

The UNIVERSITY of SAN FRANCISCO

SCHOOL of LAW

STUDENT BAR ASSOCIATION

## 2014-2015 SBA Council Positions & Descriptions

**Introduction:** Students appointed to serve on a SBA or Faculty Committee and those appointed to fill an uncontested elected position, are members of the SBA Council, and in some instances, will also serve as voting members of the Student Senate. Members of the SBA Council are responsible for fulfilling the duties associated with their respective positions as well as those enumerated in Article VI of the [SBA Constitution](#).

Below are listed the open SBA Council positions separated into four categories: Standing Faculty Committee Student Representative Positions, SBA Committee Representative, SBA Administrative Positions, and Unfilled Elected Positions. Each SBA Council position will have a Title (e.g. Representative, Chair, Co-chair, etc), followed by the number of positions available and the required class level to be appointed in each position (e.g. One 3L/4L means the chair must be a 3L or 4L student as registered with the Dean's office.)

Any questions can be directed to [usflawsec@gmail.com](mailto:usflawsec@gmail.com) or [mhhewitt@usfca.edu](mailto:mhhewitt@usfca.edu).

### Standing Faculty Committees with Student Representatives

**Academic Standards Committee Representative** (One 2L; One 3L/4L): The Committee on Academic Standards reviews and develops policies relating to academic quality, e.g. grading standards, and considers questions of fairness and propriety in the evaluation of student performance and implementation of academic procedures. The Committee also reviews and makes decisions on questions of academic qualification/disqualification of students and makes decisions on petitions for exceptions to established general academic policies. Decisions on matters of general policy shall be in the form of recommendations to the Faculty.

**Admissions Committee Representative** (Two 3Ls/4Ls): The Admissions Committee works in consultation with the Dean to administer the School of Law admissions program and makes admissions decisions. The Director of Admissions, under supervision of the Assistant Dean for Academic Services, does the administrative work of the Committee with the aid of an Associate Director and several clerical assistants.

**Educational Programs Committee Representative** (One 2L; One 3L/4L): In consultation with the Dean or Associate Dean for Academic Affairs, the Educational Programs Committee establishes the curriculum for the following year and for any summer programs to be offered. The Committee also ensures all necessary information is made available to students to enable them to intelligently plan their own elective choices. In consultation with the Dean or Association Dean for Academic Affairs, the Committee approves any changes in curriculum that will be implemented during the present year or during the following year. Major changes in curriculum (such as changes in the required courses, major shifts in emphasis, new clinical programs, etc.) shall be submitted to the Faculty for decision by the Faculty as a whole. The Committee also counsels with and supports the Director of the Law Library in the development of the law library facilities and programs, and evaluates the operation of all existing clinics, extern, intern, and clerkship programs, to develop institutional goals relating to clinical education and to consider proposals for new programs relating to clinical education.

**Faculty Appointments Committee Representative** (One 2L; One 3L/4L): The Faculty Appointments Committee, in consultation with the Dean, and, when appropriate, the chairpersons of the Educational Programs Committee, projects and formulates the need for additional teaching personnel, seeks applicants for projected positions, and reviews and screens all applications for teaching positions that are made to the School of Law, to bring the most promising applicants to the School of Law for interviews with other members of the faculty and students, and to make recommendations of the Faculty with respect to initial appointments to the full-time Faculty, including recommendations to offer a probationary appointment to a faculty member who has had a term or visiting appointment, and to make recommendations to the Dean with respect to visiting faculty positions.

**International Programs Committee Representative** (One 2L; One 3L/4L): The International Programs Committee works to achieve a coherent group of international programs that enhance the educational resources available to the students and their sensitivity to the cultural diversity of the global legal environment. The Committee also develops, reviews, oversees, and improves the international programs, evaluates proposals for new international programs, develops and adjusts general policies concerning international programs, both to ensure their success as academic and cultural resources for students and also to ensure full compliance with all accreditation regulations.

**Social Justice/Public Interest/LRAP Committee Representative** (One 2L; One 3L/4L): The Social Justice/Public Interest/Loan Repayment Assistance Program (LRAP) Committee develops policies for providing loan repayment assistance to law graduates in public interest careers, reviews applications for loan repayment assistance, and helps to organize a yearly social justice conference (in collaboration with other law schools). The Committee also works closely with the Assistant Deans for Academic Services and Student Affairs and may make curricula suggestions to the Educational Programs Committee or the Faculty.

**Strategic Planning Committee Representative** (One 2L; One 3L/4L): The Strategic Planning Committee, composed of students, faculty and administrators, focuses on developing both the short and long-term goals of the School of Law with regard to faculty, curriculum, academic standards, experiential learning, alumni outreach and other aspects of the law school education.

### **Student Bar Association Committees**

**Budget Committee** (One Chair, 2L/3L/4L; One Member, 2L/3L/4L): The Budget Committee manages the funds made available to the SBA via the Student Activity Fee paid each semester by the student body. The Budget Committee is comprised of the SBA President, the SBA Treasurer, an appointed Chair, and two appointed members-one appointed by the SBA Council and one by the Student Senate. This application period will only cover the Chair and SBA Council appointed member positions. The Chair and appointed members are responsible for evaluating student group funding requests each week and allocating funding for student group events and programs that comport with the requirements of the Funding Policies and Guidelines (FPGs). The Budget Committee is also responsible for suggesting changes to the FPG, or evaluating, approving or denying changes made by the President or Treasurer.

