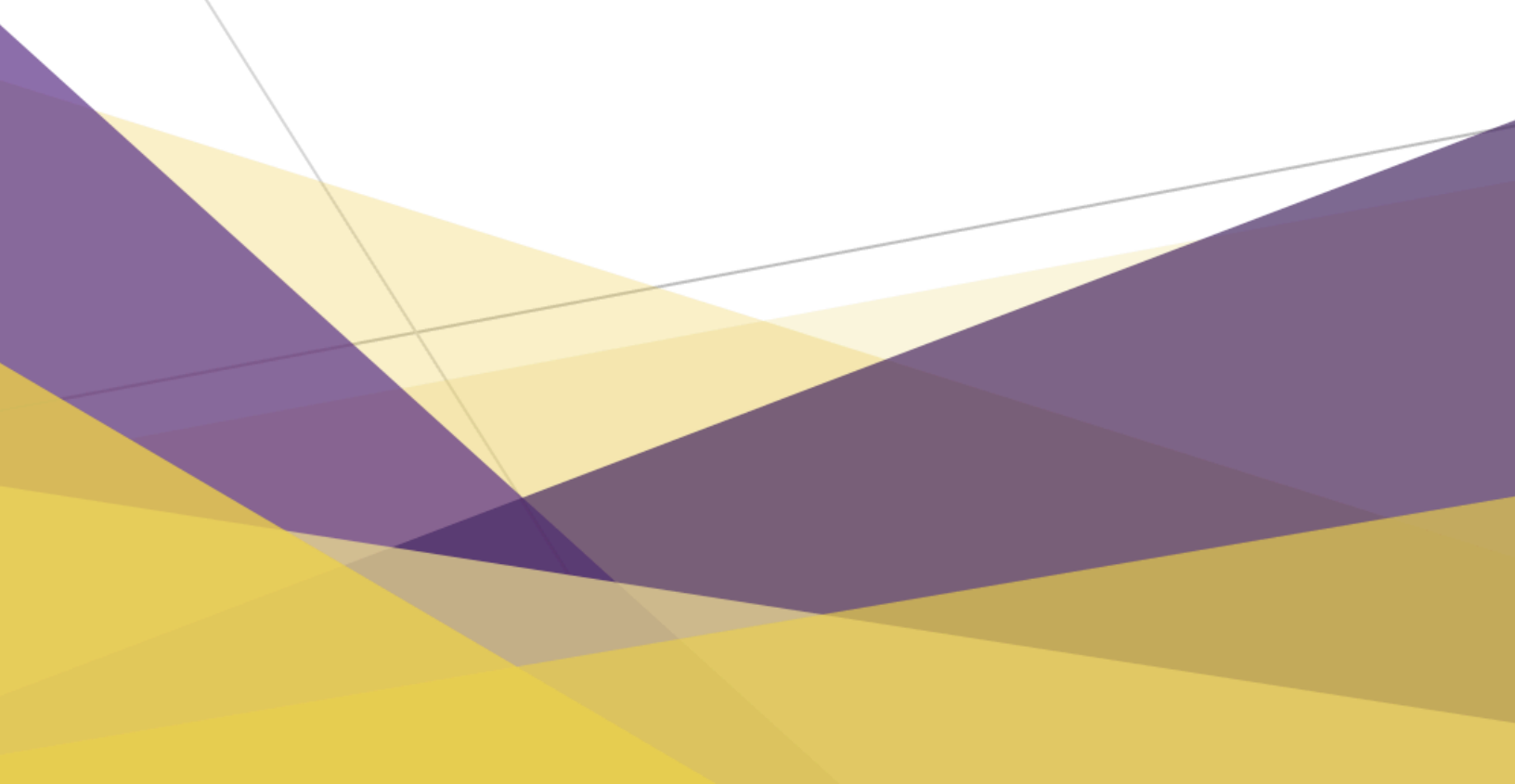


**BLSA Canada**  
**Board Appointment Package**  
**2024-2025**



# 2024-2025 BOARD APPOINTMENTS

**BLACK LAW STUDENTS' ASSOCIATION OF CANADA**

## **2024–2025 BOARD APPOINTMENTS**

BLACK LAW STUDENTS' ASSOCIATION OF CANADA

### **I. Positions Available for Appointment**

- National Conference Chair
- Julius Alexander Isaac Moot Director
- National Director of Professional Development
- National Director of Advocacy
- National Director of Sponsorship
- National Director of Alumni Relations
- National Common Law Chapter Representative
- National Civil Law Chapter Representative

### **II. Position Descriptions**

#### **A. National Conference Chair**

The National Conference is the culmination of the work done throughout the year by BLSA Canada and its chapters. This position requires a wide-ranging skill set, including ingenuity, resourcefulness, leadership, planning skills, and problem-solving abilities. The Conference Chair will coordinate panels, keynote speakers, and host a formal gala. The Conference Chair works closely with and provides direction to almost every BLSA Canada executive to anticipate the needs of Conference attendees over the course of the weekend. This position requires an exceptional degree of organization and attention to detail, and the successful candidate should be a leader who is highly skilled in both.

#### **B. Julius Alexander Isaac Moot Director**

The Julius Alexander Isaac Moot is the only student-run moot in the country and is spearheaded by the Moot Director. The Isaac Moot provides participants with the opportunity to engage in critical race theory and other legal analysis, which is lacking in the formalistic approach to the law as presented at most law schools. Held at the Ontario Superior Court of Justice and the Ontario Court of Appeal in Toronto, the Moot is a three-day event that typically takes place two weeks before BLSA Canada's National Conference. The Moot Director coordinates judges, participants, and volunteers prior to and during the trial advocacy competition. The Director also arranges for use of the Ontario Superior Court of Justice and the Ontario Court of Appeal and hosts a cocktail reception and awards ceremony. This

position requires a high degree of organization and attention to detail, and the successful candidate should be a leader who is highly skilled in both.

