

Tab 1

Guelph Pre-Law Society Executive Applications - 2026/2027

Information for all applicants:

Please include the following information in your application, which must be submitted via email to prelaw@uoguelph.ca by 11:59 PM on May 22nd, 2025. All documents must be submitted in PDF format, and all listed application requirements must be met. Incomplete applications will not be considered.

Application Requirements:

1. Answer the questions listed under the role that you are applying for.
2. If you would like to be considered for an alternative position, list your second choice role and answer the questions listed under it. All applicants are allowed to apply for up to two (2) roles.
3. Attach a resume outlining previous relevant experience(s).
4. Attach any additional required information (if specified in role description).

Requirements for all Pre-Law Society executives:

The following requirements will be expected from **all** successful executive members. Exceptions may apply where needed.

1. Attend all executive meetings (as needed).
2. Attend all general meetings.
3. Attend all events.
4. Partake in at least one (1) mooting competition during the 2026/2027 school year.
5. Sign and adhere to the Club Executive Code of Conduct.

We appreciate all applications, however, only successful applicants will be invited for an interview with the Presidents. If unsuccessful, you will be notified and we encourage you to still be involved with the society over the school year.

For any questions or concerns about the society or the application process, please contact us via email or social media. Thank you!

Director of Internal Affairs (1 position)

Requirements:

- Be a good standing Pre-Law Society member (must have attended at least 3 events during the 2025/2026 school year).
- Have concrete experience in leading teams, coordinating several tasks, and strong organizational skills.
- Experience with managing finances is preferred.
- Experience with writing mass emails is preferred.
- Experience with photography is an asset.

Responsibilities:

- Completing SE&RM Training provided by the University (Events Training).
- Oversee all operations for the following teams working under them: Finance Manager, Secretary, and Social Media.
- Assist Presidents in overseeing executives and managing compliance with executive code of conduct.
- Oversee and work with Presidents to organize annual Gryphons Cup Moot Competition.
- Call executive meetings, prior to major events or as needed.
- Responsible for designing the Pre-Law Society merch and overseeing the ordering process.
- Assist Finance Manager in retrieving funding, sponsorship, or any other finance related task on ad hoc basis.
- Planning internal semester-end socials for Pre-Law executive members to ensure group bonding and well-being.
- Submit SE&RM requests as needed for internal events & socials.

Please Answer the Following Questions:

1. What year are you in and what is your major?
2. What previous experience(s) do you have that will assist you in this role? Previous Pre-Law Society experience is an asset.
3. Why are you interested in being the Director of Internal Affairs?

Director of External Affairs (1 position)

Requirements:

- Be a good standing Pre-Law Society member (must have attended at least 3 events during the 2025/26 school year).
- Demonstrated experience in leadership, team coordination, and strong organizational skills.
- Experience with marketing, outreach, or communications is preferred.
- Experience with writing mass emails is an asset.
- Experience with photography, branding, or content creation is an asset.
- Experience with sponsorships, partnerships, or external relations is an asset.

Responsibilities:

- Completing SE&RM Training provided by the University (Events Training).
- Submit SE&RM requests as needed.
- Lead all external communications, marketing, and outreach efforts for the Pre-Law Society.
- Develop and execute promotional strategies to increase event visibility, including classroom outreach and campus-wide engagement initiatives.
- Oversee the Events, Peer Mentorship, and Diversity teams, ensuring strong branding, visibility, and attendance across all initiatives.
- Collaborate with the Secretary to coordinate the distribution of event promotions through academic channels, including professors and departmental mailing lists (e.g., CJPP & POLS).
- Build and maintain relationships with external organizations, clubs, and potential sponsors, and pursue partnership opportunities.

Please Answer the Following Questions:

1. What year are you in and what is your major?
2. What previous experience(s) do you have that will assist you in this role? Previous Pre-Law Society experience is an asset.
3. Why are you interested in being the Director of External Affairs?

Directors of Law Admissions (2 positions):

Requirements:

- Must have written the LSAT by the beginning of the F26 semester.
- Must have a concrete understanding of the law school admissions process, specifically information related to the LSAT and other required components for admission.
- Participating at monthly meetings with the Presidents.

Responsibilities:

- Completing SE&RM Training provided by the University (Events Training).
- Organizing law admissions presentations per semester, an informational session on the components of the LSAT, a mock LSAT test & a session on law school admissions.
- Facilitating the monthly LSAT workshops/study groups.
- Communicating with and seek out potential guest speakers for the following sessions.
- Act as primary contact in providing LSAT & Law Admissions info to general members
- Collaborating with existing Pre-Law society partners.
- Submit SE&RM requests for LSAT related events.

Please Answer the Following Questions:

1. What year are you in and what is your major?
2. What previous experience do you have that will assist you in this role?
3. Why are you interested in being the Director of Law Admissions?
4. Have you been previously involved with the Pre-Law Society? If so, in what way(s)?

