

Regional Delegates Handbook

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Preface

NSW Young Lawyers is a dynamic and vibrant professional organisation that represents all law students in New South Wales and lawyers and barristers who are either under 36 years of age or who have been admitted to practice for less than five years.

Each regional law society of NSW is entitled to appoint a "NSW Young Lawyers Regional Delegate". Our regional delegates are effectively the ambassadors of NSW Young Lawyers outside the Sydney CBD.

As a former regional delegate and as President of NSW Young Lawyers in 2004, myself together with the 2004 Executive of NSW Young Lawyers are committed to ensuring that distance is no barrier to involvement in our organisation. This handbook is a significant step towards enabling our organisation to provide opportunities for all our members to become involved.

The purpose of this handbook is to provide you as our Regional Delegates with an information resource that will assist you in getting to know the young lawyers in your region and in organising events that are of benefit to both your regional legal profession and your community.

I hope that you find this handbook a useful starting point to developing your young lawyers' network and invite you to provide your feedback and other suggestions to president@younglawyers.com.au. This publication is intended to remain a work in progress that will evolve as your ideas for functions and events evolve and are shared with other regional delegates.

I would like to acknowledge the contributions of Ben Crawford, former Executive Councillor and Regional Delegate for the Far North Coast Law Society; and Kevin Dwyer, Chair of Bushweb and Regional Delegate of St George and Sutherland Regional Law Society in the preparation of this handbook.

I would also like to particularly acknowledge our current regional delegates, together with the 2004 Executive Council and office bearers for their support and liaison with each other; and the staff of NSW Young Lawyers – our Chief Executive Office Poppy Drekis, our CLE Co-ordinator Elvira Abhoudaidah and our administrative assistant Marisa Capilleri who our regional delegates will always find available to assist them.

Mary Snell
President, NSW Young Lawyers
October 2004

About NSW Young Lawyers

NSW Young Lawyers is a division of the Law Society of NSW. As a law student, a solicitor or barrister either in your first five years of practice or under 36 years of age you are automatically a member of NSW Young Lawyers.

NSW Young Lawyers is about...

- **Professional development** through participation, education and support offered by:
 - our timely and in-expensive CLE seminars;
 - our *Practitioner Guides* including *A Practitioners Guide to the Land and Environment Court*; *A Practitioners' Guide to Criminal Law*; *A Practitioners' Guide to Family Law*; *A Practitioners' Guide to Corporate Law*; *A Practitioners' Guide to Civil Litigation*;
 - and our 12 Committees including Animal Rights, Business Law, Careers, Civil Litigation, Communication Entertainment and Technology, Community Services, Continuing Legal Education, Criminal Law; Employment and Industrial Law, Environmental Law, Family Law, Human Rights.

- **Representation** for:
 - the interests of our members by drawing attention to issues such as workplace bullying; and
 - representation for the protection and enhancement of legal rights by engaging in public debate and by lobbying government and making submissions on legislative reform and policy;

- **Community Service** through:
 - participation in our projects and our Committees;
 - mentoring; and
 - Law Week;

- **Developing social and professional networks** through attendance at our forums and social activities;

- **Personal development** through the pursuit of personal interests as well as professional interests.

NSW Young Lawyers is funded by an annual allocation from the Law Society of NSW and by the proceeds it generates through its extensive CLE operations. There is currently NO FEE for membership of NSW Young Lawyers.

The office of NSW Young Lawyers is found at Level 6 of the Law Society Building in Phillip Street, Sydney. NSW Young Lawyers has three full-time members of staff – our CEO Poppy Drekis, our CLE Co-coordinator Elvira Abouhaidah and our Administrative Officer Marisa Capilleri. Our office can be contacted by telephone on 9926 0268, by fax on 99260282 or by email to ptd@lawsocnsw.asn.au.

The activities, projects and undertakings of NSW Young Lawyers are driven by its office bearers (President, Vice-President, Treasurer, Secretary and Immediate Past President), its 10 member Executive Council, and its committees. Office Bearers and Executive Council meet monthly and also utilise email discussion lists to plan and make decisions as to the day to day organisation and management of NSW Young Lawyers, as well as to the funding of projects, the planning of social activities and preparation of the Mid Year and Annual Assemblies.

