



## BTSS Committee – Job Descriptions (alphabetical order)

### Chair

The Chair has 3 main roles:

1. To represent the BTSS to the outside world and maintain and develop links with other associations. This includes liaison with many other bodies, including Birmingham Law Society (the Chair is a member of Birmingham Law Society Council and is encouraged to attend Council meetings and official functions), West Midlands Law Society, ILEX, Birmingham Chartered Accountants Students Society, local LPC providers and the national TSG. The Chair is frequently the first point of contact for various BTSS queries and sound bites. The role includes giving the speech at the Annual Dinner, the flagship event of the BTSS calendar. The importance of maintaining the good name of the BTSS throughout the city is paramount. This role can involve time commitments in work hours and in your own time, but you will meet a number of influential and interesting people and be invited to a number of formal dinners (not great for the waist-line, but lovely if you enjoy looking glamorous!).
2. Sponsorship. The Chair is responsible for negotiating the BTSS sponsorship agreements, which currently account for around half of the Society's income and for keeping the sponsors happy.
3. To chair Committee meetings and co-ordinate the Committee.

This is a fantastic opportunity to immerse yourself in Birmingham legal life and meet a great number of people, as well as to head the most active local trainee solicitors' group in the country.

### Charities and Corporate Responsibility Officer

Responsible for seeking to get trainees involved in fundraising for the BTSS nominated charity and other pro bono activities across Birmingham. For the past three years the BTSS's nominated charity has been the Birmingham Children's Hospital - a local cause the BTSS is proud to support.

Fundraising events over the past year include a charity auction at the BTSS's summer ball in August 2004 and a raffle at the BTSS's annual dinner in November 2004. The Charities and Corporate Responsibility Officer, along with the Social Secretary, Emma, also organised a huge treasure hunt/pub crawl across the streets of Birmingham, with the proceeds being raised for the Children's Hospital.

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Nominated Charity:





This year has also been focused on seeking more proactive involvement with the BTSS's charity, aside from fundraising alone. In July 2004 a group of BTSS members spent a Saturday decorating the common room of Ward 7 of the Children's Hospital, with children on the ward taking part. In December more BTSS members helped to decorate Ward 7 with Christmas decorations, to ensure the patients (and staff) in the Hospital over Christmas didn't feel too fed up!

The possibilities for this role are limitless - it just depends on the scope of what you want to do. In future years more emphasis could be made on integrating corporate responsibility elements into the role. Ideally, the pro bono opportunities for BTSS members are continued to be offered, with their efforts highlighted on the BTSS website and in local press articles.

This is a challenging, but very rewarding role, and one that can showcase the positive things Birmingham's trainee solicitors do for their local communities.

### **Company Secretary**

If organising the most prestigious event on the BTSS social calendar floats your boat then Company Secretary is the position for you. This is a fantastic opportunity to be creative and let your imagination go into overdrive. Organising the Annual Dinner also provides an excellent opportunity to network with the whole of Birmingham's legal profession. Whilst organising the Annual Dinner might feel like a huge responsibility and seem daunting, you should remember that you'll have the support of the whole Committee and the reward of holding a successful event is enough to make me want to do it all again...

The role of Company Secretary also provides an opportunity to gain a working knowledge of both commercial and company law. The experience I have gained this year has been invaluable in my working life and boosted my legal knowledge and confidence no end.

Company Secretarial responsibilities include:

1. ensuring that all the Company's Statutory books are kept up to date;
2. ensuring that all the required forms and documents are filed at Companies House;
3. ensuring that the Company remains compliant with it's Memorandum and Articles of Association and fulfils its obligations under the Companies Act;
4. ensuring that proper minutes of all meetings are kept;
5. attending to all correspondence and other administrative duties not entrusted to other Committee Members;
6. convening meetings of the Society (EGMs and AGMs) or of the Committee; and

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7. acting as the Chairman's Deputy and Chair meetings where the Chair is not present.

### **Liaison Officer**

The BTSS Liaison Officer is a job in which you will primarily be responsible for the administration of the BTSS membership and other connected matters (a very important job!) but it is also a role, like many on the BTSS Committee, where you will have the opportunity to get involved in as broad a range of events as the workload of the BTSS and your own personal workload requires. The primary role of the BTSS Liaison Officer involves: -

1. Promoting BTSS membership, sending out membership forms to new applicants, collecting membership fees and answering ad-hoc membership queries (the bulk of this work is concentrated in the periods April - May and August - November);
2. Maintaining the BTSS List of Members;
3. Maintaining the list of BTSS Reps;
4. Forwarding emails to the BTSS membership, via the BTSS Reps;
5. Maintaining excellent relationships with BTSS budget holders from within firms;
6. Organising multi-profession in conjunction with Birmingham Forward/Birmingham Chartered Accountants Student Society; and
7. Assisting the Chair liaise with other third parties such as sponsors, Law Society etc.