**Career and Professional Development Committee** (Two Co-Chairs; 3L/4L): The Career and Professional Development Committee (CPDC) works with the Office of Career Planning (OCP) to plan and promote events and initiatives that increase opportunities for students to practice and enhance their professional skills, find employment during and after law school, and network with alumni and practitioners. The chairs of the CPDC will meet regularly with the Office of Development and Alumni Relations and the OCP to ensure that the SBA and the general student body are well informed of the opportunities made available by either of those offices, and propose new opportunity ideas or programs as reflected through student or SBA feedback. The goal of this Committee is to create various opportunities for students to make meaningful connections with practicing attorneys and working professionals, as well as providing the tools and practical training necessary to succeed in the working

world.

**Diversity Committee** (Two 2L/3Ls; One 3L/4L): The Diversity Committee is responsible for planning and supporting programming that celebrates the rich diversity that exists at the law school. Scheduled programming for 2014-2015 includes the annual Diversity Reception and Diversity Week. The Diversity Committee will work closely with the Student Resources Committee, as well as the SBA Executive Board in identifying opportunities to promote diversity in student organizations or SBA programming.

**Educational Development Committee** (1 Chair, 2L/3L/4L): The Educational Development Committee (EDC) will focus on ensuring that students are receiving the highest quality curricula available; review and develop policies relating to academic quality (e.g. grading standards) and consider questions of fairness and propriety in the evaluation of student performance and implementation of academic procedures. The EDC incorporates the representatives from the Academic Standards Faculty Committee (ASFC) and the Educational Programs Faculty Committee (EPFC) in developing committee proposals and initiatives regarding curricula quality and availability, academic standards, development of the law library facilities and programs, development and operation of existing clinics, extern, intern, clerkship or other experiential learning programs.

**Faculty Engagement Committee Chairs** (One 2L; One 3L/4L): The Faculty Engagement Committee (FEC) acts as a liaison between the faculty and students at the law school and plans programs to provide greater interaction between students, faculty, and staff. A primary responsibility of the FEC will be the organization of the Jeffrey S. Brand Faculty Lecture Series, as well as developing new opportunities to interact with and learn from faculty. The FEC chairs will work closely with the Faculty Appointments Committee Representatives to focus on incorporating student feedback into administrative appointment goals.

**Financial Assistance and Planning Committee Chair** (One position; 2L/3L/4L): The Financial Assistance and Planning Committee (FAPC) Chair works closely with the student representatives from the Social Justice/Public Interest/LRAP Faculty Committee, as well as the Financial Aid Office for the School of Law to develop support and educational programs for students regarding financial aid, tuition repayment, and other finance related initiatives.

**Graduation Committee** (Two 3L/4Ls): The Graduation Committee plans all activities associated with graduation for May and December graduates, including the Class Gift Campaign and Graduation Party.

**Law School and Grad Community Outreach Community** (Two 2L/3L/4Ls): The Law and Grad Community Outreach Committee (LGCO) Committee Chairs will seek to foster communication and co-opted programming with other law schools in our regional or national community as well as actively seek to improve our regional and national reputation as a law school. The chairs will lead the American Bar Association Representative, the Graduate Student Senate Representative and JD/MBA Representative in building the relationships between the grad programs and our law school student body and create programming to foster those relationships and capitalize on the shared resources.

**Graduate Student Senate Representative** (One 2L/3L/4L): The Graduate Student Senate Representative sits on the LGCO Committee and represents the interests of the law school on the USF Graduate Student Senate and serves as a liaison between USF Graduate Students, the SBA, and the law school.

**JD/MBA Program Liaison** (One JD/MBA program 2L/3L/4L): The JD/MBA Liaison sits on the LGCO Committee and represents the interests of the JD/MBA program to the law school SBA Council and Student Senate and serves as a liaison between JD/MBA students and the law school.

**Media Committee Chair** (One 2L/3L/4L): The Media Committee Chair will manage the Media Committee and actively seek to improve technological resources for the SBA, Student Organizations and the student body. The Media Committee Chair will work closely with each of the executive board positions and committees to foster more efficient and effective communication, as well as ensure that students have the highest-quality access to technological legal and professional resources. The Chair will also manage the Photographer/Videographer and the Webmaster in their respective roles.

**New Student Development Committee Chair** (One position; 2L/3L/4L): The New Student Development Committee Chair will represent the interests of SBA and the student body in organizing and implementing programming designed to ease new student transition into the law school environment and promote student life at USF Law to incoming and prospective students. The New Student Development Committee is comprised of the chair, the two Mentor/Mentee program coordinators, and the two Admissions Faculty Committee representatives. The chair will coordinate SBA involvement in the orientation program, will promote 1L participation in school activities, and will oversee the 1L Student Representative and LLM elections.

