

## Assistant Society Leader – LAW

### Eligible students:

- Any provisionally or fully enrolled student provided that:
  - A Society Assistant Leader must be a member of the Society and a student at Bloomsbury Institute. Furthermore, to be a Leader of an academic society the student also must be a student of that respective faculty
  - The student would not have been in this office more than twice.

The Assistant Leader role is very important as it enables the Society Leader to effectively perform their relevant duties. The Assistant Leader should be ready to step in as and when required if the Society Leader is unavailable.

The Assistant Leader is expected to support the smooth running of the Society making sure that the set aims, and objectives of the society is adhered to and the voice of members are heard effectively.

The Assistant Leader is also expected to support new agenda's that will be beneficial to the society and will work closely with the society leader to achieve these initiatives.

### Role and responsibilities:

- To be directly accountable to the Student Guild
- To be responsible in upholding the Vision and Mission of the Society
- To maintain databases and other standardized documentation
- To make sure membership dues are up to date
- To make sure that all updates and documentation is disseminated to members as required
- To make sure that the relevant information for the website is readily available on request
- To maintain close relationships with relevant academics within Bloomsbury Institute
- To make sure that the content for the bi-monthly newsletter is available
- To support the Society Leader with initiatives associated to the role
- To attend and arrange meetings as and when required
- To be actively involved with the Student Guild activities
- Commit to eliminating any unlawful discrimination and promote equality of opportunity for all members
- To support in raising awareness of issues that may affect the Society



- To uphold good practice and champion the Student Guild within the immediate and wider community
- To maintain confidentiality where required and to safeguard member data.

## Benefits of the role

### Assistant Leader?

- By being an active and engaged Society Leader or Assistant Leader, you will be exposed to some level of input within the Guild. You will learn or develop skills such as formal meeting process, presenting and discussing ideas, negotiation and debating to name just a few
- You should gain a great sense of satisfaction that your place within the Guild really achieved something – contributing to the development and success of the Guild
- Having a great thing to put on your CV – it will demonstrate to potential employers that you have had exposure to some level of formal decision-making within a structured and professional organisation.
- Leaders will be the principal officer of their respective society (or Club/Group) – effectively ‘mini-Presidents’ (except we call them Leaders!). We envisage the Leader and Assistant Leader roles to work very closely and as a real team. An Assistant Leader would also automatically assume the role of Leader in the event that the Leader stepped down during their term of office.

### The Law Society

#### Vision

The vision of the Law Society is to bridge the gap between students and the legal world beyond the institution.

#### Mission

The mission of the Law Society is to promote and facilitate the sharing of information, provide network opportunities, and develop employability skills.

**Refer to the Election Policy for detailed information, ([www.bil-guild.org](http://www.bil-guild.org)) However some extracts included in this document**