### **C. National Director of Professional Development**

The National Director of Professional Development is responsible for executing BLSA Canada's professional development programming for the year. This role seeks to increase BLSA Canada's programming for the year in substantive law and other legal and law-related issues unique to Black law students. The Director will coordinate and lead the development of the year's programming and, to this end, lead communications with appropriate stakeholders. The Director must be comfortable communicating and planning with BLSA Canada's Partners to ensure that our commitments for an annual workshop or panel with each is met. Moreover, the National Director of Professional Development must actively work to build new relationships with law firms, organizations, clinics, and others to expand BLSA Canada's Professional Development offerings. Some examples of programming include the National Firm Hop, the Career Fair during the National Conference, and the Bilingual Clerkship Open House.

### **D. National Director of Advocacy**

Black law students are often subjected to racism, prejudice, and bias by their peers and institutions intended to educate them. It is the responsibility of BLSA Canada to robustly address this violence while taking particular care to ensure that our work captures the diversity of the Black law student community. The National Director of Advocacy is empowered to lead initiatives to this end, paying particular attention to advocacy and community-building. It is vital that the Director of Advocacy stay up to date on and bring awareness to current events that affect the Black law student experience in a timely manner through mediums such as, but not limited to, blog posts, articles, and statements of solidarity. Those with a strong commitment to social justice evidenced through their work and/or volunteer experience, or otherwise, and can communicate effectively, will do exceedingly well in this position. As strong written communication skills are required for this role, we require the submission of a written work.

### **E. National Director of Sponsorship**

The National Director of Sponsorship is one of BLSA Canada's newest positions. The Director will develop and manage BLSA Canada's sponsorship strategies. They will work with other BLSA Canada Executives to build and lead all aspects of sponsorships so that the organization achieves its revenue targets for its events and initiatives, including the national conference and moot.

