

Allard Law's Careers Committee

What is the Careers Committee?

The Careers Committee (CC) is an elected body of law student representatives who assist the Allard Law Career Services Office (CSO) in the planning, organization, and execution of various activities throughout the year with the aim of helping students to plan and build a traditional, non-traditional, or public interest legal career. These events include the wine & cheese receptions (for small and large legal employers from Vancouver, elsewhere in BC, Toronto, and Calgary), Social Justice Forum, Canadian Bar Association (CBA) mentorship reception, peer advice sessions, panel presentations and on-campus interviews (OCIs). The CC also works with the CBA to match Allard law students with mentors in the legal community and assists the CSO with the annual publication of Allard Law's *Legal Careers Guide*. Elections for the CC are held at the same time as those for the ALSS (early March) with the exception of the First Year Rep and LLM.CL positions, which are elected in September.

The CC meets biweekly on Tuesdays at lunch (12:30-1:30) during the school year.

Additionally, all Allard Law students are welcome to volunteer and assist the CSO and the CC. If you would like to get involved or learn more about the CSO's activities and how the office can assist you with your job search, please visit <http://www.allard.ubc.ca/career-services> or email careers@allard.ubc.ca.

Careers Committee Positions

CHAIRPERSON – The Careers Committee Chairperson is an ex-officio member of the ALSS Executive and has the following duties (as described in the ALSS Constitution):

- Chair biweekly meetings of the Careers Committee, including drafting agendas and sending reminders in advance of the meeting;
- Ensure the organization of, oversee, and attend all Careers Committee events;
- Attend any meetings of the ALSS Executive, SAC, or AIC in a non-voting capacity;
- Represent the Careers Committee to the student body, faculty, alumni, and the professional community;
- Liaise regularly with Allard Law's Career Services Office;
- Solicit student input in developing and implementing new career-related activities, and communicate student input to the ALSS Executive, Career Services, and Careers Committee;
- Maintain adequate and correct books of accounts showing the receipts and disbursements of the Careers Committee, and allow any Member access to such books of account; and
- Be responsible for such other duties as may be assigned by the Executive.

SECRETARY – Ensures that meeting minutes are taken and emailed promptly and that all CC members understand their responsibilities.

LARGE FIRM REPRESENTATIVES (2 POSITIONS) – Liaises with law firms and local Bar Associations with regard to promoting articling and summer positions. Assists the CSO with the

planning of the Out of Province Wine and Cheese Reception (September), On-Campus Interviews (September), and Vancouver Wine and Cheese Reception (January).

SOLO AND SMALL FIRM REPRESENTATIVE – Liaises with law firms, sole practitioners, and Bar Associations with regard to promoting articling and summer positions. Assists the CSO with the planning of the Small and Boutique Firm Wine and Cheese Reception and Small Firm Panel (February).

SOCIAL JUSTICE AND PUBLIC INTEREST REPRESENTATIVE – Develops and implements events/forums relating to careers in social justice and public interest law. Assists the CSO with the planning of the Social Justice Forum (January) as well as numerous public interest panels.

NON-TRADITIONAL CAREERS REPRESENTATIVE – Develops and implements events/forums relating to non-traditional careers. Assists the CSO with the planning of the Non-Traditional Careers Panel (Term 1).

CANADIAN BAR ASSOCIATION REPRESENTATIVE – Promotes and organizes the CBA mentorship program and annual reception to the student body. Serve on the CBA Membership Committee (monthly meetings via teleconference). Note that the student must be available in July and August to work on the CBA Mentorship Program (if not in Vancouver, then available via regular internet access). The workload is substantial from late August to late October until the conclusion of the CBA Mentorship Reception, as the student is responsible for entering data from ~300 mentor & mentee application forms and individually matching over 150 mentor-mentee pairs. While is possible for the student to undertake this role while also going through On-Campus Interviews and in-firm interviews for 2nd year summer positions, potential nominees should be aware of the heavy workload.

HEAD HANDBOOK EDITOR – Oversees the organization and publication of the UBC *Legal Careers Guide*. Chairs Handbook Editor meetings, ensures that the Editors understand their responsibilities, delegates and supervises work, and solicits sponsorship for the Guide. The bulk of the work is completed from November to March.

HANDBOOK EDITORS (3) – Contacts law firms to update NALP firm profiles and deadlines and edits the *Legal Careers Guide*. Responsible for the *Guide* in its entirety: preparing a final draft, sending it to print, and selling the publication.

GRADUTE LAW STUDENT REP (1) – Elected in September. Promotes CSO events to LL.M.CL/LL.M.T students and other graduate law students generally, assists with CSO event planning and preparation, attends CSO events, and provides feedback to the CSO regarding events and programming, in particular with respect to how to best engage and assist the LL.M.CL/LL.M.T student body at Allard Law (as well as the general graduate law student body at Allard Law).

FIRST YEAR REPS (4) – Elected in September. Promotes CSO events to 1L students, assists with CSO event planning and preparation, and attends CSO events.