Each year, NSW Young Lawyers holds a Mid Year Assembly and an Annual Assembly which are attended by approximately 65 -70 delegates including Officer Bearers, Executive Councillors, Committee Chairs or Representatives, 15 Presidential Nominees, Nominated Association Representatives, Law School Student Representatives, and 29 Regional delegates.

Major decisions on policy and the direction of NSW Young Lawyers are formulated at our two assemblies each year as representatives of all our segments of membership participate in forums. At an Assembly, each delegate has one vote and simple majority is required for a resolution to be carried by the Assembly.

At our Annual Assembly, a Vice President is elected (who automatically becomes President at the next annual assembly). A Treasurer and Secretary are also elected for a term of one year. 5-7 Executive Councillors are elected in each year for a period of two years. The number of positions available for nomination to Executive Councillor is dependent upon the number of retirees as well as whether a current Councillor is elected to an Office Bearer's Position. To be eligible for nomination to Executive Council or to an Office Bearers' position, you must have attended at least two assemblies.

The challenge for NSW Young Lawyers is continue to be relevant and representative to our members and to provide opportunities for *all* our members to be involved in NSW Young Lawyers – its committees; projects; forums; and social functions.

Don't presume that distance or experience is a barrier to involvement! Explore our website at www.younglawyers.com.au to find out even more about our diverse and vibrant organisation!

Your Role as a Regional Delegate

As a regional delegate, you are our organisation's most effective link with our members in your region.

Your first step as regional delegate is to introduce yourself to other young lawyers in your region. You may already know a number of other young lawyers in your region through your work and perhaps social and sporting activities. However you will be surprised by how many young lawyers there may be. To help you in identifying all the young lawyers in your region, we have set out in this handbook pages on how to compile a database of members either by email or mail.

Once you are endorsed as the regional delegate, it is also a good idea to email president@younglawyers.com.au to notify NSW Young Lawyers of your appointment and to provide a bit of background material on who you are, why you became interested in NSW Young Lawyers and what sort of activities you would like to see organised and held in your region.

Upon your appointment, an Executive Councillor of NSW Young Lawyers will be "paired" with you as a point of liaison between your region and NSW Young Lawyers. You should feel free to call or email your Executive Councillor and bounce ideas for events etc off them. The role of the Executive Councillor is to provide you with support in developing events in your region.

In addition to this, you will also be subscribed to *Bushweb*. *Bushweb* is an email discussion list for regional delegates and members. Through *Bushweb* you will receive notification of upcoming events and projects being undertaken by the Committees of NSW Young Lawyers. If these projects and events are likely to be of interest to you and your members or to be well-received by your local community, then you should work with your Executive Councillor pair towards replicating it in your region.

If you are uncertain as to what events your region would best benefit from, then, after you compile a database of the young lawyers in your region – ask them! Ask your regional law society president! Are preferences for – a social activity, a CLE, a function in law week? Once you have decided on an activity, check the handbook for the "How to" guides as it may be that another region has already organised a similar activity and there is a guide sheet. Read the relevant guide sheet to get you thinking as to what needs to be done and get organising!

In your role as regional delegate, you will also be eligible to attend the NSW Young Lawyers Mid Year Assembly (held in May each year) and the Annual Assembly (held in November each year). Both Assemblies are held over the course of a weekend from 9.30am Saturday to approximately 1pm Sunday. The Mid Year Assembly is held outside Sydney but within a 2.5hr radius of Sydney. The Annual Assembly is held in Sydney. The Assemblies are not only our major policy forums but they also present a great opportunity to get to meet and know other young lawyers, including other regional delegates and your executive councillor pair. If you are unable to attend because of personal commitments, please find another young lawyer to attend in your place and ensure that your region is represented. Your accommodation costs are met by NSW Young Lawyers and your traveling expenses are also reimbursed.

The great thing about NSW Young Lawyers is that your involvement as a regional delegate has the capacity to extend your professional horizons, introduce you to a network of motivated young legal practitioners and provide you with the opportunity to become involved in a practical way in issues outside your immediate practice area. Your contributions are also an opportunity to raise your profile as well as that of NSW Young Lawyers – a factor generally viewed favourably by your supervising partners!