**SBA Mentor/Mentee Program Coordinators** (2 3L/4Ls): The SBA Mentor/Mentee Program Coordinators will oversee and implement the Mentor/Mentee Program for incoming students. The process begins over the summer and will require working closely with the Admissions and Dean's offices, as well as other SBA Council members to pair incoming students with experienced 2Ls, 3Ls, and 4Ls to promote a smoother transition into the law school experience through direct mentorship.

**Part-Time & LLM Committee** (One 2L/3L/4L): The Part-Time & LLM Committee is responsible for planning and organizing events for students enrolled in the Part-Time and LLM programs. This Committee works closely with the Part-Time and LLM class representatives to specifically address the needs of the Part-Time and LLM students at the Law School.

**Student Resources Committee Chair** (One 3L/4L): The Student Resources Committee (SRC) Chair will manage the SRC sub-chairs in promoting student organization communication, development and programming and broadening resources available to students. The chair will work with the SBA Executive Board to support the needs of student organizations, and will specifically work with the SBA President and Vice Presidents to coordinate the Student Senate and related activities. The chair will manage the efforts of the Students with Disabilities coordinator, Social Events coordinator, Student Services & Wellness coordinator, and the Community Service Coordinator in regular meetings.

**Students with Disabilities Coordinator** (One 2L/3L/4L): The Students with Disabilities Coordinator sits on the Student Resources Committee and works to bring the needs of disabled students to the administration's attention and endeavors to improve the Law School's environment for students with disabilities by hosting programming that promotes awareness of disabilities and disability rights issues.

**Social Activities Coordinator** (One 2L/3L/4L): The Social Activities Coordinator sits on the Student Resources Committee and is the lead coordinator responsible for organizing the social events of the law school community. Specifically, the Social Activities Coordinator works closely with the SBA Vice-Presidents to plan and execute the Fall Party, Barristers Ball, and the Fall and Spring BBQ, in addition to any new social events planned for the year.

**Student Services & Wellness Coordinator** (One 2L/3L/4L): The Student Services and Wellness Coordinator sits on the Student Resources Committee and is responsible for addressing the practical day-to-day needs of students to ensure that the law school continues to provide the best learning environment possible. The Student Services and Wellness Coordinator is also responsible for organizing wellness and/or athletic events between and among USF Law

students, USF Law faculty or staff and organizes USF Law participation in various athletic events within the law school community and in the San Francisco Bay Area.

**Community Service Coordinator** (One 2L/3L/4L): The Community Service Coordinator sits on the Student Resources Committee and is responsible for working with students, faculty, and staff to ensure active participation in community service events organized and planned by the SBA, student groups, or the administration. In 2014-2015, the Community Service Committee will promote the completion of the Centennial Challenge started in 2012-2013, as well as work to find Pro Bono volunteer legal opportunities in both the private and public sector.

### Student Bar Association Administrative Positions

**Administrative Coordinator** (One position; 2L/3L/4L): The Administrative works closely with the Executive Board, and particularly the SBA President, to manage and facilitate the internal operations of the SBA, including, but not limited to, maintaining complete SBA records, ensuring office and administrative resources are always stocked and available, and organizing the various SBA offices and storage spaces to promote maximum productive capacity. The Administrative Coordinator will also provide general assistance to the SBA Executive Board members in their respective duties.

**Photographer/Videographer** (One position; 2L/3L/4L): The SBA Photographer/Videographer is responsible for chronicling the work of the SBA and other student organizations throughout the year.

**Webmaster** (One position; 2L/3L/4L): The Webmaster will be responsible for maintaining the SBA website and will work closely with the SBA Secretary to ensure all relevant communication and information remains up-to-date on the website.

### Uncontested Elected Positions (2014-2015)

**Vice President (Part-Time)** (One position; Part-Time 2L/3L/4L): The Vice President assumes the duties, authority, and responsibilities of the President where the President and Vice President Full-Time Division are absent or become unable or unwilling to serve as required by this Constitution, represents the unique interests of the part-time students as well as the SBA mission, assists the Vice President Full-Time Division with duties, and performs any other duties delegated by the President.

**3L Class Representative (Full-Time)** (One position; Full-Time 3L): Class Representatives assist the members of the Student Bar Association Executive Board, attend all meetings of the SBA council, represent their class division to the SBA council, inform their class divisions of SBA services, programs, and activities, and assist with SBA activities.

**3L Class Representative (Part-Time)** (One position; Part-Time 3L): Class Representatives assist the members of the Student Bar Association Executive Board, attend all meetings of the SBA council, represent their class division to the SBA council, inform their class divisions of SBA services, programs, and activities, and assist with SBA activities.

**ABA Primary Representative** (One position; 2L/3L/4L): The ABA Primary Representative assists the members of the Student Bar Association as needed, attends all meetings of the SBA Council, acts as a liaison between the ABA and the law school, assists the SBA and other student organizations in securing speakers as needed, and promotes ABA events, programs and incentives to the student body. The ABA Primary Representative also nominates the law school, student organizations, and individuals for recognition by the ABA as appropriate.