The Director will be persuasive, resourceful, and possess excellent relationship management skills. They will be responsible for developing and maintaining partner and sponsor relationships. The Director will collaborate and communicate effectively with other BLSA Canada Executives to create the sponsorship package, schedule sponsorship meetings, and create sponsorship agreements. This position may require travel and in-person meetings.

The successful candidate excels at networking widely to develop business relationships, and possesses exceptional negotiation, organization, and relationship management skills.

## **F. National Director of Alumni Relations**

The National Director of Alumni Relations is another newer position on the BLSA Canada Board. The Director of Alumni Relations manages the relationship between BLSA Canada and our alumni. The Director will work to develop a robust strategy to improve engagement with alumni. This includes, but not limited to, engaging alumni volunteers as advisors, mentors, and ambassadors to support the success of BLSA Canada's priorities and objectives.

The Director will communicate with the BLSA Canada alumni community through newsletters, events, social media, and other resources. This includes keeping the alumni community aware of BLSA Canada's developments, events, and needs. The successful candidate will also act as an historian to document and preserve BLSA Canada's history.

The successful candidate excels at strategic thinking, planning and organization. They will have people and relationship management experience, and exceptional interpersonal and communication skills.

## **G. National Common Law Chapter Representative**

The National Common Law Chapter Representative is the liaison between BLSA Canada and each BLSA chapter. The Chapter Representative must create and maintain a continuous dialogue with each chapter. Monthly meetings are held with BLSA Chapter presidents to determine how BLSA Canada can best serve its membership. These meetings also allow Chapters to share resources, develop standardized operational procedures, learn from each other's mistakes, and celebrate their successes.

## **H. National Civil Law Chapter Representative**

The Civil Law Chapter Representative is the liaison between BLSA Canada and each BLSA Civil Law Chapter. They are responsible for maintaining effective and efficient communication amongst all the Chapters, ensuring that each Francophone Chapter is a part of the monthly Chapter meetings. These meetings also allow Chapters to share resources, develop standardized operational procedures, discuss great ideas for yearly initiatives and events, and celebrate their successes. The Civil Law Chapter Representative should be able to communicate in both official languages: English and French.

The Francophone Representative will also work alongside the National Director of Communications to ensure that all official social media posts are translated into French and that effective communication is maintained between social media contacts in all Chapters.

### III. Application Deadline

Applicants must submit their application package via e-mail in a single PDF file to [chair@blsacanada.com](mailto:chair@blsacanada.com) by **Tuesday, March 12, 2024 at 11:59 pm PST**. No applications will be accepted beyond this deadline.

All application related enquiries should be sent to [chair@blsacanada.com](mailto:chair@blsacanada.com).

### IV. Application Submission Requirements

Applicants must submit the following documents in a single PDF:

**i. Cover Letter.**

One page cover letter, demonstrating skills, interest and experience relevant to the role.

**ii. Résumé.**

One page résumé, including BLSA position(s) held at the local or national level.

**iii. Application (included in this package).**

**iv. Signed statement of understanding (included in this package).**

Signed statement of understanding of financial obligation for office.

**v. Signed Acknowledgement of the Required Duties (included in this package).**

Signed acknowledgement of the duties and obligations associated with the office sought. Interested parties may apply for only one position and must plan to enroll at their institution for the complete ensuing academic year or be a student-at-law.

**vi. Signature from Local Chapter (included in this package).**

Form signed by the President of the local BLSA Canada chapter in which you are a member, certifying your good standing with the chapter. If you are the President of your local chapter, your form must be signed by the Vice-President or Co-President, as applicable. You may not sign the form for your own candidacy. If your school does not have a BLSA chapter, please indicate this on the application form.

**vii. Any additional required documents (as specified in the position description).**

*Note: The National Director of Advocacy is required to submit an example of their written work in addition to the above.*

## **Important Considerations**

### **1. Mandatory Monthly Meetings**

Any candidate who is appointed to the National BLSA Canada Executive Board is required to attend monthly meetings, typically conducted remotely. These meetings are mandatory.

