

ITSA Committee Role Applications 2023

This year, we are recruiting for three roles on the ITSA Committee:

- ⇒ Treasurer
- ⇒ Secretary
- ⇒ Social and Media Officer

Depending on how many applications we receive, we will assess the viability of creating additional roles on the Committee.

Being on the ITSA Committee during your time as a Student, or before you have obtained Pupillage, allows you the chance to engage with the Bar student community and Inner Temple. You will be involved in organising, planning and running a number of events (including Dinners, panel events, socials), advocating for the student body at the Inn and providing networking, CV building and professional opportunities to the student body.

ITSA has the following objectives:

- ⇒ To promote collegiality;
- ⇒ To help Inner Temple Students maximize their enjoyment of their Bar Course;
- ⇒ To provide a voice for the students within the Inn;
- ⇒ To provide a welcome break from Bar course work and the quest for pupillage;
- ⇒ To provide students with an opportunities to build their CV and network in the quest for pupillage

All Committee members are expected to attend Committee meetings, which take place (usually remotely via Zoom) every 2-4 weeks (depending on the time of year). Committee members are expected to treat their role on the Committee as a professional commitment.

This year, the Committee will be assisted by a number of Regional Ambassadors, who will be recruited separately and directly by Inner Temple.

We are recruiting for the following roles on the Committee for 2023-2024:

Treasurer

- a) Ensuring that ITSA's finances are in order;
- b) Budgeting for Society events;
- c) Ensuring that spending is controlled and accounted for;
- d) Reimbursing committee members for any expenses incurred;
- e) Drafting an annual budget;
- f) Assisting with applications for sponsorship of Society events.

Secretary

- a) Note-taking during Committee meetings;

- b) Supporting the President, Vice-President and other Committee members in the planning and organisation of events;
- c) Monitoring the Society website and ensuring all information is up to date.

Social and Media Secretary

- a) Designing posters and promotional materials for each event the Society runs;
- b) Managing all social media accounts, including responsibility for responding to all queries received to the Society social media accounts;
- c) Advertising Society events through the Society social media accounts;
- d) Assisting with organising and planning social events.

If you are interested in applying for a role on the Committee and you have any questions, please do not hesitate to get in touch with us by email: itsa@innertemplesocieties.org . We'll get back in touch as soon as possible!

To apply, please send a copy of your CV and a covering letter explaining why you would like to be on the Committee and what skills you have that would assist you in the role. If you would like to be considered for more than one position, please make that clear in your covering letter.

Documents can be sent to itsa@innertemplesocieties.org , please ensure to include your name and the position(s) you are applying for in the subject line.

The deadline for applications is 4pm on Friday 6th October. Any applications received after this time will not be considered.

Good luck!

ITSA Committee