

Committee Roles and Responsbilities

Title	Role
President	Provide strategic direction and leadership. Chair meetings, set agendas, and oversee decision-making. Oversight of events over the annual event plan Act as the external representative/spokesperson for the JLD. Ensure accountability and alignment with the JLD's objectives. Ensures the group has a clear leader to keep everything coordinated and credible externally.
VP and Treasurer	Organise committee meetings (agenda, minutes, follow-up actions). Keep records of decisions, policies, and membership admin. Manage compliance (e.g. GDPR for member data). Prepare financial report for events and type up meeting notes Draft necessary resolution change the resolution if required Oversight of events over the annual event plan SLS liaison - re newsletter and promotions event oversight for each function - support event lead, pick up anything that doesn't get cover/ push event forward Named on bank account (As treasurer) Manage finances (budgeting, accounts, and reporting). Oversee membership fees and event ticketing. Provide regular financial updates to the committee.

Communications / Marketing Officer	**Build the JLD's brand and online presence.** Create and publish graphics, wordings and scheduling posts on socials. Run social media schedules Promote events and partnerships → through online channel Dealing with event publication and website maintenance. Following legal updates/keys dates on application cycle or results days festivals
Partnerships Officer (Business development) + National Rep	**Build the JLD's brand and industry presence.** Identify and approach potential sponsors (law firms, chambers, local businesses). Promote events and partnerships → through in person channel Negotiate sponsorship packages and maintain relationships with sponsors. Coordinate delivery of sponsor benefits (logos on materials, event speaking slots, member perks). Seek partnerships that add value for members (discounts, training opportunities, venues) Work closely with Treasurer to ensure funding aligns with the budget. dealing with National Lawyer Division, dealing with sponsors Name on bank account (back up treasurer)
Membership Engagement Officer	Dealing with membership fees (future). Membership enquiry. Manage recruitment and retention of members. Maintain database of members on the website. Ensure new members are welcomed and engaged. Prepare monthly/regular reports on Mailchimp data website posting and updates building membership pay wall - research and development Name on bank account (back up treasurer)
Editor in chief	Creating monthly newsletter and push for submission
Careers Officer	Student reps liaison Hosting various events that focus on bridging the gap between students and legal professionals. Organise background projects including mentor/mentee scheme Organise insight scheme
Student Rep (2)	One representative from each of Sussex University and Brighton University

*We host our events on a “lead” basis, meaning that one person will take charge and all the other committee members will assist and support. That way, we diversify the types of events and share the workload evenly.

**We have removed the role of a Diversity and Inclusion Officer as we firmly believe this should be a responsibility of each of the roles - it is more of a general goal rather than having a specific person solely focusing on our DE&I efforts.

*** The role of Student Representatives falls outside the election process at the AGM and will follow its own selection process, which is based on university term times.