

BAME LAW 2020/21



Guidance and Plan of Action

23/07/20

SOCIETYS AIMS

1.

Network and connect with others and peers.

Build confidence and dependence to students.

To elevate conscientiousness.

Motivate and inspire others enabling them to see their potential in the given minority circumstances.

SOCIETYS OBJECTIVES

2.

To hold networking and inspiring events to keep law students active within the course and not lose interest.

To provide revision sessions to keep on track with work and assignments.

To inform or to be informed on local law events through social media.

THE BAME LAW COMMITTEE MEMBERS 2020/21

NUMBER OF MEMBERS:

President – SYDNEY DANIEL N0784119

Vice president – TANIYA KHADRI T0093923

Secretary – WONGANI NYIRENDA N0833725

Treasurer – RUBINA VALI N0834211

Careers officer – PETER JAJUA N0833226

Events coordinator- OSHANI SAWANDHI N0785578

Graphic and designer director- ALISHA LAD N0797550

Welfare and inclusion officer- RAFIAH SATTAR N0957355

Social media manager – KANEESHA N0780684

<i>FOCUS AREA</i>	<i>OBJECTIVE</i>	<i>ACTION/PLAN</i>	<i>WHO WILL LEAD?</i>	<i>DATE</i>	<i>COMPLETED</i>
<i>FIRST MIXER</i>	INTRODUCTION TO THE SOCIETY.	HIRE SU LOFT. Free entry	PRESIDENT	SEPT/OCT	
	MEMBERS MEET EACHOTHER AND INTERACT	COMPLETE PAPERWORK; RISK ASSESSMENT ETC. PROMOTE!!			
<i>REVIEW</i>					
<i>FOOD WORKSHOP</i>	THIS WILL BE THE FIRST EDUCATIONAL EVENT.	HIRE A ROOM FREE ENTRY	VICE PRESIDENT & ANOTHER COMMITTEE MEM	NOV	
	FIND INTERNAL SPEAKER TO HOST GAMES AND TALK	COMPLETE PAPERWORK ETC. PROMOTE AT MIXER			
<i>SUCCEEDING AGAINST ADVERSITY</i>	THIS EVENT WILL BE LIKE PREVIOUS EVENT.	HIRE ROOM FREE ENTRY	PRESIDENT	DEC	
	MEMBERS LISTEN, LEARN AND TAKE NOTES	COMPLETE PAPER WORK PROMOTE ON SOCIALS	POTENTIALLY COLLAB WITH ANOTHER SOCIETY		
<i>WORKSHOP</i>	THIS EVENT WILL BE ABLE FOR MEMBERS TO TALK TO EXTERNAL SPEAKERS IN A CERTAIN FIELD OF LAW	HIRE LEC ROOM FREE ENTRY COMPLETE PAPERWORK	...	FEB/MAR	
		PROMOTE ON SOCIALS			

<i>FOCUS AREA</i>	<i>OBJECTIVE</i>	<i>ACTION/PLAN</i>	<i>WHO WILL LEAD?</i>	<i>DATE</i>	<i>COMPLETED</i>
<i>CULTURAL BALL</i>	AN END OF YEAR ACHIEVEMENT, BLACK TIE EVENT	HIRE VENUE HIRE BUS	PRESIDENT AND ALL COMMITTEE MEMBERS	MAR-MAY	
	CULTUAL THEME	SELL TICKETS VIA WEBSITE			
	GREAT END OF THE YEAR	COMPLETE PAPERWORK; RISK ASSESSMENT ETC.			
		PROMOTE!!			
<i>MENTAL HEALTH WORKSHOP</i>	MEMBERS CAN BECOME CLOSER AND LISTEN AND LEARN	HIRE A ROOM FREE EVENT	VICE PRESIDENT POTENTIALLY JOIN WITH ANOTHER SOCIETY	JAN/FEB	
	HOLD ACTIVITIES ON SENSITIVE TOPICS NOT SPOKE ABOUT	COMPLETE PAPERWORK			

Key reminders for the committee for events.

- Make sure all members work ahead of time, time management is important
- Respect each other and everyone's opinions
- Ask questions. No question is not important
- Make sure all committee members get to know each other informally and build a friendship; build momentum before society events starts.
- Set up a registration system, to recruit members, to always have a number of people for events. This is important when events need a big/small venue, food etc.
- Apply for a venue at least 10 working days ahead and 5 working days min.
- Apply for external speakers at least 4 weeks max and 2 weeks at min.
- After every event make an analysis of positives, negatives and improvements.
- At all formal events, all committee members wear their lanyard.

What does your role consist of?

President

Vice President

Secretary:

- Receive all emails and reply to them.
- Take notes of the minutes for all meetings and distribute meeting times for committee members.
- Announce meeting dates and times, also update the committee with upcoming meetings.
- Ensure committee is on top of their meetings and are well known in advance.

Treasurer

- ALL THINGS MONEY!
- In charge of making and completing spreadsheets for all events
- In charge of the society bank account.

Careers officer

- Advice and help the society members, work closely with welfare officer.
- CV help to society members
- Update the committee with any external events, workshops in this sector.

Events officer

- Plan and organize all events
- This includes food, drink, resources, equipment. Ensure all things are prepared and be well organized.
- You will be the ground work of all events.

Graphic and digital design manager

- In charge of all visuals and design
- Work alongside the social media manager

Welfare and inclusion officer

- In charge of all concerns and worries in the society
- You are the help and support of the committee and society.

Social media manager

- Have access to all social media platforms, POST AND PROMOTE WEEKLY!

