

**Executive Application 2007**

**The UBC International Law Society**

Name:

Email:

Phone Number (optional):

Please rank the following positions you are interested in, number one indicating the position of greatest interest.

**Vice President Internal**

**Vice President External**

**Vice President Finance**

**Director-at-large**

Either below or on a separate sheet of paper, please describe why you are interested in serving on the ILS Executive. List any attributes or experiences that you believe may assist you in the positions above. Feel free to attach a résumé to support your application.

**Upon completion, please return this form to the designated envelope attached to the International Law Society bulletin board (located near the distribution centre) or send an electronic version to Michelle Bourbonnais (meeshums@gmail.com) or Krystle Gill (krystleg@interchange.ubc.ca).**

## **Position Descriptions**

### **The UBC International Law Society**

#### **Article VI: VP Internal**

The VP Internal will:

- (a) be responsible for maintaining communication among the general ILS membership as well as between the ILS and the UBC Law Students' Society;
- (b) maintain the ILS bulletin board;
- (c) ensure that information about the ILS on the UBC Faculty of Law website is current;
- (d) coordinate, in conjunction with the VP External, the advertisement of ILS-sanctioned events around the Faculty of Law;
- (e) take minutes of all meetings of the general membership as well as the ILS Executive; and
- (f) make minutes available to the general membership within six days of the meeting for which the minutes were taken.

#### **Article VII: VP External**

The VP External will:

- (a) be responsible for opening and maintaining lines of communication between the ILS and other organizations around The University of British Columbia that share an international focus, where such lines of communication would help the ILS fulfil the Mission Statement;
- (b) research and inform the ILS membership of events and opportunities – whether on campus, regional, national or abroad – that may be of interest; and
- (c) coordinate, in conjunction with the VP Internal, the advertisement of ILS-sanctioned events around the Faculty of Law.

#### **Article VIII: VP Finance**

The VP Finance will:

- (a) maintain financial records;
- (b) allow any member access to the financial records of the ILS;
- (c) prepare a budget for the approval of the ILS Executive before the beginning of the academic year; and
- (d) coordinate fundraising efforts.

#### **Article IX: Editor**

The Editor will:

- (a) be responsible for the development and publication of an international law-focused journal.

#### **Article X: Directors**

(1) The Directors will:

- (a) assist the President, VP Internal, VP External and VP Finance in fulfilling their duties, when called upon to do so;
  - (b) help with the general running of the ILS.
- (2) The Directors may be called upon to head special projects or events under the auspices of the ILS.