Co-Peer Mentorship Coordinators (2 positions):

Requirements:

- Be a good standing Pre-Law Society member (must have attended at least 3 events during the 2025/2026 school year).
 - Having been a mentee or mentor in the 2025/2026 school year is an asset.
- Strong organizational skills are an asset.
- Have concrete experience in leading teams.
- Must be comfortable with organizing and hosting events that involve public speaking.

Responsibilities:

- Completing SE&RM Training provided by the University (Events Training).
- Create a mentorship program application form.
- Make mentor-mentee pairings alongside Presidents.
- Oversee communication between pairings.
- Keep an eye out for relevant opportunities, events and experiences worth promoting among mentees.
- Come up with creative ways to promote mentor/mentee engagement (i.e. monthly goals or activities)
- Reach out and coordinate with legal professionals to facilitate lawyer-mentee pairings and collaborations.
- Assist Presidents in the planning/coordination of mentorship-specific events.
- Submit SE&RM requests for delegated events.

Please Answer the Following Questions:

1. What year are you in and what is your major?
2. What previous experience(s) do you have that will assist you in this role?
3. Why are you interested in being the Peer Mentorship Coordinator?
4. Have you been previously involved with the Pre-Law Society? If so, in what way(s)?
5. Please draft a mentorship-specific event you could propose to the Presidents? Detail specifics as to location, time, potential speakers, and the purpose of the event.

Director of Moot (1 position):

Requirements:

- Be a good standing Pre-Law Society member (must have attended at least 3 events during the 2025/2026 school year).
- Must have competed in at least two (2) previous undergraduate moot competitions.
- Strong organizational skills are an asset.
- Have concrete experience in leading teams.
- Experience in event planning and coordination are an asset.

Responsibilities:

- Completing SE&RM Training provided by the University (Events Training).
- Oversee and work with Moot Captains to ensure the team is well prepared for competitions.
- Reach out to and communicate with competition organizers.
- Submit SE&RM requests for competitions and moot related events.
- Help Moot Captains schedule and coordinate moot tryouts and mock moots.
- Work with presidents and oversee planning and successful running of annual Gryphons Cup Moot Competition
- Apply to funding to help subsidize competition costs alongside the Finance Manager.
- Help ensure and plan regular moot team meetings.
- Attend moot workshops with the Moot Captains, as needed, to ensure program standards are maintained, particularly in the absence of a Moot Captain.
- Work with Moot Captains to plan and organize an end of year moot social.

Please Answer the Following Questions:

1. What year are you in and what is your major?
2. What previous experience do you have that will assist you in this role (please include your past Pre-Law Society commitments and experience in mooting).
3. Why are you interested in being the Director of Moot?

Moot Captains (3 positions):

Requirement:

- Be a good standing Pre-Law Society member (must have attended at least 3 events during the 2025/2026 school year).
- Must have competed in at least two (2) undergraduate moot competitions.
- Experience in leading teams is an asset.

Responsibilities:

- Host and oversee competition tryouts.
- Create and teach necessary material to prepare mooters for competitions (i.e. case outline, submission structures, introduction to mooting).
- Coordinate and facilitate moot workshops and meetings.
- Be readily available to answer questions from mooters.
- Assist mooters in crafting their submissions.
- Carry out multiple practice moots.
- Work with the Director of Moot to organize any moot-related events.
- Participate in regular meetings with the Presidents and Director of Moot.
- Attend each moot competition, as a competitor or solely in the provision of support and direction.

Please Answer the Following Questions:

1. What year are you in and what is your major?
2. What previous experience do you have that will assist you in this role (please include your past Pre-Law Society commitments).
3. Why are you interested in being the Moot Captain?

Co-Chair of Events (2 positions):

Requirements:

- Be a good standing Pre-Law Society member (must have attended at least 3 events during the 2025/2026 school year).

Responsibilities:

- Completing SE&RM Training provided by the University (Events Training).
- Plan various events for the society including law school visits, panels, executive and general socials, fundraisers, and excursions.
- Collect supplies as needed for events,
- Communicate with and seek out potential guest speakers for Pre-Law events.
- Represent the Pre-Law Society at promotional events.
- Submit SE&RM requests for delegated events.

Please Answer the Following Questions:

6. What year are you in and what is your major?
7. What previous experience(s) do you have that will assist you in this role?
8. Why are you interested in being the Co-Chair of Events?
9. Have you been previously involved with the Pre-Law Society? If so, in what way(s)?

Diversity Outreach Commissioner (1 position):

Requirements:

- Previous experience(s) that show a commitment to valuing diversity, inclusion, and equality.
- Must be comfortable with organizing and hosting events that involve public speaking.