### **2. Time Commitment and Financial Duties.**

a. Serving on the BLSA Canada National Executive Board is a significant commitment which requires a substantial amount of travel and extracurricular work. Please factor this into your considerations when deciding whether to apply for office.

b. For most positions, BLSA Canada does not fund required travel; thus, it is important that you consider available financial resources before running for a position.

c. All BLSA Canada National Executives are required to attend the Annual BLSA Canada National Conference, regardless of where the Conference is held.

## **V. ANNOUNCEMENT OF THE 2024-2025 BLSA CANADA APPOINTED OFFICIALS**

Only applicants selected for an interview will be contacted. Interviews will be held from **March 23, 2024, to March 25, 2024**. Interviews will be held virtually.



**BLACK LAW STUDENTS'  
ASSOCIATION OF CANADA**  
**L'ASSOCIATION DES ÉTUDIANTS  
NOIRS EN DROIT DU CANADA**

## **2024-2025 BLSA CANADA APPOINTMENT APPLICATION**

Name:

School:

Year:

Phone:

Email:

Position applying for:

What other positions will you hold, apply, or run for election in any organization for 2024-2025?

Have you ever run for or held an office at the local or national level? If so, which position(s)?

What are your plans for the summer of 2024? Where will you be located?



## STATEMENT OF UNDERSTANDING OF FINANCIAL OBLIGATION

Serving on the Black Law Students' Association Canada National Executive may require travel. By signing this statement of understanding, you are certifying that you are aware that travel is an essential part of your position and that associated costs may not be completely covered.

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Signature of the Candidate  
(Type name)

Please use the space below to describe how you plan to fund your travel.

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## CHAPTER ENDORSEMENT OF CANDIDATE FORM

CANDIDATE NAME: \_\_\_\_\_

CHAPTER OFFICIAL: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

EMAIL ADDRESS OR PHONE NO. FOR CHAPTER OFFICIAL: \_\_\_\_\_

CHAPTER NAME: \_\_\_\_\_

CHAPTER CONTACT INFORMATION: \_\_\_\_\_

I, \_\_\_\_\_ (name), \_\_\_\_\_ (position), an elected official of \_\_\_\_\_ BLSA chapter, hereby certify that \_\_\_\_\_ is a member in good standing of our chapter. I further acknowledge that I read the duties and obligations associated with the position for which \_\_\_\_\_ seeks National office and confidently endorse this member for appointment to this position.

Typing your name below indicates that you, as a representative of your local chapter, endorse the above candidate for BLSA Canada office.

< \_\_\_\_\_ >

Signature (type name)

< \_\_\_\_\_ >

Date

\*If you choose not to endorse the candidate listed above, please do not sign the statement and attach a document stating your reasons.

## NATIONAL CONFERENCE CHAIR

### ACKNOWLEDGEMENT AND PLEDGE

NAME :

CLASSIFICATION (1L, 2L, etc.) :

SCHOOL:

EMAIL ADDRESS:

I, <\_\_\_\_\_>, am applying for the position of **NATIONAL CONFERENCE CHAIR**. I understand that the duties of the National Conference Chair include but are not limited to the following:

- a. Confirm a Host Chapter for the National Conference, subject to the approval of the National Executive Board;
- b. be responsible for all facets of the National Conference, subject to the approval of the National Executive Board, including, but not limited to:
  - 1. Conference Site Selection
  - 2. Conference Theme
  - 3. Develop a Conference agenda
  - 4. Marketing
  - 5. Registration Activities
  - 6. All other duties necessary to execute the National Conference
- c. serve as Chair of the National Conference Committee;

I, <\_\_\_\_\_>, hereby acknowledge that I have read and understand all the duties and obligations of the National Conference Chair as stated in BLSA Canada's Bylaws.

