



ALSA

ASIAN LAW STUDENTS' ASSOCIATION

DIRECTORS PROPOSAL



ASIAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

Constitution of Asian Law Students' Association (ALSA)

Article 7 Section 10:

Section 10. Directors of ALSA International

To support the duties of the International Board in realizing ALSA's vision and purposes/objectives, the International Board may appoint any Director, subject to other provisions within this Constitution and the Book of Guidelines.

Section 10.1. Duties of Directors

Each Director shall have prescribed specific duties and responsibilities or be appointed to carry out a specific task under the responsibility of the International Board.

Section 10.2. Creation of Director Positions

Director positions shall be proposed by the International Board to the Governing Council for approval. Proposal for each Director Position shall include details on the following:

- a. Visions and purposes/objectives of ALSA aligned with the Director position;*
- b. Motivation of the International Board for creating the Director position; and*
- c. Specific duties and deliverables of the Director position.*



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Section 10.3. Appointment of Directors

The International Board shall appoint one or more Director for each position after the approval of the creation of the position. The proposal for the creation of Director positions may indicate potential candidates for the relevant positions.

The positions of directors that are being proposed for the ALSA International Board 2018/2019 consist of:

President:

- 1) Director of Strategic Management
- 2) Director of External Affairs and Development

Vice President of Academic Activities:

- 3) Director of Academic Publication
- 4) Director of Moot Court Competition

Vice President of Training, Exchange and Development:

- 5) Director of Exchange and Development
- 6) Director of Legal and Organizational Training
- 7) Director of Student Trainee Exchange Programme

Vice President of Public Relations and Marketing:

- 8) Director of Information, Communication and Technology (ICT)
- 9) Director of Media and Operation



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President

Position:

- 1) Director of Strategic Management
- 2) Director of External Affairs and Development

1) Director of Strategic Management

a) Objectives of Position

The proposed role of *Director of Strategic Management* is targeted to deal with the core of Asian Law Students' Association ("ALSA"); to build the organisation from the inside starting with the rules and regulations governing it with the intention to create a better workplace through compliance of relevant rules for all members of ALSA. Additionally, the primary foci of the Director of Strategic Management is to provide ALSA International with advices regarding compliance to rules and regulations as well as general courses of actions needed to be taken to correct the situation.

As our organisation grows from strength to strength, it is necessary for us to reorganise ourselves and to relook on our focus/direction moving ahead. First, we have to ensure that our goals and objectives remain relevant in today's market but more importantly, whether we are actually working in that direction. Secondly, as a law students', we need to be mindful of the rules and regulations in placed. In that regard, we need to comply with our association's Constitution and Book of Guidelines while making sure that the clauses and provisions are still relevant and up-to-date with the current operation.



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b) Motivation

Amongst all things, Director of Strategic Management shall be motivated by passion for ALSA as a whole and shall also possess the appropriate skillsets and experiences to work hand in hand with external organisation and internal national chapters.

The above cannot occur in a vacuum and as such, it is increasingly crucial for ALSA to benchmark and learn from other similar organisation in terms of size; vision and objectives.

It is targeted in the next year that the Director of Strategic Management would submit a report in Annual Forum 2019 indicating the results of the benchmarking exercise and also, all proposed amendments to both the Constitution and Book of Guidelines.

Lastly, the Director is expected to ensure that all activities or processes within ALSA are in compliance with the rules and regulations of our association by highlighting any irregularities to the attention of the President.

c) Duties and Deliverables

The Director of Strategic Management would come under the direct purview of the President of the ALSA International Board 2018/2019 and will work closely to assist him in various matters. The following are the position's duties/responsibilities:

- i. Benchmark ALSA with external organisation;
- ii. Reorganise the ALSA Constitution and Book of Guidelines;
- iii. Ensures compliance with the rules of our association and provide appropriate advices whenever needed; and
- iv. Represent ALSA International in a case by case basis per the Board resolution.



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2) Director of External Affairs and Development

a) Objectives of Position

Director of External Affairs and Development would assist the President based on Section 4, particularly Section 4.1 of the ALSA Constitution, which are to:

- a. Represent the International Board in membership, expansion and external relation matters;
- b. Represent ALSA in communicating with external organizations

b) Motivation

In recognition of the absence of the position directly under the purview of the President that deals with the Presidential duty to represent ALSA in expansion and external relation matters, Director of External Affairs and Development will fill in this lacuna.