Responsibilities:

- Completing SE&RM Training provided by the University (Events Training).
- Collaborate with other student organizations on campus that are diversity-focused to coordinate events, share resources, and network. (i.e. Guelph Black Students Association and Guelph Diversity and Culture Club).
- Organize a law school admissions night with information on schools that created a BIPOC application process, in collaboration with the Directors of Law Admissions.
- Organize diversity events that showcase the experiences of BIPOC legal professionals.
- Share any resources (scholarships, programs, opportunities, etc.) that may assist students who are part of marginalized groups in their journey toward a legal career.
- Seek out ways to ameliorate inequalities and lack of representation in law school preparation and application processes.
- Assist in maintaining and emphasizing diversity in any organized event.
- Submit SE&RM requests for any delegated events.

Please Answer the Following Questions:

1. What year are you in and what is your major?
2. What previous experiences do you have that will assist you in this role?
3. Briefly describe your commitment to diversity and inclusion.
4. Why are you interested in being the Diversity Outreach Commissioner? Discuss your ideas you would bring to this role.
5. Have you been previously involved with the Pre-Law Society? If so, in what way(s)?

Finance Manager (1 position):

Requirements:

- Previous experience with finance management and with using Microsoft Excel.

Responsibilities:

- Maintaining and managing the club's finances including the budget and bank account.
- Be a signing officer and Pre-Law's primary contact for any financial institutions we work with.
- Planning fundraising strategies.
- Organize and facilitate merchandise sales.
- Assist Director of Moot, Co-Peer Mentorship Coordinators, and Co-Chairs of Events with finance-related matters.
- Responsible for finding/applying to internal/university-run funding opportunities for the society.
- Responsible for finding/applying to external funding opportunities/sponsors for the society.
- Responsible for completing and submitting any necessary reports for funds received.
- Help coordinate use of grants and funds by working with those responsible for the relevant event to ensure easy access to funds.

Please Answer the Following Questions:

1. What year are you in and what is your major?
2. What previous experience do you have that will assist you in this role?
3. Why are you interested in being the Finance Manager?
4. Have you been previously involved with the Pre-Law Society? If so, in what way(s)?

Social Media Coordinators (3 positions):

Requirements:

- Experience with content creation is a strong asset (including using graphic design tools such as Canva).
- Please attach a social media ad created by you so we can preview your talents. The following ad should advertise a Pre-Law Society general meeting (include the date, time and location, etc.).

Responsibilities:

- Manage the society's Instagram, LinkedIn, Facebook, and Tik Tok accounts.
- Manage the society's wordpress website.
- Create and post regular content for our social media accounts.
- Monitor and reply to messages that are sent to our social media accounts.
- Aim to increase club membership, engagement, and event attendance by using social media strategies.
- Work alongside the Director of Internal affairs in photography at events.
- Work closely with various executives to ensure promotional materials for events go up in a timely fashion.
- Work closely with Presidents to ensure posts are accurate and go out regularly.
- Co-role will be divisible as follows:
 - Co-Coordinator 1: Manage tasks relating to Instagram & LinkedIn
 - Co-Coordinator 2: Manage tasks relating to Instagram & the GPLS Website
 - Co-Coordinator 3: Managing tasks relating to videography, Tik Tok and content creation

Please Answer the Following Questions:

1. What year are you in and what is your major?
2. What previous experience do you have that will assist you in this role?
3. Why are you interested in being a Social Media Coordinator?
4. Which Coordinator position are you interested in, and why?
5. Have you been previously involved with the Pre-Law Society? If so, in what way(s)?
6. Please attach the above social media ad.

Secretary (1 position):

Requirements:

- Experience with writing mass emails is preferred.
- Strong organizational skills are an asset.
- Please submit a separate document with a sample email that showcases a hypothetical Pre-Law event.

Responsibilities:

- Manage the club's email account by writing thoughtful emails for announcements, responses, and to contact persons on behalf of the Pre-Law Society.
- Reach out to organizations, partners, clubs, and individuals as needed.
- Reach out to professors and relevant contacts as needed to distribute promotional materials or announcements, including professors and departmental mailing lists (e.g., CJPP & POLS).
- Writing records of discussions (RODs) at meetings and sending them out in a timely manner to the exec team.
- Take and keep track of attendance at general meetings and events.
- Oversee the club membership process by managing the GryphLife roster.
- Oversee campus-connection; maintaining master calendar with associated clubs, communicating with associated clubs about their event plans/timing/dates, and notifying Presidents/Events/respective parties on any conflicts
- Work closely with the Director of Internal Affairs and various executives to provide timely updates on tasks and send out timely emails.

Please Answer the Following Questions:

1. What year are you in and what is your major?
2. What previous experience do you have that will assist you in this role?
3. Why are you interested in being the Secretary?
4. Have you been previously involved with the Pre-Law Society? If so, in what way(s)?
5. Please attach the above sample email.