I recognize as a National Board Member; I have a fiduciary duty to the Association. Please initial <\_\_\_\_\_>.

I hereby pledge to serve the purposes as set forth in BLSA's Constitution. Please initial <\_\_\_\_\_>.

I further pledge that, if appointed, I will undertake any further preparation necessary to serve competently as a member of BLSA's National Executive Board. Please initial <\_\_\_\_\_>.

Typing your name below indicates that you have read the acknowledgement and pledge and will abide by them to the best of your ability.

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Signature (type name)

-----  
Date

## JULIUS ALEXANDER ISAAC MOOT DIRECTOR

### ACKNOWLEDGEMENT AND PLEDGE

NAME:

CLASSIFICATION (1L, 2L, etc.):

SCHOOL:

EMAIL ADDRESS:

I, <\_\_\_\_\_>, am applying for the position of **NATIONAL MOOT DIRECTOR**. I understand that the duties of the National Moot Director include but are not limited to the following:

- a. Appoint a National Moot Review Board (“NMRB”), an external sub-committee of the BLSA Canada National Executive Board which reports directly to the National Moot Director. The NMRB will assist the National Director in reviewing the competition problem and updating, as necessary, the Official Isaac Moot rules;
- b. appoint a National Moot Advisor. The National Moot Advisor must be a BLSA Canada alumni, and his/her/their appointment is subject to approval by the National Board;
- c. coordinate the Moot Competition per the Julius Alexander Isaac Moot Rules; and
- d. actively seek accreditation and recognition for the Isaac Moot amongst the various Chapters’ law schools, the legal institutions, organizations, and the legal community.

I, <\_\_\_\_\_>, hereby acknowledge that I have read and understand all the duties and obligations of the National Moot Director as stated in BLSA Canada’s Bylaws.

I recognize as a National Board Member; I have a fiduciary duty to the Association. Please initial <\_\_\_\_>.

I hereby pledge to serve the purposes as set forth in the BLSA Constitution. Please initial <\_\_\_\_>.

I further pledge that, if appointed, I will undertake any further preparation necessary to serve competently as a member of BLSA’s National Executive. Please initial <\_\_\_\_>.

Typing your name below indicates that you have read the acknowledgement and pledge and will abide by them to the best of your ability.

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Signature (type name)

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Date

## NATIONAL DIRECTOR OF PROFESSIONAL DEVELOPMENT

### ACKNOWLEDGEMENT AND PLEDGE

NAME:

CLASSIFICATION (1L, 2L, etc.):

SCHOOL:

EMAIL ADDRESS:

I, <\_\_\_\_\_>, am applying for the position of **NATIONAL DIRECTOR OF PROFESSIONAL DEVELOPMENT**. I understand that the duties of the National Director of Professional Development include but are not limited to the following:

- a. Setting a programming calendar that conflicts minimally with other portfolios;
- b. executing panels and workshops throughout the year that focus on substantive law and other relevant legal issues;
- c. ensure the programming commitments for current and future BLSA Canada Partners;
- d. developing panels throughout the year to continually expand BLSA Canada's present offerings;
- e. developing relationships with firms and organizations, including but not limited to: legal clinics, criminal defence law, labour and employment, family law, Indigenous law, environmental law;
- f. leading, alongside the Canadian Association of Black Lawyers, the planning of the OCI Workshop Series; and
- g. serving as the Chair of the Professional Development Committee.

I, <\_\_\_\_\_>, hereby acknowledge that I have read and understand all the duties and obligations of the National Director of Professional Development as stated in the National Bylaws.

I recognize as a National Board Member; I have a fiduciary duty to the Association. Please initial <\_\_\_\_>.

I hereby pledge to serve the purposes as set forth in BLSA Canada Constitution. Please initial <\_\_\_\_>.

I further pledge that, if appointed, I will undertake any further preparation necessary to serve competently as a member of BLSA Canada's National Executive. Please initial <\_\_\_\_>.