As of 2018, there has been more than 15 active Memorandum of Understandings (MoUs) signed between ALSA (this include MoUs from different department and events) and external organizations to which therein ALSA has more than 10 obligations to ensure deliverables. Post-event sponsorship report (to be sent to our partners) and impact assessment report has also been an increasing workload for the departments hosting the events. In recognition of the importance of the quality of the post-event sponsorship report and year-end sponsorship report (to be sent to our partners) and its importance to ensure long-term relationships with the existing partners/sponsors, a dedicated position has to be there to assist the President to manage ALSA's increasing pool of partners/sponsors and to ensure ALSA's compliance with its obligation under different MoUs of each of its programs.

There has also been increasing importance of pro bono among the Asian Law Students, particularly our members. The timely introduction of this position will assist the President in pro bono activities and initiatives as well as the existing role per described.



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Director of External Affairs and Development which is directly under the purview of the President will not only assist ALSA as a whole in sponsorship seeking, but will be a readily available resource to all department's initiatives including the AIMCC, AILTW, STEP, ALSA Conference and ALSA Forum.

c) Duties and Deliverables

The Director of External Affairs and Development will work closely with the President and assist him on external matters. The following are the position's duties/responsibilities:

- i. Monitor and assist the fulfillment under every MoUs signed under ALSA International and its department;
- ii. Assure that donors are responsibly stewarded for their gifts and that strong relationships are maintained via the following methods which include (but not limited to):
 - a. Produce Year-End Sponsorship Report for ALSA International Partners;
 - b. Assist respective departments in its Post-Event Sponsorship Report for each events' partners;
- iii. Assist the President in actively seeking pro bono opportunities for ALSA members.
- iv. Assist and provide support in sponsorship/partnership seeking effort in every initiative of ALSA International; and
- v. Assist the President in any assignment basis.



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Vice President of Academic Activities

Position:

- 1) Director of Moot Court Competition
- 2) Director of Academic Publication

General Requirement:

- 1) Director of Moot Court Competition is required to:
 - a. Have experience of competing in international moot court competitions
- 2) Director of Academic Publication is required to:
 - a. Have a strong academic writing skill in English
 - b. Be a Law Major Student

1) Director of Moot Court Competition

a) Objectives of Position

AIMCC of the 2018 was held in an arbitration format in Myanmar, inviting 20 teams from 7 countries selected through the memorial phase. AIMCC seeks to enable law students to deepen their understanding of law and practice their legal skills. It is meant, further, to enhance researching skills and advocacy skills.

A quality moot court competition hosted by an organization had been successful in increasing the credibility and recognition of an association (ig. ILSA). AIMCC aims to do exactly that. In addition, ensuring the quality of the competition can contribute to ALSA's expansion by attracting more



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Asian law students to join ALSA and potential benefactors to support not only moot court but other ALSA-related activities. Thus, it is utmost importance for ALSA as a whole that AIMCC maintains its progression.

b) Motivation

Prominent moot court competition owed its success to manpower, coordination, vigor, and preparation of the origination committee through a constant flow of information.

Organizing Committee in the host country will take care of the logistics while the technicality and content of the MCC are directly handled by the Director of MCC.

This position exists for that—serving as conduit to strengthen and empowers to moot court competition process. Availability and responsibility of the Director of MCC is the key to the success of AIMCC. With his/her experience, Director of MCC will strengthen a competitive environment as well as ensuring neutrality of the competition by separating the host country from the content and emphasizing that AIMCC is an ALSA International-initiated program.

c) Duties and Deliverables

- i. Accommodate available sponsors and tailored to their needs
- ii. Coordinate the functionalities of AIMCC successfully
- iii. Make AIMCC of a satisfying quality happen
- iv. Communicate with host country's Organizing Committee efficiently

d) Detail Job Description of the post

- i. Take the initiative of a leading role in the operations of the AIMCC
- ii. Availability and eagerness to do all of the listed task
- iii. Have participated in at least one international moot court competition



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a. Memorial Stage:

