



SMU Legal Innovation Technology (LIT) Exco Recruitment 2026

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Position	Job Scope	Recommended Skills
President	- Provide overall leadership and strategic direction for the club, ensuring alignment with the club's mission and vision. - Oversee all club activities and ensure effective collaboration among all teams. - Represent the club in external meetings and build relationships with key stakeholders. - Set goals for the club and track progress, ensuring continuous growth and innovation.	- Strong leadership and communication skills. Strategic planning and organisational skills. - Ability to inspire and motivate team members. - Experience in managing projects and leading teams. - Familiarity with the legal tech industry is a plus.



Vice-President	- Support the President in all matters, including strategic planning and execution. - Assume the duties of the President in their absence, ensuring smooth operations. - Coordinate between different departments and ensure that club activities run efficiently. - Assist in managing relationships with external stakeholders.	- Excellent organisational and multitasking skills. - Strong communication and interpersonal skills. - Leadership abilities with a collaborative mindset. - Experience in project management is advantageous.
Honorary General Secretary	- Manage all administrative tasks, including meeting minutes, club documentation, and correspondence. Ensure effective communication within the club and with external parties. - Maintain an organised and up-to-date record of all club activities and initiatives. - Assist in coordinating events and meetings.	- Strong organisational and administrative skills. - Attention to detail and accuracy. - Proficiency in communication. Ability to manage time effectively and prioritise tasks. - Familiarity with tools such as Excel and Microsoft Office is helpful.



**Honorary
Finance
Secretary**

- Oversee the management of club funds, including budgeting, financial reporting, and event sponsorships.
 - Ensure financial transparency and accountability within the club.
 - Collaborate with the Vice-President and Honorary General Secretary on operational and administrative tasks.
 - Handle logistics related to club events and initiatives.
- Strong financial management and budgeting skills. Proficiency in - Excel.
 - Attention to detail and accuracy in financial reporting.
 - Ability to work collaboratively with other departments.
 - Understanding of fundraising and sponsorship processes (especially within SMU, such as BEM) is helpful.



Events Director	- Plan, organise, and execute club events throughout the year, including workshops, seminars, and networking events. - Build and maintain relationships with external stakeholders, including speakers, sponsors, and partner organisations. Coordinate with other departments to ensure smooth event operations. - Develop and implement event strategies to enhance member engagement.	- Event planning and management skills. - Strong networking and relationshipbuilding abilities. - Excellent organisational and coordination skills. - Creativity in developing engaging events. - Familiarity with legal tech trends and topics is a plus.
Law & Technology Director	- Lead research initiatives and manage the publication of monthly roundups and newsletters focused on legal tech developments. - Support the tech infrastructure for club events and ensure smooth technological operations. - Collaborate with other departments to integrate tech solutions into club activities. - Host student-led workshops for events held by the club and/or collaborations with other clubs	- Strong research and analytical skills. - Proficiency in writing and editing - publications. - General literacy in both law and - technology. - Interest in legal technology and its - applications.



Tech Development	- Serve as the primary tech liaison, responsible for hosting technical workshops and managing in-house tech projects. - Oversee the development and maintenance of event tech infrastructure. - Lead the creation of tech-driven solutions for the club's initiatives. Collaborate with the Law & Technology Director on techrelated content and publications.	- Proficiency or keen interest in programming (web development and/or software development). - Experience in hosting technical workshops or training sessions. - Strong problem-solving and project management skills. Ability to collaborate with nontechnical team members. - Familiarity with legal tech tools and platforms is an advantage.
Marketing	- Develop and implement marketing strategies to promote the club's activities and increase member engagement. - Manage the club's online presence, including social media accounts, website, and email campaigns. - Create promotional materials, including posters, videos, and newsletters. - Collaborate with other departments to ensure consistent branding and messaging.	- Strong marketing and branding skills. Proficiency in digital marketing tools - and platforms. Creativity in designing promotional - content. Excellent communication and - copywriting skills. - Familiarity with the legal tech space is beneficial.



UTAH INNOVATION AND TECHNOLOGY