Typing your name below indicates that you have read the acknowledgement and pledge and will abide by them to the best of your ability.

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Signature (type name)

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Date

## NATIONAL DIRECTOR OF ADVOCACY

### ACKNOWLEDGEMENT AND PLEDGE

NAME:

CLASSIFICATION (1L, 2L, etc.):

SCHOOL:

EMAIL ADDRESS:

I, <\_\_\_\_\_>, am applying for the position of **NATIONAL DIRECTOR OF ADVOCACY**. I understand that the duties of the National Director of Advocacy include but are not limited to the following:

- a. Maintain awareness of any novel issues in the legal profession that require a response from BLSA Canada;
- b. draft written responses that represents the intention and vision of BLSA Canada;
- c. ensure that BLSA Canada responds to matters in an effective, efficient and eloquent manner;
- d. effectively communicate and publicize BLSA Canada's stance on all issues in a timely manner;
- e. serve as the Chair of the Advocacy Committee; and
- f. submit an example of written work.

I, <\_\_\_\_\_>, hereby acknowledge that I have read and understand all the duties and obligations of the National Director of Advocacy as stated in BLSA Canada's Bylaws.

I recognize as a National Board Member; I have a fiduciary duty to the Association. Please initial <\_\_\_\_>.

I hereby pledge to serve the purposes as set forth in BLSA's Constitution. Please initial <\_\_\_\_>.

I further pledge that if elected I will undertake any further preparation necessary to serve competently as a member of BLSA's National Executive Board. Please initial <\_\_\_\_>.

Typing your name below indicates that you have read the acknowledgement and pledge and will abide by them to the best of your ability.

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Signature (type name)

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Date

## NATIONAL DIRECTOR OF SPONSORSHIP

### ACKNOWLEDGEMENT AND PLEDGE

NAME :

CLASSIFICATION (1L, 2L, etc.) :

SCHOOL:

EMAIL ADDRESS:

I, <\_\_\_\_\_>, am applying for the position of **NATIONAL DIRECTOR OF SPONSORSHIP**. I understand that the duties of the National Director of Sponsorship include but are not limited to the following:

- a. Develop and manage BLSA Canada's sponsorship strategies;
- b. work with BLSA Canada Executives to build and lead all aspects of sponsorships;
- c. develop and maintaining partner and sponsor relationships; and
- d. collaborate and communicate effectively with the BLSA Canada National Executive to address contractual issues.

I, <\_\_\_\_\_>, hereby acknowledge that I have read and understand all the duties and obligations of the National Director of Sponsorship as stated in BLSA Canada's Bylaws.

I recognize as a National Board Member; I have a fiduciary duty to the Association. Please initial <\_\_\_\_\_>.

I hereby pledge to serve the purposes as set forth in BLSA's Constitution. Please initial <\_\_\_\_\_>.

I further pledge that, if appointed, I will undertake any further preparation necessary to serve competently as a member of BLSA's National Executive Board. Please initial <\_\_\_\_\_>.

Typing your name below indicates that you have read the acknowledgement and pledge and will abide by them to the best of your ability.

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Signature (type name)

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Date

## NATIONAL DIRECTOR OF ALUMNI RELATIONS

### ACKNOWLEDGEMENT AND PLEDGE

NAME:

CLASSIFICATION (1L, 2L, etc.):

SCHOOL:

EMAIL ADDRESS:

I, <\_\_\_\_\_>, am applying for the position of **NATIONAL DIRECTOR OF ALUMNI RELATIONS**. I understand that the duties of the National Director of Alumni Relations include but are not limited to the following:

- a. Manage the relationship between BLSA Canada and our alumni;
- b. develop a robust strategy to improve engagement with alumni;
- c. communicate with the BLSA Canada alumni community through newsletters, events, social media, and other resources; and
- d. act as an historian to document and preserve BLSA Canada's history.