You will need to be well organised to take on the job, but provided you've got basic but solid computer skills, you'll be able to take advantage of some of the electronic documents that have been put in place this year to make the job easier. You will also need to help ensure the BTSS complies with the Data Protection Act (not as daunting as it sounds!). All in all, whilst being BTSS Liaison Officer means you have a number of administrative duties, taking the job on is a great way to get yourself known around the firms as often it will be you who is forwarding BTSS communications to the members and it is a job where you're more able to work at your own pace.

### **Philosophus**

The remit of Philosophus covers the organisation of trips to local cultural events including: theatre, poetry and music recitals, language lessons and the like. This year I attempted to widen the appeal of such events by working closely with the Sports and Social Secretaries with a view to arranging events that would appeal to a larger cross-section of our members. On the whole this has worked very well, although it is obviously up to YOU the future members of the Committee as to how to structure the Committee for the future year...

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### **PR Officer**

1. The PR Officer is responsible for promoting BTSS activities to its members. This involves managing the website and ensuring it is kept up to date. You do not need to know much about maintaining websites; it is quite easy to pick up as you go along. You may also want to get involved in other ways of improving the website and ensure people look at it, such as by setting up competitions and adding pictures.
2. The PR Officer's role also involves arranging press coverage. This may be in legal magazines or in local or national newspapers.
3. In addition over the last year the role has involved designing and organizing membership cards, and organising special discounts for BTSS members.
4. You may also be responsible for producing the Weekly Flyer, or some alternative way of advertising events to members to ensure that they continue to be well attended.

This role is fairly constant throughout the year and there is always plenty to keep you busy.

### **Social Secretary**

I have heard it said that "trying to organise lawyers, is like trying to herd a group of cats" and this is what this role is all about!

No seriously, I have had so much fun this year, which basically involves:

1. organising social things, which you quite fancy doing;
2. inviting along a load of trainees;
3. issuing tickets;
4. collecting payment; and
5. going along and having fun!

Admittedly at times, this role has been challenging (not always in a bad way) and a certain amount of time commitment is required, but all that is worth the people I have met not only on the committee but other trainees in Birmingham.

This is a great role for somebody social, who works hard and is prepared to 'muck in' when necessary. As I say, its also great if you want to meet more people and if have great ideas to bring to the committee.

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This year so far I have organised numerous events including a booze cruise, a trip to a comedy club, a twenty/20 cricket trip, charity pub crawl/treasure hunt, a games evening and various pay day drinks at different locations.

What happens next year as regards the social aspects of the BTSS is down to you...I for one will certainly be attending!

### **Sports Secretary**

If you are sports minded, whether it be through participation or through observation, then the role of BTSS Sports Secretary should be top of the list for anybody looking to get involved in the 2006/2007 committee.

The attraction of the position is that it allows you to be involved in all the general committee matters but also gives you the freedom to organise your own events and to take BTSS sport in the direction that you feel is most appropriate.

1. By far the greatest responsibility will be to organise the annual Inter-Firm Trophy. This is a heavy commitment but a very rewarding one and will involve formulating a timetable of events based on the successes or failures of previous years, your own ideas and also the budget you have to work with. You will be able to take advantage of the existing BTSS contacts across the city and also explore your own.
2. Additionally you will need to organise ad hoc tournaments and events to provide sporting opportunities to members who have not entered the Inter-Firm Trophy.
3. Finally you will need to organise, run and officiate the ladies netball league, the men's football league and the new squash ladder. There are also BTSS hockey, football and basketball teams which may occasionally require help with funding etc.

Although the position of Sports Secretary does require a lot of time and effort it is more than manageable with enough advance preparation. I would encourage anybody looking to stand for election that has an interest in sports and good organisational skills to consider this role seriously.

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## Treasurer

Although this role may not seem the most prestigious within the BTSS, it is one of the most important given that it is the BTSS' financial position, which determines how active it can be. In addition to giving your input on all committee matters, as treasurer your responsibilities will include:

1. Liaising with the bank
2. Accounting for all payments/receipts
3. Dealing with expenses claims
4. Keeping the BTSS Accounts up to date
5. Submitting VAT returns and ensuring that all tax is paid
6. Liaising with our auditors
7. Advising the committee on our financial position and assisting the Chair with budgetary planning

But please don't feel overwhelmed, no prior accounting experience is necessary as the current treasurer will be on hand to give you any assistance you need.

## TSG Representative

The TSG representative has a varied role, which includes:

1. being co-opted onto the Law Society's National TSG committee;
2. being national spokesperson for all LPC students, trainees solicitors and newly qualified solicitors in Birmingham;
3. attending Law Society's National TSG committee meetings in London every 6 weeks (Saturdays 1pm-5pm) – Travel expenses paid;
4. being is the main contact for National TSG;
5. being co-opted on to Birmingham Law Society Education and Training Committee;
6. attending Birmingham Law Society's Education and Training Committee meetings every 6 weeks (Friday lunch time 1pm – 2pm);
7. updating members and committee members on all developments/news from the National TSG;
8. being the main contact for schools, colleges and universities in Birmingham;
9. organising, attending and co-ordinating career events.

### Sponsors:

### Nominated Charity: