



# ASIAN AUSTRALIAN LAWYERS ASSOCIATION INC

PROMOTING CULTURAL DIVERSITY IN THE LAW

## **AALA NSW Data and Policy Subcommittee Member (Volunteer) Position Description**

### **About this role**

- Would suit someone looking to gain entry level experience with policy, research, and project management support within a national volunteer legal organisation
- Provide administrative, research, and project management support to the NSW Branch of AALA including organising meetings with internal and external stakeholders, taking notes, drafting documents, liaising with other AALA Branches and the National Executive Committee to achieve combined goals, organising the activities of the Branch, and general commercial research
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focussed on advancing cultural diversity in law
- General support to Subcommittee and Co-Convenors of AALA NSW Cultural Diversity Report Project (including organisation of online survey, focus groups and outcomes report launch event – see <https://www.aala.org.au/publications>) and other similar project leads within the NSW Branch

### **Desirable Skills**

This role will suit candidates who possess the following transferable skills:

- Ability to work autonomously and collaboratively and exercise initiative in delivering effective engagement with internal and external stakeholders
- Experience with student associations and/or committees
- Passion and committed to advancing the cause of cultural diversity
- Well-developed verbal and written communication skills
- Tech savvy with a good or excellent understanding of Microsoft Office suite and Google suite

## **Time commitment and application**

For the successful candidate, a commitment to AALA's objectives is essential. The successful candidate would be expected to volunteer, on average, 1 to 2 hours of your time on a fortnightly basis.

## **Term of appointment**

12 months

## **How to apply**

Please submit a CV and 1-page cover letter addressing your suitability in line with the position description to Lee-May Saw Data and Policy Subcommittee Chair, and Michael Tangonan Data and Policy Subcommittee Secretary at [aalanswsurvey@outlook.com](mailto:aalanswsurvey@outlook.com) by 6pm AEST Tuesday 31 May 2022.

## **About AALA**

AALA (Asian Australian Lawyers Association) is the peak body for Asian Australian lawyers and lawyers with an interest in Asia regardless of background. We are a national, not-for-profit, volunteer-run organisation with Branches in all States and Territories.

We endeavour to foster cultural diversity and exchange in the Australian legal system and to help build connections with Asian legal systems.

We have members from all walks of legal life, including students, lawyers and principals from small, medium and large firms, barristers, in-house and government lawyers, and the non-profit and international sectors.

The objectives of AALA include:

1. To bring together members of the legal profession of Asian heritage and cultural background and others with an interest in Asia;
2. To provide a cohesive professional network to advocate for, and provide support to, our members and to benefit from shared learning and experience
3. To improve the capability and reputation of the members in the legal profession through raising public awareness and providing education;
4. To develop links with Asian legal associations and facilitate and promote access for members to Asian legal markets;
5. To promote and facilitate Asian cultural diversity in the senior ranks of the legal profession;
6. To promote a mutual understanding of Australian and Asian legal systems; and
7. Such other purposes as the association, by general meeting, may determine, as an independent, politically unaffiliated and religiously tolerant organisation.