I, <\_\_\_\_\_>, hereby acknowledge that I have read and understand all the duties and obligations of the National Director of Alumni Relations as stated in BLSA Canada's Bylaws.

I recognize as a National Board Member; I have a fiduciary duty to the Association. Please initial <\_\_\_\_>.

I hereby pledge to serve the purposes as set forth in BLSA's Constitution. Please initial <\_\_\_\_>.

I further pledge that, if appointed, I will undertake any further preparation necessary to serve competently as a member of BLSA's National Executive Board. Please initial <\_\_\_\_>.

Typing your name below indicates that you have read the acknowledgement and pledge and will abide by them to the best of your ability.

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Signature (type name)

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Date



## NATIONAL COMMON LAW CHAPTER REPRESENTATIVE

### ACKNOWLEDGEMENT AND PLEDGE

NAME :

CLASSIFICATION (1L, 2L, etc.) :

SCHOOL:

EMAIL ADDRESS:

I, <\_\_\_\_\_>, am applying for the position of **NATIONAL COMMON LAW CHAPTER REPRESENTATIVE**. I understand that the duties of the National Common Law Chapter Representative include but are not limited to the following:

- a. Ensure that chapter members are properly registered as BLSA Canada members;
- b. be the main point of communication between the National Executive and the Chapters;
- c. encourage chapters to register for the conference and to participate in the Isaac Moot; and
- d. ensure that chapters participate in the Pre-Law Expo as well as any initiative brought forth by the National Executive Board.

I, <\_\_\_\_\_>, hereby acknowledge that I have read and understand all the duties and obligations of the National Common Law Chapter Representative as stated in BLSA Canada's Bylaws.

I recognize as a National Board Member; I have a fiduciary duty to the Association. Please initial <\_\_\_\_>.

I hereby pledge to serve the purposes as set forth in BLSA's Constitution. Please initial <\_\_\_\_>.

I further pledge that, if appointed, I will undertake any further preparation necessary to serve competently as a member of BLSA's National Executive Board. Please initial <\_\_\_\_>.

Typing your name below indicates that you have read the acknowledgement and pledge and will abide by them to the best of your ability.

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Signature (type name)

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Date

## NATIONAL CIVIL LAW CHAPTER REPRESENTATIVE

### ACKNOWLEDGEMENT AND PLEDGE

NAME:

SCHOOL:

YEAR:

EMAIL ADDRESS:

I, \_\_\_\_\_, am applying for the position of **NATIONAL CIVIL LAW CHAPTER REPRESENTATIVE**. I understand that the duties of the National Civil Law Chapter Representative include, but are not limited to:

- a. Ensure that chapter members are properly registered as BLSA Canada members and procuring lists thereof, especially members from Francophone chapters;
- b. maintain communication between the National Executive and the chapters, especially Francophone chapters;
- c. encourage chapters to register for the conference and to participate in the Isaac Moot;
- d. ensure that chapters participate in any initiative brought forth by the National Board;
- e. ensure that posts on social media and any communications from on BLSA Canada's are in both official languages; and
- f. ensure that promotion of events for law students in the region of the Province of Quebec and Ottawa is done on BLSA Canada's social media.

I, <\_\_\_\_\_>, hereby acknowledge that I have read and understood all the duties and obligations of the National Civil Law Chapter Representative as stated in BLSA Canada's Bylaws.

I recognize that as a National Board Member I have a fiduciary duty to the Association. Please initial <\_\_\_\_\_>.

I hereby pledge to serve the purposes as set forth in BLSA Canada's Constitution. Please initial <\_\_\_\_\_>.

I further pledge that, if appointed, I will undertake any further preparation necessary to competently serve as a member of BLSA Canada's National Executive Board. Please initial <\_\_\_\_\_>.

Typing your name below indicates that you have read and will abide by the acknowledgment and pledge to the best of your ability.

\_\_\_\_\_  
Signature (Simply type name)

\_\_\_\_\_  
Date