



**ASIAN LAW STUDENTS' ASSOCIATION
UNIVERSITI UTARA MALAYSIA
(ALSA UUM)**

HIGH COMMITTEE MEMBERS RECRUITMENT

FOR ALSA UUM 2025/26

JOB SCOPE & CRITERIA



**ASIAN LAW STUDENTS' ASSOCIATION
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*Association refers to Asian Law Students' Association (ALSA) UUM

Position	Details (Jobscope & Criteria)
President	<u>Job Scope</u> → Be the Head of the Association; → Act as the default Chair of all meetings; → Oversee the Departments of Local Board; → Administer and manage the Association; → Oversee the day-to-day running of the Association; → Cultivate relationships and collaborations with other law students; → Sign and approve all meeting minutes; → Express the final decision on internal or external relations and contracts; → Represent the Association in membership, expansion, and external relations matters; → Represent the Association in communicating with internal and external organisations; → Facilitate communication in the Association; → The President shall have the authority to nominate another Chair of the LBM; → Act as point of contact except in areas expressly under the purview of other members of the High Committee; and → The tasks for High Committee and Non-High Committee members shall be determined by the President of the Association and will vary according to his/her sole and unfettered discretion for the determined duration of that term as the case may be.



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UNIVERSITI UTARA MALAYSIA, 06010
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	<u>Criteria</u> → Excellent administrative and organisational skills → Proficient in spoken and written for both English and Malay languages → Possess good communication skills → Demonstrate good time management skills → Able to work under pressure
Vice President (Internal)	<u>Job Scope</u> → Assume responsibilities stated in Section 5.1 of Article 6 in the absence of the President and the Deputy President; → Oversee the discipline among Board members; → Issue any procedures or regulations pertaining to discipline matters, subject to the President's approval; and → Such other duties as therein directed and/or instructed from time to time by the President. <u>Criteria</u> → Excellent communication skills → Possess good interpersonal skills in management → Able to navigate change and adaptable to changes → Able to solve problem or conflict in an efficient and effective manner
Vice President (External)	<u>Job Scope</u> → Formulate and plan possible external collaborations for the association; → Regulate and oversee the duties of public relations matters in the association, subject to the President's approval; and → Such other duties as therein directed and/or instructed from



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	time to time by the President. <u>Criteria</u> → Excellent communication skills → Possess good interpersonal skills in management → Able to navigate change and adaptable to changes → Able to solve problem or conflict in an efficient and effective manner
Secretary & Vice Secretary	Secretary <u>Job Scope</u> → Plan and execute a knowledge management strategy pertaining to all the Association information; → Acquire and store all information pertaining to the Association; → Facilitate the dissemination of information amongst all bureaus of the Association; → Record the minutes of the meetings conducted by Association; → Keep a membership register consisting of details such as name, identity card number, date and place of birth; → To administer the Association's corporate secretarial matters in a professional manner; → Other duties as therein directed and/or instructed from time to time by the President; and → The Secretary will be accountable and answerable to the President for his/her actions. <u>Criteria</u> → Excellent communication and administration skills → Good command of English and Malay particularly in reading and writing



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	→ Able to effectively proofread emails and other relevant administrative documents → Able to convey latest updates and liaise with the President, programme directors and secretaries on administration matters → Familiarise with Google applications
	Vice Secretary <u>Job Scope</u> → Assist and support the Secretary of the Association; → Assume responsibilities in the absence of the Secretary; and → Other duties as therein directed and/or instructed from time to time by the President. <u>Criteria</u> → Excellent communication and administration skills → Good command of English and Malay particularly in reading and writing → Able to effectively proofread emails and other relevant administrative documents → Able to convey latest updates and liaise with the President, programme directors and secretaries on administration matters → Familiarise with Google applications
Treasurer & Vice Treasurer	Treasurer <u>Job Scope</u> → Oversee all financial matters pertaining to the Association; → Draw up a budget for the term and observe any of the Association's financial policies; → Keep account of all of the Association's financial transactions, including comparing actual revenues and expenses incurred



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	against the prepared budget; → Collect the registration fees of all members of the Association; → Provide a financial report to the High Committee at the end of the term, which shall be approved by the High Committee; → To be responsible for updating and keeping posted to the President of the changes in the financial status of Association; → Manage the joint bank account of the Association; → Prepare an annual financial report to be presented during the Annual General Meeting; → Other duties therein directed and/or instructed from time to time by the President; and → The Treasurer will be accountable and answerable to the President for his/her actions. <u>Criteria</u> → Display competency in financial control and budgeting management → Excellent bookkeeping and administration skills → Able to develop sponsorship strategies and planning → Able to follow up the current financial status with the President → Familiarise with Google applications
	Vice Treasurer <u>Job Scope</u> → Assist and support the Treasurer of the Association; → Assume responsibilities stated in the absence of the Treasurer; and → Other duties as therein directed and/or instructed from time to time by the President.



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