Thank you for accepting your nomination as a regional delegate. Enjoy the experience and get involved! In being involved you will undoubtedly gain professional and personal satisfaction out of your time with NSW Young Lawyers.

Bushweb: Communication State Wide

NSW Young Lawyers is committed to providing all members with an opportunity to become involved in its activities and projects. Our starting point in achieving this objective is to expand our channels of communication and specifically, to utilise email discussion lists to keep our members informed about our activities and projects.

In 2002, *Bushweb* was established as an email discussion list for use by Regional Delegates. In late 2003, Kevin Dwyer, the NSW Young Lawyers Regional Delegate for the St George & Sutherland Regional Law Society was appointed as on-line chair of *Bushweb* with the mandate of improving communication by and between NSW Young Lawyers and our members living and working outside the CBD in metropolitan and regional areas.

The objectives of *Bushweb* are as follows:

- to improve communication between NSWYL operations in the Sydney CBD and regions as to YL activities, projects and functions;
- to raise the profile of NSW Young Lawyers in the regions;
- to encourage greater communication between young lawyers throughout regional NSW and establish an on-line support network;
- to attract increased regional awareness and involvement in committee projects, forums and activities –to encourage and expand the portability of NSWYL projects into regional areas –e.g. CLE; the launch and distribution of our Practitioner Guides and also our handbooks such as Older People and the Law, and New Land/ New Law.

Through its 13 committees, (Animal Rights, Business Law, Careers, Civil Litigation, Communications, Entertainment and Technology Law; Continuing Legal Education; Community Services; Criminal Law; Employment and Industrial Law; Environmental Law; Family Law; Human Rights; and the Social Committee;) NSW Young Lawyers offers members a vibrant and diverse opportunity to pursue personal and professional legal interests.

In 2004, each committee has appointed a *Bushweb* liaison representative charged with the task of posting to *Bushweb* information of interest to members. The information disseminated through *Bushweb* includes notification regarding upcoming social functions; CLEs; committee membership drives; information regarding forums; alerts relating to imminent changes in Legislation; notification of the launch and publication of further *Practitioner Guides* and Handbooks; and invitations to participate and contribute to committee projects and activities. In addition, all NSW Young Lawyers committees circulate quarterly reports upon their respective activities and plans for upcoming projects.

There are many benefits to be received as a member of NSW Young Lawyers and distance is no barrier to involvement. So if you are interested in finding out more about NSW Young Lawyers and subscribing to *Bushweb* send our on-line chair an email at bushweb.chair@younglawyers.com.au or visit and explore our website at www.younglawyers.com.au.

Getting to know and communicating with Young Lawyers in your Region

Identifying your Colleagues: How to compile a database for your region

To communicate with young lawyer colleagues in your region, you first need to identify who they are. Below we have set out two ways in which to compile a database of your young lawyer colleagues – by email and by letter.

To compile a database by email...

1. Go to the Law Society of New South Wales Home Site (www.lawsocnsw.asn.au).
2. On the left box that says "find a lawyer", highlight "NSW Solicitors" and click "Go".
3. Under the tab "advanced search" scroll down to "region" and highlight your region then click on "search for a solicitor".

NB: If your region contains less than 250 people (i.e. regions with the exception of Newcastle, Sydney City, Eastern Suburbs, Inner West, North Metropolitan and Parramatta) then you will be provided with a list of all Practitioners. For those regions with more than 250 members you will be provided with a list of the first 250 members listed alphabetically. Please refer to the tips outlined below for further assistance.

4. Now comes the fun part! You need to click on each solicitor and make a list of any solicitor whose date of admission is within the past 5 years. You may even wish to compile a list for all solicitors admitted up to 13 years ago as our membership includes lawyers less than 36 years of age and/or first 5 years of practice. Your first communication to the pool of practitioners you identify pursuant to this process should acknowledge the potential for non-Young Lawyers to be canvassed and allow them to opt-out of further communications.
5. In compiling a database from the solicitors listed, the name, practice details, mailing address and email address should be retained. You may want to enlist the assistance of your support staff in creating this database if you are fortunate enough to have that assistance at your disposal!
6. Once the list is compiled then either a personalised email or letter or the pro-forma email or letter of introduction that follows should be sent to the pool of potential members you have identified.
7. 7 days after you send your introductory communication you should assess any responses seeking removal from the list and process them accordingly. Note that the *Spam Act* requires that where you use the list you have compiled on an ongoing basis you must ensure that you provide an easy option for removal and any requests for removal must be treated in accordance with the requirements of the *Spam Act*.

