



## **SMU Legal Innovation Technology (LIT) Exco Recruitment 2025**

| <b>Position</b>       | <b>Job Scope</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Recommended Skills</b>                                                                                                                                                                                                                                                                                                      |
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| <b>President</b>      | <ul style="list-style-type: none"><li>- Provide overall leadership and strategic direction for the club, ensuring alignment with the club's mission and vision.</li><li>- Oversee all club activities and ensure effective collaboration among all teams.</li><li>- Represent the club in external meetings and build relationships with key stakeholders.</li><li>- Set goals for the club and track progress, ensuring continuous growth and innovation.</li></ul> | <ul style="list-style-type: none"><li>- Strong leadership and communication skills. Strategic planning and organisational skills.</li><li>- Ability to inspire and motivate team members.</li><li>- Experience in managing projects and leading teams.</li><li>- Familiarity with the legal tech industry is a plus.</li></ul> |
| <b>Vice-President</b> | <ul style="list-style-type: none"><li>- Support the President in all matters, including strategic planning and execution.</li><li>- Assume the duties of the President in their absence, ensuring smooth operations.</li><li>- Coordinate between different departments and ensure that club activities run efficiently.</li><li>- Assist in managing relationships with external stakeholders.</li></ul>                                                            | <ul style="list-style-type: none"><li>- Excellent organisational and multitasking skills.</li><li>- Strong communication and interpersonal skills.</li><li>- Leadership abilities with a collaborative mindset.</li><li>- Experience in project management is advantageous.</li></ul>                                          |



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| <b>Honorary General Secretary</b> | <ul style="list-style-type: none"><li>- Manage all administrative tasks, including meeting minutes, club documentation, and correspondence.</li><li>- Ensure effective communication within the club and with external parties.</li><li>- Maintain an organised and up-to-date record of all club activities and initiatives.</li><li>- Assist in coordinating events and meetings.</li></ul>                                  | <ul style="list-style-type: none"><li>- Strong organisational and administrative skills.</li><li>- Attention to detail and accuracy.</li><li>- Proficiency in communication. Ability to manage time effectively and prioritise tasks.</li><li>- Familiarity with tools such as Excel and Microsoft Office is helpful.</li></ul>                                                  |
| <b>Honorary Finance Secretary</b> | <ul style="list-style-type: none"><li>- Oversee the management of club funds, including budgeting, financial reporting, and event sponsorships.</li><li>- Ensure financial transparency and accountability within the club.</li><li>- Collaborate with the Vice-President and Honorary General Secretary on operational and administrative tasks.</li><li>- Handle logistics related to club events and initiatives.</li></ul> | <ul style="list-style-type: none"><li>- Strong financial management and budgeting skills. Proficiency in Excel.</li><li>- Attention to detail and accuracy in financial reporting.</li><li>- Ability to work collaboratively with other departments.</li><li>- Understanding of fundraising and sponsorship processes (especially within SMU, such as BEM) is helpful.</li></ul> |



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| <b>Events Director</b>               | <ul style="list-style-type: none"> <li>- Plan, organise, and execute club events throughout the year, including workshops, seminars, and networking events.</li> <li>- Build and maintain relationships with external stakeholders, including speakers, sponsors, and partner organisations. Coordinate with other departments to ensure smooth event operations.</li> <li>- Develop and implement event strategies to enhance member engagement.</li> </ul>                                     | <ul style="list-style-type: none"> <li>- Event planning and management skills.</li> <li>- Strong networking and relationshipbuilding abilities.</li> <li>- Excellent organisational and coordination skills.</li> <li>- Creativity in developing engaging events.</li> <li>- Familiarity with legal tech trends and topics is a plus.</li> </ul> |
| <b>Law &amp; Technology Director</b> | <ul style="list-style-type: none"> <li>- Lead research initiatives and manage the publication of monthly roundups and newsletters focused on legal tech developments.</li> <li>- Support the tech infrastructure for club events and ensure smooth technological operations.</li> <li>- Collaborate with other departments to integrate tech solutions into club activities.</li> <li>- Host student-led workshops for events held by the club and/or collaborations with other clubs</li> </ul> | <ul style="list-style-type: none"> <li>- Strong research and analytical skills. Proficiency in writing and editing publications.</li> <li>- General literacy in both law and technology.</li> <li>- Interest in legal technology and its applications.</li> </ul>                                                                                |



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| <b>Tech Development</b> | <ul style="list-style-type: none"><li>- Serve as the primary tech liaison, responsible for hosting technical workshops and managing in-house tech projects.</li><li>- Oversee the development and maintenance of event tech infrastructure.</li><li>- Lead the creation of tech-driven solutions for the club's initiatives.</li><li>- Collaborate with the Law &amp; Technology Director on techrelated content and publications.</li></ul>            | <ul style="list-style-type: none"><li>- Proficiency or keen interest in programming (web development and/or software development).</li><li>- Experience in hosting technical workshops or training sessions.</li><li>- Strong problem-solving and project management skills.</li><li>- Ability to collaborate with nontechnical team members.</li><li>- Familiarity with legal tech tools and platforms is an advantage.</li></ul> |
| <b>Marketing</b>        | <ul style="list-style-type: none"><li>- Develop and implement marketing strategies to promote the club's activities and increase member engagement.</li><li>- Manage the club's online presence, including social media accounts, website, and email campaigns.</li><li>- Create promotional materials, including posters, videos, and newsletters.</li><li>- Collaborate with other departments to ensure consistent branding and messaging.</li></ul> | <ul style="list-style-type: none"><li>- Strong marketing and branding skills. Proficiency in digital marketing tools and platforms.</li><li>- Creativity in designing promotional content.</li><li>- Excellent communication and copywriting skills.</li><li>- Familiarity with the legal tech space is beneficial.</li></ul>                                                                                                      |