



LAW
INSTITUTE
VICTORIA

LIV Young Lawyers Committee Handbook

Contact:

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www.liv.asn.au/Membership/Young-Lawyers

Who are we?

About LIV Young Lawyers

The LIV Young Lawyers is a dynamic group established to enhance the legal skills, knowledge and professional networks of members in the early stages of career development.

Membership of LIV Young Lawyers is *free* to all eligible LIV members who are:

- Practitioners under the age of 36;
- Practitioners over the age of 36 with less than six years practical experience (regardless of age); and
- Law Students, Law Graduates, Legal Trainees, Practical/Supervised Legal Trainees.

Any LIV Young Lawyers member is eligible to join an LIV Young Lawyers committee.

LIV Young Lawyers aims to:

1. Enhance the legal skills, knowledge and professional networks of members in the early stages of career development by:
 - a. Developing and hosting a variety of professional development events
 - b. Contributing content to LIV publications including the Young Lawyers blog and Law Institute Journal, as appropriate
 - c. Running a variety of social events throughout the year
 - d. Collaborating with external stakeholders with mutual interests (eg. the Junior Bar)
2. Maintain and share its knowledge of current issues facing the legal industry relevant to Young Lawyers by:
 - a. Hosting events allowing external stakeholders to speak before LIV Young Lawyers members;
 - b. Attending the meetings of other relevant LIV committees upon invitation;
 - c. Promoting and attending other LIV events as appropriate from time to time
3. Promote the role of lawyers generally, and, young lawyers throughout Victoria in particular;
4. Provide support and assistance to the LIV and its other sections as requested; and
5. Support the activities of the LIV Council as requested, ensuring a strong voice for Young Lawyers; and
6. Develop an annual engagement strategy for members of the Young Lawyers section, leveraging LIV communication channels.

The LIV Young Lawyers' committees are integral to achieving each of these goals and priorities.

How do we work? About the LIV Young Lawyers Committees

LIV Young Lawyers' committees provide a fantastic opportunity for emerging, graduate and aspiring lawyers to get involved, learn new skills, develop networks, express fresh ideas on legal and social issues for the benefit of the profession and the community. The committees are a significant resource to the LIV membership, and their overall performance is integral to the success of LIV Young Lawyers.

The LIV Young Lawyers committee structure consists of an Executive Committee and the following sub-committees:

- Community Issues
- Editorial
- Later Lawyers Network
- Law Reform
- Professional Development
- Social
- Later Lawyers Network
- Regional and Suburban Young Lawyers Network

The Executive Committee meets every six weeks. All other committees meet four or five times a year for an hour meeting conducted at lunchtime at the LIV. Involvement in the Executive Committee and the Regional and Suburban Young Lawyers representative is limited to elected positions only. All LIV Young Lawyers members are welcome to join any of the other LIV Young Lawyers' committees.

The following information explains the overarching purposes of each committee as well as providing an outline of events, projects and activity opportunities available in 2020.

What are the roles and responsibilities of Committee members?

LIV Young Lawyers committee members are expected to:

- Attend every committee meeting, or send an apology at least 24 hours before if unable to attend;
- Promote LIV Young Lawyers activities and events, and the value of LIV membership throughout their professional networks;
- Contribute to activities, events and projects related to that committee in collaboration with the Chair/Co-Chairs and Young Lawyers Manager; and (most importantly)
- Have fun!

LIV YL Executive Committee

An overview

The Executive Committee sets the direction and agenda for the activities of the LIV Young Lawyers. It plans, projects and brainstorms ideas for the benefit of the membership and decides matters of policy affecting the Young Lawyers Section. At various times, the Executive Committee also advocates for the rights of its members, and lobbies on general topics of relevance to the Young Lawyers members.

Each Young Lawyers committee is represented on the Executive Committee by its chair or co-chairs. The Executive Committee also works closely with representatives of the LIV Council, the Victorian Bar, Australian Young Lawyers Committee, the Australian Law Students' Association and other relevant bodies. The Executive Committee also includes the following positions:

- President
- Vice-President
- Immediate Past President;
- LIV Council Liaison;
- Young Lawyers Regional Representative;
- Young Lawyers Suburban Representative; and
- Later Lawyers Network representative.

Leadership of the Executive Committee is provided by the LIV Young Lawyers President and Vice-President.

Key responsibilities

- Set the strategic direction of LIV Young Lawyers;
- Oversee, support and promote the wide portfolio of events and activities of LIV Young Lawyers;
- Deliver the Annual Report in late November; and
- Deliver the LIV Young Lawyers AGM by sourcing a guest speaker and arranging post AGM networking drinks.