- i. PR-ing the competition to attract ALSA/NON-ALSA Members (including promotional materials)
- ii. Coordinate with sponsors to write the moot problem/bench memorial
- iii. Creating partnership/sponsors proposal (package) and distributing it to the relevant institutions
- iv. Finding memorial judges for memorial scoring
- v. Available for contacting both from the VP of AA, interested sponsors/partners, and team
- vi. Revise/Tailored the existed rule of the AIMCC

b. Oral Pleading Stage:

- i. Create materials needed for the competition (IG. Scoring Sheet, Trophy, Certificates)
- ii. Coordinate need and wants with the host country of the AIMCC
- iii. Available for contacting both from the VP of AA, interested sponsors/partners, and team

2) Director of Academic Publication

a) Objectives of Position

The four academic journals showcase the geographical and cultural diversity of ALSA as well as diverse areas of legal expertise and interest. The four journal projects aim to fulfill the need for increase communication and enhancement of understanding of legal studies among Asian countries, as well as the increase in recognition of ALSA among the International community.



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a. Law Review

- i. The Director of Academic Publication is responsible for the editorial/publication process of two academic journals published by ALSA International including the ALSA Law Review and the Asian Journal of Legal Studies
- ii. The **ALSA Law Review** is a compendium of law reviews submitted from a carefully chosen pool of contributors in each national chapters. The journal seeks to provide ALSA members with a tool to enhance their academic writing skills and researching skills. **The topic of law review will be aimed at the contemporary legal issues that affects the international interest.**

b. Asian Journal of Legal Studies

- i. AJLS is an open source journal of ALSA, whose contributors and audience include students, academics, professionals, and others interested in the field of Asian legal studies. The AJLS publishes articles relating to the study of the legal system of Asian Countries and features comparative legal analyses that is applicable to international framework as a whole.

c. Legal Newsletter

- i. Local legal news is usually written in local languages and there is a difficulty surrounding anyone trying to gain access to it. Thus, preclusion inadvertently occurs to other nationals towards legal news/issues simply because it is written in different language or the news misses the international headline. The use and technology will aid in the overcoming these barriers and broadening the horizon of ALSA members living in different jurisdictions—giving them easy access to HOT legal news from thousand miles away.



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d. International Law Students' Journal

- i. As the first project to be fully be collaborated between ALSA, ELSA, and AUSLA, the Director of Academic Publication will have to coordinate with their ELSA and AUSLA counterparts on the completion of this project. The ILSJ will be comprised of one legal article from ELSA, AUSLA, and ALSA respectively, and will be under the management of the ILSJ editorial board, which will be comprised of editors from all three associations. As the ALSA Director of Academic Publication, they will have to oversee the publication process of the journal, as well as the management of the ALSA editors within the ILSJ editorial board.

b) Motivation

This position exists to oversee the formulation of two ALSA International Academic Publication, as well as the proposed International Law Journal project (between ALSA, AUSLA, and ELSA) seeing it all the way from its embryonic form to a soaring, scholar compendium. The person will have to make sure that the revisions and editorial process are done so in a careful and efficient manner. Vice President of Academic Activities seeks to have an academically skilled law student member who will oversee the publication process of the journals with passion for success and law.

Additionally, they will have to be punctual to meet in order to meet the demanding deadlines of the three publications under AA. The person will also have to be amicable in order for the AA Officers of each NC to approach them when need be and for them to be able to approach each NC for assistance.

c) Duties and Deliverables

- i. **Publish** at least 8 'Law Review' at readiness of *2nd draft* and above
- ii. **Publish** at least 1 Volume of 'Asian Journal of Legal Studies' (minimum of 2 pieces per volume)



