



Thank you all so much for your interest in applying for a Student Leadership Board position! If you have any questions about the description or need any clarification, please do not hesitate to reach out to me via email at contact@copticlawyerssba.org or Instagram messages at @CopticLawyersSBA. I look forward to reading your applications and hopefully inviting you to the Student Leadership Board.

Applicants must be:

- a. Responsible for conducting themselves respectfully and treating others with dignity whenever engaging with any members;
- b. Responsible for staying in good standing at their university;
- c. Responsible for relaying any comments or concerns to the Student President (Or VP when necessary) in a timely manner.

1. President (Position filled)

- Develop and communicate a clear vision and goals for the organization's growth and success.
- Facilitate regular meetings to discuss progress, set priorities, and address challenges.
- Ensure effective delegation of tasks and responsibilities among team members.
- Foster a welcoming and inclusive environment for all members, encouraging active participation and involvement.
- MONTHLY EXPECTATIONS:
 - Conduct monthly meetings with the student board to arrange and coordinate events.
 - Develop a comprehensive yearly plan that encompasses discussion topics, event ideas, speakers, and more.
 - Delegate responsibilities to the student board and ensure their successful execution.
 - Engage with the Executive board when necessary.

2. Vice President (Position filled)

- Work closely with the President and executive team to align activities with the organization's mission and vision.
- Assist in developing strategies and plans to achieve the organization's objectives.
- Help plan, and organize events and activities that cater to members' interests and goals.
- MONTHLY EXPECTATIONS:
 - Collaborate closely and maintain communication with the President.

- Provide assistance to the President's duties as required.
 - Act as a liaison between board members and general members, actively listening and conveying information.
3. Communications Director
- Responsible for most communication between the Student Leadership Board and the rest of CLSBA members through email.
 - Responsible for seeking out new potential members who are current law students and practitioners in order to add them to social media and the CLSBA internal directory.
 - If any of our members are in need/search for an attorney for whatever reason in a specific field or geographic location, you are responsible for connecting the two together.
 - MONTHLY EXPECTATIONS:
 - Responsible for creating the monthly newsletter;
 - To be emailed out to all members.
 - To be sent to Marketing director to post on socials
 - Be actively seeking out new members;
 - Be actively connecting members as necessary.
4. Marketing Director (Position filled)
- Responsible for all social media including: Facebook, Instagram, LinkedIn, and any other social media necessary.
 - Responsible for posting information on our sites including:
 - Any meeting reminders
 - Member spotlights (and responsible for conducting these interviews)
 - Newsletters
 - Recapping/quoting the meeting (from secretary notes)
 - Any other miscellaneous information as necessary
 - MONTHLY EXPECTATIONS:
 - Posting on CLSBA social media 3x minimum in the month any of the information above;
 - Hosting and conducting our member spotlight interview.
 - Ability to use CLSBA's Canva profile to create attractive and engaging content for distribution and use by the Communications Director in putting together the newsletter.
5. Resource Director
- The Resource Director is responsible for actively updating the CLSBA resource bank, which includes class outlines, old exams, and other academic resources for both core 1L courses as well as upper-level classes.
 - The RD is also responsible for finding useful prayers, links to beneficial sermons, as well as other uplifting resources related to the mental and spiritual challenges of law school to be approved by President or VP.
 - The RD is responsible for finding resume templates, sample cover letters, interview preparation tips, firm research templates, or any other helpful information.
 - The RD must make sure all of these materials are uploaded/updated to the website via the Technical Coordinator as necessary
 - MONTHLY EXPECTATIONS:

- Maintaining sources in CLSBA resource bank on our website (and internally on the CLSBA Google Drive as needed);
 - Posting a minimum of 2 per month of any of the aforementioned resources to the CLSBA website.
6. Mentorship Program Coordinator
- Responsible for finding and pairing mentors and mentees together and actively supervising the CLSBA mentorship program throughout the academic year.
 - Specifically, this person is responsible for pairing prelaw students with current law school students and pairing current law school students with practicing attorneys.
 - Will also help the network coordinator in creating an attorney/student database.
 - MONTHLY EXPECTATIONS:
 - Will be expected to continually pair members as needed;
 - Keep documents updated in Google Drive;
 - Monthly to quarterly status check-ins to make sure pairs are on track with their goals.
7. Technical Coordinator
- The Tech Person is responsible for maintaining and updating the website and internal systems with proper CLSBA material.
 - The Tech Person should be technologically savvy and familiar with CLSBA integral platforms including GoogleDrive, WordPress, Canva, Facebook, LinkedIn, and Instagram.
 - Responsible for any technological questions and issues.
 - Record and take minutes at Student Leadership Board and General Body Meetings.
 - Upload meetings to the CLSBA Google Drive; host capabilities will be provided for recording.
 - MONTHLY EXPECTATIONS:
 - Uploading necessary materials (such as resources) to our website and potential other databases;
 - Record Zoom meetings and upload them to the CLSBA Google Drive.
8. Pre-Law Advisor
- Student Advising:
 - Meet with pre-law students to discuss their interests, goals, and questions related to a potential legal career.
 - Provide guidance on preparing personal statements, resumes, and letters of recommendation for law school applications.
 - Advise students on preparing for the LSAT, including study strategies and resources.
 - Offer information about the law school application process, including admission requirements, standardized tests (LSAT), and application timelines.
 - Facilitate a community for pre-law students to be able to assist each other with questions / preparing for admission and matriculation into law school (i.e., a GroupMe).
 - MONTHLY EXPECTATIONS:
 - Ensure availability for student inquiries and support throughout the month.

- Organize and conduct at least one meeting with pre-law students to offer advice and guidance.