



## **AALA National Membership Officer and Subcommittee Secretary Volunteer | Position Description**

### **About the role**

- Membership management and analysis
- General support to AALA National Treasurer and National Secretary and the National Executive Committee as Subcommittee Secretary
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focussed on advancing cultural diversity in law

### **The Role**

The successful candidate(s) for this role will assist the AALA National Treasurer and National Secretary in managing the membership matters of AALA.

### **Specific responsibilities include:**

- Work closely with the AALA National Treasurer and National Secretary to manage the membership matters of AALA National Executive Committee
- Act as a liaison point for membership matters between the AALA National Treasurer, National Secretary and the National Executive Committee
- General support to National Convenor of AALA Membership (Recruitment and Retention) Portfolio Subcommittee as Subcommittee Secretary, including organising Subcommittee meetings, drafting meeting minutes and assisting with Subcommittee administration

### **Skills Required**

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

- Microsoft Office skills, in particular Microsoft Excel
- Competent in data analysis
- Ability to work collaboratively
- Effective engagement of a range of stakeholders
- Well-developed verbal and written communication skills
- A commitment to quality service standards and delivery
- Uphold member privacy and confidentiality

## **Time commitment and application**

For the successful applicant a commitment to AALA's objectives is essential. You are expected to volunteer, on average, 3 hours of your time per week.

## **Term of appointment**

12 months, subject to a 3-month trial period.

## **How to apply**

Please submit a CV and 1-page cover letter addressing your suitability in line with the position description to [treasurer@aala.org.au](mailto:treasurer@aala.org.au) by **6pm AWST 6 March 2026**.

## **About the organisation**

### **Asian Australian Lawyers Association (AALA)**

AALA 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.