Tips for Delegates with more than 250 members

Once you have accessed and examined the first 250 solicitors, listed alphabetically, in your region, you should note the name of the 250th solicitor and then return to the advanced search screen (refer to 3. above). Using the Newcastle region as an example, the 250th solicitor is Mr. Patrick K.... By going back to the advanced search page and searching by suburb you can obtain smaller lists which will permit you access to the practitioners whose names did not appear on the first list. For instance, by searching the suburb of Newcastle you immediately gain access to a further 110 practitioners. Similar searches may be done under each accredited specialisation and in relation to notary publics etc although these searches are unlikely to return a large number of Young Lawyers.

To compile a database by mail...

As a further means of identifying and accessing your regional colleagues, regional delegates can order a set of mail labels for a mail out for all Young Lawyers in their region by contacting Poppy Drekis at ptd@lawsocnsw.asn.au .

Additionally, you may also obtain from your regional law society president either a list of your regions' firms or the mail labels for all firms in your region and send them a copy of your introductory email or letter requesting that it be brought to the attention of any Young Lawyers (including law students, graduates and practitioners)

So another alternative is for you to send your regional young lawyer colleagues the attached letter by mail (edited appropriately) and ask members to contact you by email to subscribe to the list. The principal benefit of this approach is that when people make contact with you then NSW Young Lawyers will be accessing and communicating with its regional members who are perhaps the most motivated.

Now That You Have A Database Of Members

Once you have compiled your list and forwarded your introductory letter or email to your regional members, and after waiting a period of 7 days and updating your members list from any responses you receive, you should send an email to all of the solicitors on the list and cc it to the chair of *Bushweb* at bushweb.chair@younglawyers.com.au with the following text or similar:

" This email is being forwarded to all Young Lawyers in the Newcastle Region. I encourage each of you to save this distribution list so that you may communicate immediately with other Practitioners in the Region on professional and/or social issues.

This list has been provided to Kevin Dwyer, Regional Delegate for the St. George Sutherland Area and convener of Bushweb, so that a statewide distribution list may be compiled. Once that list is compiled you will receive a letter from Kevin updating you with information on all of the Young Lawyer Committee activities and outlining the future intentions of Bushweb"

If you consider it inappropriate to create a list for access by any regional member you may wish to remove the second sentence of the italicised section above and place all practitioners email addresses in the bcc section so that they are unable to access each other's contact details except through you.

Pro Forma Introductory letter or email.... A sample

Dear Regional Members,

I am the Young Lawyer Regional Delegate for the _____ region and am in the process of compiling an email distribution list for all Young Lawyers in this region. Once compiled it will be made available for 2 purposes:

1. For the Young Lawyers in this region for communications between regional practitioners for professional, community or social events. This would be in the form of an email distribution list which will be provided to all regional members once compiled;
2. For inclusion within a statewide email distribution list known as "*BUSHWEB*" which will be used as a medium for:
 - (i) Passing information from the Young Lawyer Committees to regional members;
 - (ii) Passing feedback from regional members to Young Lawyer Committees;
 - (iii) Sharing information and experiences between regional members.

The NSW Young Lawyers Committees (of which there are currently 12) conduct a plethora of worthwhile community activities, produce publications on numerous practice areas for Young Lawyers or practitioners new to the area, hold CLEs, make submissions to parliament on draft legislation or for legislative amendment and regularly hold social activities. Regional practitioners may have been largely unaware of many of these activities and it is the intention of *BUSHWEB* to change this for you and future Regional delegates and practitioners.

Your contact details have been obtained from the Law Society website. Young Lawyers intends that the lists created will be used only for communications on behalf of NSW Young Lawyers and will not be a source of spam. Whilst it is intended that the list be available to all Young Lawyers in this region if you so desire you are able to nominate to receive only those messages from *BUSHWEB* and not to have your details passed onto anyone else for communications within your region. If this is preferred please reply to me with the words "Bushweb Only" in the Subject Line.

