

## **AALA Branch President - Volunteer | Position Description**

### **About the role**

- Would suit candidates with leadership and corporate governance experience, as well as experience in the cultural diversity and inclusion space
- Lead the Branch Committee and represent the Branch as part of the National Executive Committee
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focussed on advancing cultural diversity in law and those looking to take the next step and assume a greater level of responsibility within AALA

### **The role**

This role is one of two office bearer positions on the Branch Committee, and attends to tasks such as managing the Branch Committee, acting as conduit between Branch Committee and the National Executive Committee, and representing AALA at a State or Territory level.

### **Specific responsibilities include:**

- Ensure compliance with the policies and procedures of AALA at a Branch level
- Organise and chair Branch Meetings and Branch Committee Meetings with the assistance of the Branch Secretary
- Co-ordinate Branch Subcommittees to run Branch-specific events and initiatives
- Oversee Branch correspondence sent on behalf of AALA
- Report on Branch activities to the National Executive Committee and report on National activities to the Branch Committee
- Contribute to National Executive Committee discussions, events and initiatives
- Represent the Branch and AALA at events

### **Skills required**

This role will suit candidates who possess the following transferable skills:

- Leadership and project management skills
- Effective teamwork skills and ability to work collaboratively
- Strong verbal and written communication and drafting skills
- Ability to engage meaningfully with a wide range of stakeholders
- Tech savvy and skilled in Microsoft Office suite and Google suite

### **Time commitment and application**

This role requires the successful applicant to volunteer, on average, 6 hours per week.

### **Term of appointment**

12 months from the date of the Branch Meeting.

## **How to apply**

See Notice of Branch Meeting.

## **About the organisation**

The Asian Australian Lawyers Association (**AALA**) is the first incorporated association in Australia to focus on the growing number of Asian Australian lawyers in the profession, as well as other lawyers with an interest in Asia. Our members hail from more than 10 countries in Asia and, between them speak almost 20 different Asian languages and dialects. We have members from all walks of legal life, including students, lawyers and principals from small, medium and large firms, barristers, in-house and government lawyers. The objectives of AALA include:

1. To bring together members of the legal profession of Asian heritage and cultural background and others with an interest in Asia;
2. To provide a cohesive professional network to advocate for, and provide support to, our members and to benefit from shared learning and experience
3. To improve the capability and reputation of the members in the legal profession through raising public awareness and providing education;
4. To develop links with Asian legal associations and facilitate and promote access for members to Asian legal markets;
5. To promote and facilitate Asian cultural diversity in the senior ranks of the legal profession;
6. To promote a mutual understanding of Australian and Asian legal systems; and
7. Such other purposes as the association, by general meeting, may determine, as an independent, politically unaffiliated and religiously tolerant organisation.