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- iii. **Publish** at least 3 Volume of 'Legal Newsletter' (minimum of 8 pieces per volume)
- iv. **Publish** at least 1 volume of the "International Law Students' Journal" (1 ALSA Article per volume)
- v. **Maintain and Update** the E-Publication(Website) of each projects
- vi. **Publicize and make sure** the availability of the Law Review, Legal Newsletter, ILSJ, and AJLS

d) Detail Job Description to the post

- i. Take the initiative of a leading role in the operations of the *Academic Publication*
 - a. **AJLS:**
 - i. Head the Editorial Board of the AJLS (Editor in Chief)
 - ii. Select the Editorial Board Members with the Vice President of Academic Activities
 - iii. Be in charge of the manage process of the AJLS and allocating the tasks towards the Editorial Board Members
 - iv. Seek cooperation with National Boards, network of contributors, and the IB to promote and market the journal both internally and externally
 - v. Manage website and social media of the AJLS
 - vi. Report Progress of the Editorial Process to the VP of AA
 - b. **Law Review:**
 - i. Oversee the process of collection, revision, and publication of papers/articles
 - ii. Finding overseeing lecturing
 - iii. Suggest topics and work on drafts with the National Chapters
 - iv. Assist and give advice to National Chapters on how to ensure the quality of papers
 - v. Promote and market Law Review both internally and externally
 - vi. Assist VP of AA in conducting the Legal Writing Competition
 - vii. Report progress/concerns to the VP of AA



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c. Legal Newsletter:

- i. Oversee the process of collection, revision and publication of articles
- ii. Suggest topics and work on drafts with National Chapters
- iii. Assist and give advice to National Chapter on how to ensure quality of papers
- iv. Promote and market Law Review both internally and externally
- v. Report process/concerns to the VP of AA

d. International Law Students' Journal:

- i. Oversee the process of collection, revision and publication of articles
- ii. Select the ALSA Law Review Article to be included within the journal
- iii. Coordinate with AUSLA and ELSA officers on the publication process of the journal
- iv. Manage ALSA editors within the ILSJ editorial board



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Vice President of Training, Exchange and Development

Position:

- 1) Director of Legal and Organization Training
- 2) Director of Exchange and Development
- 3) Director of Student Trainee Exchange Programme

1) Director of Legal and Organization Training

a) Objectives of Position

The legal profession is constantly evolving and more competitive now with increasing call for law students with not only knowledge in law but also all-rounded, equipped with practical skills in law and organisational experiences and international exposure. The Asian Law Students' Association (ALSA) as an association that recognises the importance of, among others, being legally-skilled and internationally-minded, through its Training, Exchange and Development (TED) Department, endeavours to enrich its members with the abovementioned abilities. Helping to realise this goal is the **Director of Legal and Organisational Training** ('Director') who will share with the Vice President of TED (VP TED) the responsibilities of the **ALSA International Legal Training and Workshop** (AILTW) and **ALSA Organisational Training** (AOT).

AILTW, created in the 2013/14 term, aims to enrich participants with extensive, practical skills and in-depth knowledge on a certain legal topic(s) through training sessions, seminars, symposiums, legal visits and such.



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Whereas AOT, started in 2016/17, allows participants to develop their leadership abilities, teamwork skills as well as knowledge of ALSA by partaking in a brief seminar on ALSA's basic operations followed by a mock Governing Council Meeting (GCM) with drafted case problems to be discussed at ALSA International events (ALSA Annual and Annual Forum) when possible. Complementing AOT, the **Alumni Reach-Out** programme was designed to connect ALSA alumni with current members through ALSA International events to share their ALSA experiences by giving seminars for AOT.

b) Motivation

This Director would *ideally* have many of the following qualities: committed, hardworking, organised, a team player, socially adept (i.e. persuasive and confident), in possession of good administrative skills (i.e. writing emails, letters, proposals, reports), linguistically exemplary (i.e. generally faultless grammar, spelling and punctuation, expanded vocabulary as well as clear and concise writing), attentive to detail, inclined to take the initiative and provide assistance.

c) Duties and Deliverables

The duties and responsibilities of this Director include:

- a.** For AILTW, to:
 - i. Help find a National Chapter (NC) to host the event; and
 - ii. Assist the Host NC in planning and conducting the event:
 - Help find facilitators, speakers and sponsors;
 - Regularly check with the Organising Committee (OC) and report to the VP of TED; and
 - Help promote the event.
- + Aid any NCs interested to hold a National Legal Training and Workshop and oversee said programme.



