

**BLSA Canada**  
**Board Appointment Package**  
**2025-2026**



# 2025-2026 BOARD APPOINTMENTS

**BLACK LAW STUDENTS' ASSOCIATION OF CANADA**

## **2025–2026 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 Chair is responsible for overseeing the planning and execution of BLSA Canada's flagship annual event, which serves as the culmination of the organization's year-long efforts. This role demands a diverse skill set, including strategic leadership, event planning, problem-solving, and adaptability. The Conference Chair will coordinate panels, secure keynote speakers, and organize a formal gala, ensuring a seamless experience for attendees. They work closely with nearly every BLSA Canada executive, providing direction and collaborating to anticipate and meet the needs of participants throughout the weekend. This position requires exceptional organization and attention to detail. The ideal candidate is a dynamic leader with strong planning and coordination skills, capable of managing complex logistics while fostering an engaging and impactful conference experience.

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

The Julius Alexander Isaac Moot Director leads the only student-run moot in Canada, overseeing all aspects of its organization and execution. This moot provides participants with a unique opportunity to engage in critical race theory and other legal analyses, addressing gaps in the formalistic approach to legal education. Traditionally held at the Ontario Superior Court of Justice and the Ontario Court of Appeal in Toronto, the three-day event typically takes place two weeks before BLSA Canada's National Conference. The Moot Director is responsible for coordinating judges, participants, and volunteers, as well as securing venue arrangements. Additionally, they organize a cocktail reception and awards

ceremony to celebrate the competition's success. This role demands exceptional organization, leadership, and attention to detail. The ideal candidate is a proactive leader with strong planning and coordination skills, ensuring a seamless and impactful experience for all involved.

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

The National Director of Professional Development is responsible for executing BLSA Canada's professional development initiatives, ensuring Black law students have access to substantive legal programming and career-building opportunities. 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. Key programs under this portfolio include the National Firm Hop, the Career Fair at the National Conference, and the Bilingual Clerkship Open House. The ideal candidate is a strategic and organized leader, comfortable managing partnerships and developing impactful programming that enhances career opportunities for BLSA Canada members.

### **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 leads initiatives aimed at advancing equity, fostering community, and driving meaningful change. This role requires staying informed on current events affecting Black law students and responding in a timely and impactful manner through various mediums, including blog posts, articles, and statements of solidarity. The ideal candidate is a strong communicator with a demonstrated commitment to social justice, evidenced through work, volunteer experience, or other relevant engagements. Given the writing-intensive nature of this role, applicants must submit a writing sample to assess their written communication skills

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

The Director of Sponsorship is responsible for developing and executing BLSA Canada's sponsorship strategies to secure funding and long-term partnerships that support the organization's events, initiatives, and advocacy efforts. This includes flagship events such as the National Conference and the Julius Alexander Isaac Moot, as well as other professional development and community-building initiatives. In this role, the Director will lead all aspects of sponsorship outreach, working closely with other BLSA Canada Executives to identify funding opportunities, engage potential sponsors, and ensure the organization meets its revenue targets. They will be instrumental in building, maintaining, and strengthening relationships with law firms, corporations, and other stakeholders to secure financial and in-kind contributions. This role requires a persuasive, resourceful, and highly organized leader with exceptional client relations skills, networking abilities, and business acumen. The ideal candidate is proactive and strategic, with strong negotiation skills and a proven ability to cultivate and sustain high-value partnerships. Given the relationship-driven nature of this position, travel and in-person meetings may be required

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

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 serves as the primary liaison between BLSA Canada and its local chapters, ensuring open and consistent communication. The Representative is responsible for fostering strong relationships with each chapter, facilitating collaboration, and addressing the needs of BLSA members across the country. To achieve this, the Chapter Representative organizes and leads monthly meetings with BLSA Chapter Presidents. These meetings provide a forum for chapters to share resources, establish standardized operational procedures, learn from challenges, and celebrate successes. Additionally, they allow BLSA Canada to identify ways to better support its membership through tailored initiatives and strategic advocacy. The successful candidate will be an effective communicator and proactive leader with strong organizational skills. They should be adept at relationship management, capable of navigating diverse perspectives, and committed to strengthening the national network of Black law students. The ideal candidate will have experience in student leadership, stakeholder engagement, and an ability to foster collaboration across multiple teams.

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

The Civil Law Chapter Representative serves as the primary liaison between BLSA Canada and its Civil Law Chapters, ensuring strong and effective communication across all Francophone Chapters. They are responsible for fostering engagement and collaboration, ensuring that Francophone Chapters are actively included in monthly Chapter meetings. These meetings provide an opportunity to share resources, establish standardized operational procedures, exchange ideas for initiatives and events, and celebrate successes. In addition to their liaison duties, the Civil Law Chapter Representative will work closely with Francophone representatives to support the planning and execution of the Civil Law Symposium, ensuring that the event is accessible and relevant to the needs of French-speaking members. They will also collaborate with the National Director of Communications to ensure all official social media posts and communications are accurately translated into French, maintaining consistent and effective outreach to Francophone members and chapters. The successful candidate *must* be bilingual in English and French. They will also be highly organized, and skilled in relationship management. They should be an effective communicator and advocate for the needs of Francophone BLSA members, working to enhance their engagement within the national organization.

### III. Application Deadline

Applicants must submit their application package using the google form in the Linktree found in our instagram bio by **Friday March 14, 2025 at 11:59 pm EST**. No applications will be accepted beyond this deadline.

All application related inquiries 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 fund required travel; however, it is important that you consider your 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 2025-2026 BLSA CANADA APPOINTED OFFICIALS**

Only applicants selected for an interview will be contacted. Interviews will be held from **March 21, 2025, to March 23, 2025**. Interviews will be held virtually.



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

## **2025-2026 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 2025-2026?

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 2025? 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)

**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 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'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 Julius Alexander 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 Julius Alexander 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 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 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 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 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.

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

\_\_\_\_\_  
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 Province of Quebec and the Ottawa region on BLSA Canada's social media platforms.

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.

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Signature (Simply type name)

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Date