You are encouraged to remain on this list at least until *BUSHWEB* is fully operational and you begin to see the types of information that it makes available to you.

If there are others, including law students and practitioners who live in the area but work elsewhere, that you think would like to receive these communications then please forward this message onto them. There may even be Young Lawyers or recent graduates in your firm who would benefit from joining this list. If you would like to be added to the distribution list please respond to me at the email address below with the words "Add Me" in the Subject Line. If you would prefer to receive this and future messages at a different email address please respond with the words "Change Details" in the Subject Line. If you would like to be removed from future communications then please email me with the message "Remove Me" in the Subject Line.

Yours faithfully

Name

Email address

Pro Forma Questionnaire to members.... A sample

_____ Regional Law Society: Questionnaire

1. What is your name?
2. What is your date of birth?
3. Where do you work?
4. What are your work contact details (address, DX, telephone, fax, email)?
5. Do you consent to your contact details being circulated as part of a list to other Young Lawyers in this region?
6. Where and when did you attend University?
7. When were you admitted to practice?
8. Did you have a previous occupation, and if so, what?
9. How long have you been in practice?
10. What areas of law do you practice?
11. Are you currently involved in NSW Young Lawyers?
12. What sort of events would you like to see organised on behalf of Young Lawyers in your region?
13. What is your preferred date, venue and time to attend an event organised on behalf of Young Lawyers in your region?

Organising Events for your Regional Colleagues

How to organise a drinks or dinner gathering

Now that you have a database of the young lawyers in your region –organise to meet the faces behind the names!

1. Decide what type of social event - contact your members by phone, by email or by mail and invite suggestions as to a gathering place for dinner or drinks or perhaps a regular group lunch for networking and informal mentoring;
2. Identify a venue and ascertain costing on a per head basis – is alcohol included? Will it be BYO?
3. Contact your regional law society and seek a funding subsidy (for e.g. –can the regional law society provide wine at a BYO venue?);
4. Schedule the event according to its formality – e.g. drinks/lunch on 2-4 weeks notice; dinner on 4 weeks notice;
5. If the Venue is going to insist on a minimum fee then arrange to collect payment for the event *before* the event to manage the potential last minute drop-out element;
6. Consider whether it is appropriate to prepare and send out an event flyer or else simply email your members confirming details as to time, venue and cost.

Ultimately, the first event that you organise will rely upon your judgment call based on the feedback you receive as to how formal or informal or large or small the event you choose to organise will be. If your region is not one in which there is a history of socialising between young lawyers then you may or may not keep the event informal and meet at a bar.

On some occasions the timing of an event may be far more impromptu. For example – drinks with the judge or a judge's dinner when a judge comes on circuit to the region. These events are generally organised on the basis of less than a weeks notice!!

Whatever event you organise – make sure you attend and enjoy!

How to organise a CLE in your region...

NSW Young Lawyers has a strong reputation in organising timely and in-expensive CLE programs. That reputation extends into regional New South Wales where NSW Young Lawyers has established a history of providing CLE seminars in a number of regions including Port Macquarie, Parramatta, Wollongong, Newcastle, and Tamworth.