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b. For AOT, to:

- i. Cooperate with the OC (of the ALSA International event where this programme is to be held) in planning and conducting it:
 - Regularly check with them and report to the VP of TED;
 - Create the programme rundown;
 - Contact GC or IB alumni to give a brief seminar and help supervise mock GCM;

c. For Alumni Reach-Out, to:

- i. Help find and contact ALSA (particularly GC or IB) alumni:
 - Form a group composed of these individuals;
 - Work with Secretary General and Department of Public Relations and Marketing to keep connections with these individuals; and
 - Invite them to participate in ALSA International events, e.g. ALSA Annual Conference, ALSA Annual Forum and AILTW.

2) Director of Exchange and Development

a) Objectives of Position

Parts of the objectives of the Asian Law Students' Association (ALSA) are 'to understand and appreciate the diversity...in society through exchange' as well as 'to encourage...[members] to become internationally-minded...and legally-skilled.' In achieving these, the association has introduced certain initiatives under the Training, Exchange and Development (TED) Department that aim to develop members as future legal professionals and leaders who are well- rounded, highly competent and experienced. These initiatives are **ALSA Exchange** and the **ALSA Local Chapter**



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Hear and Share (ALSA LC H&S or simply 'H&S') which, will be the joint responsibilities of the **Director of Exchange and Development** ('Director') with the Vice President of TED (VP TED).

ALSA Exchange, repackaged from STEP Exchange of the 2015/16 term, enables participants to visit another Local Chapter (LC) and partake in their activities for a period of time. Finally, H&S provides a floor for the exchange of ideas between representatives of selected LCs with regards to academic activities, TED programmes and public relations and marketing initiatives or other challenges, as well as a stage for these members to know more about ALSA through the discussions of problem questions.

b) Motivation

This Director would *ideally* have many of the following qualities: committed, hardworking, organised, a team player, socially adept (i.e. persuasive and confident), in possession of good administrative skills (i.e. writing emails, letters, proposals, reports), linguistically exemplary (i.e. generally faultless grammar, spelling and punctuation, expanded vocabulary as well as clear and concise writing), attentive to detail, inclined to take the initiative and provide assistance.

c) Duties and Deliverables

The duties and responsibilities of this Director include:

- a.** For ALSA Exchange, to:
 - i. Help find LCs to host the programme;
 - ii. Assist the Host LC(s) in planning and conducting the programme;
 - iii. Regularly check with the Host LC(s) and participants and report to the VP of TED;
 - iv. Prepare the necessary documents;
 - v. Help promote the programme; and



- vi. Help distinguish the programme from Study Trips
- b. For H&S, to:
 - i. Divide participating LCs into groups (whose discussions will be conducted on different days);
 - ii. Set a date for each of the discussions;
 - iii. Create the discussion agenda;
 - iv. Create a mock problem question to be discussed;
 - v. Collect and compile documents from participants;
 - vi. Distribute the agenda and compiled documents to participants prior to the discussions; and
 - vii. Chair the discussions.

3) Director of Student Trainee Exchange and Development (STEP)

a) Objectives of Position

ALSA, as an organisation that recognizes the importance to be socially responsible, internationally minded, academically committed and legally skilled, Training, Exchange and Development (TED) Department provides a platform ALSA members to enrich their practical and technical legal skill, as well as to experience a first-hand, real international work environment through an internship program, **Student Trainee Exchange Programme (STEP)**. This will be the joint responsibilities of the **Director of STEP** with the Vice President of TED (VP TED).

b) Motivation

This Director would *ideally* have many of the following qualities: committed, hardworking, organised, a team player, socially adept (i.e. persuasive and confident), in possession of good administrative skills (i.e. writing emails, letters, proposals, reports), linguistically exemplary (i.e.



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generally faultless grammar, spelling and punctuation, expanded vocabulary as well as clear and concise writing), attentive to detail, inclined to take the initiative and provide assistance.

c) Duties and Deliverables

The duties and responsibilities of this Director include:

- i. Aid in the 'employer-hunting process' (i.e. searching for and establishing partnerships with suitable institutions to enable members to intern there)
- ii. Build internship cooperation with relevant organisations (e.g. ELSA whose STEP partners are open for ALSA members to intern at);
- iii. Follow up with NB TED Officers on their search for STEP partners and report to the VP of TED;
- iv. Facilitate the registration process and assist participants for their entire internship period;
- v. Formulate/amend the existing internship policy that shall provide guidelines for participants;
- vi. Prepare the necessary documents including the STEP Specification Form;
- vii. Help promote the programme;
- viii. Assist in and oversee any internship programmes undertaken by a National Chapter or LC;
- ix. Cooperate and assist Department of Public Relations and Marketing to create an online portal and report to the VP of TED.



