Maintain communications with the UW administration, QLaw members, QLaw Alumni, and other friends of the University. • <input type="checkbox"/> Aid other officers and members in proposing and planning social functions and activities. • <input type="checkbox"/> Create & maintain website; delegate task as appropriate. • <input type="checkbox"/> Provide Secretary with copy of agenda for all general and Executive Board meetings, plus any reports, resolutions, proposals, plus other written matters pertinent to meetings at least 24 hours prior to the time of a meeting. 	<p>▼ <input type="checkbox"/> Fundraising</p> <ul style="list-style-type: none"> ▼ <input type="checkbox"/> Lead QLaw in fundraising efforts by organizing, planning, and executing such fundraising activities and events. This includes: <ul style="list-style-type: none"> • <input type="checkbox"/> Chair the GALA planning committee, plan committee meetings, coordinate budget & logistics of event, and periodically provide written reports of committee to board. • <input type="checkbox"/> Pursue outside funding, and encourage collaboration and co-sponsorship of events. • <input type="checkbox"/> Complete grant applications as needed with help of Treasurer, including ASM Travel Grant.
<p>▼ <input type="checkbox"/> Treasurer</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Responsible for QLaw's financial affairs • <input type="checkbox"/> Maintain complete and accurate financial records and reports. • <input type="checkbox"/> Provide the board & membership with accurate financial statements at each meeting. • <input type="checkbox"/> Work with other board members to ensure budgetary compliance. • <input type="checkbox"/> Receive funds and/or reimbursement receipts immediately after any social functions or payments to/from the organization (such as if we implement member dues) • <input type="checkbox"/> Work with Co-Chairs on creation and presentation of SBA funding request in Fall. • <input type="checkbox"/> Shall ensure the organization is registered with the SOO each fall, including attendance of the mandatory fall SOO orientation). 	<p>▼ <input type="checkbox"/> Secretary</p> <ul style="list-style-type: none"> ▼ <input type="checkbox"/> Maintain the records of the organization and the minutes of the executive board and general meetings. <ul style="list-style-type: none"> • <input type="checkbox"/> Maintain copies (digital or photocopies) of all correspondence sent out, whether they to members, officers, the University or the public. • <input type="checkbox"/> Take accurate notes at all meetings and ensure timely distribution to board members (and all members once we establish) via e-mail. • <input type="checkbox"/> Pick up and review and distribute all in-coming mail as often as necessary and keep board and members informed of all events of interest, including but not limited to conferences, job fairs, guest speaker events and clerkship notices. Upon review of such information, post them accordingly on the QLaw bulletin board. • <input type="checkbox"/> Maintain and update the QLaw bulletin board as necessary. • <input type="checkbox"/> Assist the QLaw Webmaster and ensure that vital organization information is posted on the website in a timely fashion. • <input type="checkbox"/> Coordinate some of QLaw's communications--specifically, ensuring timely announcement of meetings and events. • <input type="checkbox"/> Create flyers to notify student body of events, and provide at least 5 days notice for all regular meetings. Post such notice on the QLaw board. • <input type="checkbox"/> Help orchestrate compilation of QLaw history
<p>▼ <input type="checkbox"/> Social Chair</p> <ul style="list-style-type: none"> • <input type="checkbox"/> The Social Chair shall plan, organize, and coordinate regular social activities for the organization to encourage camaraderie within QLaw. This includes publicizing these special events in conjunction with the Secretary. • <input type="checkbox"/> The Social Chair shall encourage participation and attendance at all events. Shall also collect input from members about event ideas, and collaborate with the Treasurer and Fundraiser in planning fundraising events that involve a social event. • <input type="checkbox"/> The Social Chair shall help coordinate and execute the annual 1L & Community Reception during Fall Orientation. 	<p>▼ <input type="checkbox"/> 1L Reps</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Engage the law school community, particularly 1L students, in QLaw activities and events. • <input type="checkbox"/> Plan a QLaw 1L social event during Spring Semester. • <input type="checkbox"/> Assist other board members with at least 1 QLaw activity. • <input type="checkbox"/> Additionally, evaluate the needs and concerns of the 1L members on an on-going basis throughout the school year. Based on such an assessment, the 1L Representative(s) shall voice these needs to the Board in order to address and develop supportive events and programs as requested.