Please see **Appendix 1** for the list of 2020 LIV Young Lawyers Executive Committee members and their contact details.

Community Issues Committee

The Community Issues Committee partners with various charitable organisations to help support initiatives that involve LIV members and benefits the broader community. The Community Issues Committee plans activities and provides opportunities for Young Lawyers to engage with the community on issues affecting the community.

2020 portfolio of events and engagement opportunities

In 2020, the committee will seek to consolidate and expand its range of joint-initiatives with NFPs and NGOs, including the Shine a Light on Road Safety, White Lion and the Wear for Success Clothing Drive.

Key responsibilities

- Build on the success of the 2018 and 2019 Wear for Success and Blanket drive initiatives and expand number of partnerships with NGOs and NFPs.

Social Committee

The Social Committee creates opportunities for members to meet their peers and form a network of contacts through fun, engaging and relevant events. It offers a relaxed and informal outlet for members to make new friends and share experiences.

2020 portfolio of events and engagement opportunities

This year, there is a wide range of social and networking events for the committee to deliver including quarterly networking in an informal context, games nights through winter and the LIV Young Lawyers Trivia Night in late April. The Committee will also link up with other professional networks, such as the Victorian Bar, as well as a number of health and wellbeing initiatives, involving collaboration across a number of LIV departments to increase engagement throughout the broader legal profession.

Key responsibilities

- Organisation, delivery and promotion of regular social events (includes sourcing venues and liaising with other external stakeholders to organise joint events)
- Project management and event delivery, including partner identification and engagement (in collaboration with LIV Young Lawyers Executive Committee).

Editorial Committee

The Editorial Committee is responsible for creating interesting, relevant and engaging content for the LIV Young Lawyers Blog, social media, LIV Podcast and the *Law Institute Journal* (upon request).

2020 portfolio of events and engagement opportunities

The Editorial Committee will produce at least one blog post per month, which may be sourced from either Committee members or external stakeholders. Content may include:

- LIV Young Lawyers reports / committee updates;
- LIV Young Lawyers event summaries with key takeaway messages and quotes from speakers
- News regarding LIV Young Lawyers and photos;
- Opinion pieces;
- Career advice;
- Interviews;
- A series of posts following a common theme (e.g. 5 pieces of advice for Young Lawyers from 5 different Managing Partners);
- Brief analysis of an interesting area of law reform (e.g. modern slavery, in collaboration with the LIV Young Lawyers Law Reform Committee);
- A list of your favorite city cheap lunch eats or best happy hour specials; and
- Anything else you think is interesting and relevant!

Blog posts will be promoted on social media and throughout the broader LIV network.

The November edition of the *Law Institute Journal* will include the *Young Lawyers Journal* as a special feature. This will be instead of 3 separate Young Lawyers Journal editions throughout the year. The Law Institute Journal will be around 10 articles of 1000 words long ideally around a topic to be determined by the Editorial Committee.

The LIV Young Lawyers Executive Committee will also contribute a monthly column to the *Law Institute Journal* which the Editorial Committee will help facilitate. Keep an eye out for this column which will showcase the amazing work the LIV Young Lawyers community does!

Key responsibilities

- Brainstorming topics and sourcing contributors;
- Writing content for LIV publications including the Young Lawyers Blog, Young Lawyers Journal and Law Institute Journal; and
- Sourcing legal professionals to interview for the LIV Podcast.

Law Reform Committee

The Law Reform Committee monitors and undertakes law reform projects, responds to calls for submissions, and works collaboratively with other LIV Legal Policy Sections, to publish fact sheets and information on changes to legislation of relevance to new lawyers and contentious social issues.

2020 portfolio of events and engagement opportunities

This year, the Committee will promote the overarching principle of social responsibility and advance its thematic projects on human rights, modern slavery and waste. The Committee will continue to advocate for and contribute to legal submissions of relevance to early career lawyers (in collaboration with the Professional Development Committee).

Throughout the year the Committee will actively collaborate with senior subject-matter experts via the LIV Legal Policy Sections to develop and hone Young Lawyers members' law reform and advocacy skills, such as collaborating on legal submissions, attending meetings and combined networking events.