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Vice President of Public Relations and Marketing

Position:

- 1) Director of Information, Communication and Technology (ICT)
- 2) Director of Media and Operation

General Requirement:

- 1) Director of Information, Communication and Technology (ICT)
 - a. Able to use and design different promotional materials such as posters and videos using program such as Adobe Photoshop and other related programs;
 - b. Have a basic skill of designing contents for website publication.
- 2) Director of Information, Communication and Technology (ICT)
 - a. Able to effectively use different social media platforms including Facebook, Instagram, Twitter, LinkedIn, and other social media platforms;
 - b. Have a basic skill of publishing contents on website.

1) Director of Information, Communication and Technology (ICT)

a) Objectives of Position

Director of Information, Communication, and Technology ("Dir of ICT"), would assist Vice President of Marketing of Public Relations ("VP of PRM") based on article 7, specifically section 7.1 of the Constitution of ALSA, which are to:

- i. Design and produce promotional materials for ALSA;
- ii. Utilize the website and official social media channels to promote and publish ALSA materials and activities.



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b) Motivation

The existence of Director of ICT will increase the efficiency and awareness of our promotional materials since Director of ICT will assist the duties of VP of PRM by maintaining each ALSA International promotional material in terms of:

- i. Colours of each material;
- ii. Placement of ALSA logo;
- iii. ALSA Contact Information;
- iv. Deciding when is the ideal prime time for posting; and
- v. Making video reviews for ALSA International events.

Director of ICT would also assist VP of PRM in terms of designing different contents to be posted on ALSA International website and social media. For ALSA International website, Director of ICT will sustain and maintain the contents and theme of our website and would assist VP of PRM in terms of maintaining and increasing the awareness of ALSA official social media.

c) Duties and Deliverables

- i. Assist the VP of PRM in terms of designing our website, posters on social media, magazines and proposal;
- ii. Assist the VP of PRM to design ALSA Merchandise; and
- iii. Assist the VP of PRM to make video reviews in each international events.

2) Director of Media and Operation

a) Objectives of Position

Director of Media and Operation ("Dir of M&O") would assist Vice President of Marketing of Public Relations ("VP of PRM") based on Article 7, specifically section 7.1 of the Constitution of ALSA, which are to:



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- i. Plan and execute different social media contents for ALSA;
- ii. Utilize the website and official social media channels to promote and publish ALSA materials and activities

b) Motivation

Regarding the terms of "Media", Director of Media and Operation would increase the efficiency of PRM Office, in terms of:

- i. Standing as the 2nd person-in-charge for keeping all of ALSA social media updated;
- ii. Assisting the VP of PRM in regards with ALSA social media;
- iii. Assisting the VP of PRM in regards with the content which will be posted in the social media platforms;
- iv. Develop a strategy to raise awareness of ALSA at an international level; and
- v. Working with Dir of ICT in terms of making a unified brand for ALSA.

In general, the terms of "Media" would increase the existence of ALSA as a whole organisation both externally (in terms of maintaining the consistency of contents in every social media), and also internally (in terms of having a brand for ALSA as a whole organisation).

In regards with the terms of "Operation", Director of Media and Operation would also be the 2nd person-in-charge for maintaining and sustaining the ALSA Merchandises, in terms of:

- i. Producing ALSA Merchandise;
- ii. Market the ALSA Merchandise; and
- iii. Sustain the ALSA Online stores on ALSA International website.

In general, the terms of "Operation", the Dir of M&O would assist PRM office to promote and increase the awareness of our ALSA social media and Merchandises.



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c) Duties and Deliverables

- i. Assist the VP of PRM to produce and publish different contents and to maintain the consistency on all of ALSA social media;
- ii. Assist the VP of PRM to make a proposal in terms of the proposal's contents to promote ALSA as a whole organisation to engage potential benefactors;
- iii. Assist the VP of PRM to unify ALSA branding system; and
- iv. Assist the VP of PRM to produce and market ALSA Merchandise.

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