If you are interested in organising a CLE in your region then

1. Speak to your regional law society president –find out whether your regional law society already holds CLE programs or if there are none- does your regional law society president support you in seeking to organise a NSW Young Lawyers CLE;
2. Once you have ascertained support –contact your database (or for that matter ask to access your regions database) and advise your members that you are seeking suggestions as to topics; want their preferences as to whether it is a day or evening; and also seek an expression of interest as to whether they will attend. Note that the timing of a CLE will depend largely upon how far your region is located from Sydney. A metropolitan region is capable of an evening CLE seminar whereas other regions are far more amenable to Saturday CLES on the basis that our presenters work and so weekends will be when they are most likely available.
3. When do you propose to hold your CLE? Ideally the date proposed for your CLE should be 8 weeks or more from the time you contact the NSW Young Lawyers office. In deciding when, consider whether there are particular months of the year when your region has a renowned event – e.g. Jacaranda Tree Festival in Grafton. Or are there particular months of the year when your region attracts more tourists than others – for e.g. coastal areas in summer months and the mountains in winter months. Keep in mind that your CLE may attract attendees outside your region looking for a tax-deductible weekend!
4. Where do you propose to hold your CLE? Think of Venues within your region that can be set up in conference format for anywhere from 20-80+ people. Consider Venues that can cater for lunch/ morning teas and afternoon teas and also can accommodate the CLE presenters as well as attendees.
5. How many attendees? NSW Young Lawyers is willing and committed to holding CLEs in regional areas provided they proceed on at least a break-even basis. Depending on how many CLE presenters are attending, and whether to attend your region requires an airfare and a nights accommodation then the minimum number of attendees will vary from generally 15-20.
6. Once you have support, a proposed date, topics, venue and an indication as to attendance, please contact our CLE Co-ordinator Elvira Abouhaidah. Elvira will work with you proposing speakers, ascertaining their availability, ascertaining the venue's availability and together you will organise a regional CLE seminar. Promotion of the CLE seminar will be by flyers distributed through NSW Young Lawyers. The Registration Fee for the CLE will be paid to NSW Young Lawyers. Elvira will arrange transport and accommodation for the speakers.
7. What is your role from here? As the regional delegate for NSW Young Lawyers, you will be invited to chair the seminar. Chairing the seminar involves completing the attendance list and distributing the CLE papers, organising attendees into the conference room at the commencement of the CLE, introducing the speakers, liaising with the venue's staff in relation to issues such as refilling water jugs, air conditioning, catering requirements.

Organising a CLE in your region provides immense benefit to your regional colleagues, particularly where it results in a CLE on a number of current issues without having to go to the time and expense of traveling to Sydney.

Organising Events for your local community

How to Organise a Law Week Event

Originally an initiative of NSW Young Lawyers, National Law Week is held during May of each year. The now enduring theme of National Law Week has for the past two years been "Opening the Door to the Law". The objective of National Law Week is for the legal profession to take steps to demystify the law.

The most common Law Week events include speaking presentations to community groups; student tours of local courthouses; local law week stalls in shopping centres; mock trials and "law as a career" forums.

Some of the NSW Young Lawyers law week initiatives include the "Shadowing program". This program involves students identified as "disadvantaged" shadowing a young lawyer throughout law week – following them to court, watching them work. The Shadowing program has been replicated during Law Week in a number of regional areas.

If you want to organise a law week event –how do you go about it?

1. The Key is finding a group of people who are interested in organising a law week event – contact your local Magistrate, Clerk of Court and Courthouse Staff; the Police Superintendent; the Probation and Parole Service; Juvenile Justice; and community services such as - Tenancy Advice Services, Community Legal Centres...etc
2. Organise a meeting at least 2 months prior to Law Week and discuss with your "stakeholders" what event you propose to organise.
3. Where will you host your law week activity? Keep in mind that several venues require certification of public liability insurance. If you arrange for your event to receive the endorsement of your regional law society then the proposed law week event may fall within the umbrella insurance coverage extended by the law society of NSW to regional law societies –you will need to make your own inquiries to confirm this.
4. Date –Timing can often be critical –For e.g. if you arrange a law week activity on pension day at a venue central to most banks in your region then you are guaranteed an audience. Similarly a discounted meal day at a local bowling club or RSL is likely to attract a crowd.
5. Funding - if you are super-organised you may apply to the Law Week Board for a funding grant for your law week activity. However funding applications must be submitted usually by the end of January. Alternatively you should approach your regional law society for sponsorship and failing that, perhaps your own firm.
6. Notify your audience of your proposed law week event. If you are intending to organise a "Law as a Career Forum" ensure you write to all schools in your area at least 6 weeks before the event. Keep in mind that if the forum is during school hours but away from the school, then parents need to give their children consent to attend the forum as an excursion. Similarly, if you are proposing to speak to members of the public on topics such as wills, buying and selling property etc, write to your local community groups inviting them to notify their members of this "free" event.
7. Finally -at least a week prior to your law week event, prepare and distribute a short media release to your local press – radio, television and newspapers. Your media release need only be a few paragraphs – one about national law week; one about your proposed events details –venue, time, speakers and one inviting the public to attend. Remember that if you elect to issue your media release under the banner of NSW Young Lawyers then you will require the approval of the President of NSW Young Lawyers to that release before it is sent. Ideally you should email your proposed release to president@younglawyers.com.au. Follow up your release. Often you will find that local newspapers will latch onto law week as an opportunity to run an advertising segment featuring legal practitioners. Perhaps persuade your firm to place an advertisement conditional upon the press running an editorial feature about what is planned for Law Week.