Key responsibilities

- Advocating on behalf of Young Lawyers members on issues of that concern, affect or interest our membership through the preparation of submissions;
- Develop strategic relationships with LIV Legal Policy Committees and actively promote LIV Young Lawyers involvement wherever appropriate; and
- Contribute content for the Young Lawyers Blog and Young Lawyers Journal on matters of law reform and policy of interest to Young Lawyers.

Later Lawyers Network

The Later Lawyers Network was established to bring together, support and promote the growing number of mature age law graduates and lawyers within the profession. It focuses on supporting lawyers and law students who come to the law as a later or subsequent career through providing advice, support and education about admission pathways and employment opportunities. It achieves this by promoting of the advantages of later lawyers to law firms and potential employers through various social and networking opportunities.

2020 portfolio of events and engagement opportunities

The Later Lawyers Network will continue to advocate for the enhancement of existing professional development activities and services to ensure they cater for later lawyers. This will include a panel discussion at the LIV Careers Fair and collaboration with university later law student networks and mentoring opportunities. The Network will also maintain its focus on mental health and wellbeing support for its members, together with advancing a strategy to reposition the value of later lawyers with reference to post-qualification legal experience.

Key responsibilities

- Develop and deliver services aligned with supporting later lawyers' mental health and wellbeing in the law;
- Collaborate with the PDC to ensure that Later Lawyers interests are represented across LIV Young Lawyers events; and
- Develop strategic partnerships with university later law student groups.

Professional Development Committee

The Professional Development Committee is responsible for delivering programs, seminars and activities to help Young Lawyers develop their legal and professional skills. It provides career information and events for students, graduates and new lawyers, as well as providing various opportunities for Young Lawyers to develop their public speaking and presentation skills speaking at events wherever possible.

2020 portfolio of events and engagement opportunities

This dynamic committee has a range of events and member services it will deliver this year, including the LIV Legal Careers Fair, to be held on Thursday, 9 July 2020 and the Victorian Golden Gavel Competition, to be held in late-August, as well as the development of key LIV Young Lawyers seminars including the “Your Future in the Law” and the Seasonal Clerkship Workshop. The Professional Development Committee will again support the LIV Mentoring program and contribute to legal submissions of relevance to early career lawyers (in collaboration with the Law Reform Committee).

Key responsibilities

Careers Fair, Thursday 9 July 2020

- ~~Identify, plan and deliver panel session events for law students~~
- ~~Program design and speaker outreach~~
- ~~Assist sourcing professionals to conduct mock interviews with penultimate year students~~
- ~~Volunteer at the event and engage with law students, share information on the benefits of free membership for law students~~

LIV Mentoring Program, ongoing

- Sourcing mentors to participate in the LIV Mentoring Program
- Encouraging penultimate and final year students, graduates to get involved as mentees

Chairing LIV CPD Sessions, ongoing (especially during Feb-March)

- Source and allocate volunteers to chair LIV CPD events and sessions, on an as required basis

Victorian Golden Gavel Competition, mid-August

- Brainstorming and selecting a topic to be debated
- Allocating an MC for the event
- Sourcing competitors
- Brainstorming and inviting panel of judges
- Allocating a committee member to act as a timekeeper for the competition

Publications

- Allocate interviewers and select young lawyers to profile. Publish a “Careers in Law” piece on a monthly basis via the Young Lawyers Blog.

Regional and Suburban Young Lawyers Network

The Regional and Suburban Young Lawyers is made up of 'Young Lawyer Law Association' representatives across 16 regions. These representatives engage with and support members by ensuring access to legal resources and CPD in regional and suburban areas, attracting practitioners to these areas and creating mentoring and networking opportunities for new lawyers working in suburban or regional areas.

This group meets for a face-to-face convening annually with an additional three meetings held via videoconference to discuss issues affecting students and young lawyers in regional and suburban Victoria. Each representative also delivers social and networking events for members in their respective areas.

The Young Lawyers Executive Committee's Regional and Suburban Representatives jointly lead this group.

Please refer to **Appendix 2** for a diagram and contacts list for the *Suburban & Country Law Associations* and *Regional and Suburban Young Lawyers Representatives*.

2020 portfolio of events and engagement opportunities

On 9-10 February 2020, the LIV will host its annual Conference of Council meeting. Regional and Suburban Young Lawyers Representatives will be invited to participate in this annual convening of leaders in the legal industry, to connect and share their experiences, hear and recognise each other's successes, and identify opportunities for engagement in their regions.

Regional and Suburban Young Lawyer Month (RSYL Month) is traditionally held in October each year, giving students and young lawyers the opportunity to get together and celebrate what's great about studying and working in regional and suburban Victoria. Past events have included trivia, murder mystery, winery tours, lawn bowls, networking dinners and ten pin bowling. Each suburb and region is encouraged to support their Young Lawyers' representatives in hosting an event, both practically and, where possible, financially.

Young Lawyers will provide all Regional and Suburban Representatives with a detailed schedule of deadlines to plan for their RSYL Month at a later stage this year.

~~The 2020 LIV Legal Careers Fair will be held at the Melbourne Convention and Exhibition Centre on the evening of Thursday, 9 July 2020.~~ Each year a booth is set aside for regional and suburban law associations to exhibit at a heavily discounted rate (compared with the firm exhibitor rate). Participation in the booth is a fantastic way to reach out to law students and attract the best graduates to the regions and suburbs. Feedback from previous years has been that the law associations that attended have found the experience to be worthwhile and fun. Further details about this year's LIV Legal Careers Fair will be provided in the first half of the year. We encourage each law association to plan to attend.

Key responsibilities

- Represent both Young Lawyers and their respective Law Association at the 2020 LIV Conference of Council event, utilising the event to build strong connections with association committees;
- Organisation, delivery and promotion of RSYL events (each representative is responsible for their region / suburb's event). Marketing assistance and event advice provided by the LIV; and
- Develop and implement a strategy to increase engagement with these members.

APPENDIX 1: 2020 LIV Young Lawyers Executive Committee Contact List

LIV Young Lawyers Section

Manager – LIV Young Lawyers
9607 9561 (direct)
9607 9370 (general)
younglaw@liv.asn.au

President

Alice Cooney
Office of Public Prosecutions
alicecooney7@gmail.com

Vice President

Jade Hopper
Baker Jones
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Immediate Past President

Matthew Daly
Sparke Helmore Lawyers
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LIV Council Liaisons

Tania Wolf
First Step Legal
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Lauren Crome
Northern Community Legal Centre
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Editorial Committee

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Law Reform Committee

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Later Lawyers Representative

John Stack
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Regional & Suburban Young Lawyers Representatives

Suburban representative
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Herbert Smith Freehills
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Regional representative
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Professional Development Committee

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Social Committee

Jade Hopper
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jadebrianihopper@gmail.com

Emilia Boughen
Slater & Gordon
emeliaboughen@gmail.com

APPENDIX 2: 2020 Suburban & Country Law Associations



Regional Law Associations

Law Association	President	Young Lawyers' Representative/Co-Representatives
Ballarat & District Law Association	Toby Permezel	Laura McDonough dconaughton@heinzlaw.com.au Kristen Morrow kristen@buscombemadden.com.au
Bendigo Law Association	Juliana Smith	<i>Vacant</i>
Geelong Law Association	Aaron Jolly	Ben McLean benm@wightons.com.au
Gippsland Law Association	Nicola Gilford	Sara Al-Bostanji Sara.AlBostanji@vla.vic.gov.au Clara Staples clara.staples@vla.vic.gov.au Brayden Sharp brayden@danieltaylorlawyers.com.au

Goulburn Valley Law Association	Charles Hart	Lauren Donellan ldonnellans@camerons.net.au
Mornington Peninsula Lawyers Association	John Oswald-Jacobs	Laura Earey laura@featherbys.com.au
North East Law Association	Amanda Toner	Chelsea Campagna cgmlawyers@gmail.com
North West (Victoria) Law Association	Ryan Maddox	Keeley Duncan kduncan@maloneyandersonlegal.com.au
Western District Law Association	Jessica Dowdy	Amy Lane amy@jelliemcdonald.com.au Ingrid Nagorcka ingridn@molsolicitors.com.au Julia Ray julia@hbhlegal.net.au
Wimmera Law Association	Patrick Smith	Simon Torpy simon.torpy@vla.vic.gov.au Nicholas Tsekinis nicktsekinis@brownandproudfoot.com

Suburban Law Associations (Melbourne & District)

Law Association	President	Young Lawyers' Representative
Eastern Suburban Law Association	Zubair Mian	Jason Koutes jkoutes@gmail.com
Northern Suburbs Law Association	Antonella Terranova	Laura Snell laura@rtlegal.com.au
North West Suburbs Lawyers' Association	David Gonzalez	<i>Vacant</i>
Southern Solicitors Law Association	Celia Roth	Rosie Roberts rroberts@burkelawyers.com.au
Western Suburbs Law Association	Danielle Leo	Gabriella Ferraro gabriella@ferraro.com.au