Finally, please report back to NSW Young Lawyers through *Bushweb* the outcome of the event you organised and the feedback you received. And, if you are comfortable in doing so, share with our other regional delegates your experiences in organising a law week event and any additional tips you may have in planning a Law Week Event.

How to Organise a Speakers' Forum

As regional delegate, a simple but effective means of providing benefit to your local community is to offer the opportunity for them to listen to a legal practitioner speak about a particular legal topic of concern or else simply about your experience as a lawyer. This may involve speaking to community groups such as Rotary and Probus. Or, it may involve you speaking to school students whether at a "Career's Day" or to a legal studies classes.

NSW Young Lawyers encourages you as regional delegate to seek out speaking opportunities. How?

1. Compile a list of regional high schools – i.e. who are their principals, contact details;
2. Compile a list of community groups -this should include Rotary, Probus, community neighbourhood centre and many more;
3. Prepare a letter of introduction and offer to speak – each for schools and community groups. Nominate some areas on which you are able to speak. For e.g. – schools often seek speakers to present on criminal law issues such as –what do I do I get questioned by a police officer...; community groups often seek speakers to present on wills and probate, powers of attorney, neighbourhood disputes... Some pro-forma letters are contained in the following pages.
4. If asked to speak remember that the Law Society of NSW Speaker's Bureau holds and will send to you a copy of speaking notes on a range of topics including wills, neighbourhood disputes, criminal law and family law. Contact the Law Society on 99260333 and request that a copy be forwarded to you.
5. Remember...introduce yourself as _____, Lawyer of _____ Lawyers and Regional Delegate for NSW Young Lawyers of the _____ Regional Law Society. Also remember that your audience are not just members of your community and students...they are your future potential clients and our future potential profession.

Pro Forma Introductory letter to Schools.... A sample

"Dear ____

I am a young lawyer in practice at _____ and the Regional Delegate for NSW Young Lawyers of the _____ regional law society.

NSW Young Lawyers is a division of the Law Society of NSW. Membership of NSW Young Lawyers is automatic to all law students in NSW and to solicitors or barristers either in their first five years of practice or under 36 years of age.

The purpose of this letter is to seek out an opportunity to speak to and with your students on a range of topics that include:

- What are the rights of a young person if questioned or arrested by a police officer?
- If you commit a criminal offence – what may happen?
- If you commit a driving offence – what may happen?
- What are your rights as an employee?

It is important that all young persons are made aware of their legal rights and also the potential ramifications for them in the event that they unwittingly, may commit an offence.

Additionally, it is undoubtedly the case that a number of students enrolled in your school are interested in pursuing a career in law. I am also available to speak to and with those students as to how I came to study law, how I found the experience of studying law; how I found a job and what it really is like being a lawyer.

One of the key objectives of NSW Young Lawyers is to seek to make contributions that ensure the protection and enhancement of the legal rights of individuals.

If you are interested in arranging for me to speak to and with your students, then please do not hesitate to contact me on _____

Yours Faithfully

Solicitor of _____
Regional Delegate for NSW Young Lawyers "

Pro Forma Introductory letter to Community Groups.... A sample

"Dear ____

I am a young lawyer in practice at _____ and the Regional Delegate for NSW Young Lawyers of the _____ regional law society.

NSW Young Lawyers is a division of the Law Society of NSW. Membership of NSW Young Lawyers is automatic to all law students in NSW and to solicitors or barristers either in their first five years of practice or under 36 years of age.

One of the key objectives of NSW Young Lawyers is to seek to make contributions that ensure the protection and enhancement of the legal rights of individuals.

Accordingly, the purpose of this letter is to seek out an opportunity to address you and your members on one or more of a range of matters likely to be of legal concern to your members, including:

- Wills, Powers of Attorney
- The Guardianship Tribunal
- Neighbourhood Disputes – dividing fences; nuisance dogs...
- Buying and selling homes –the hidden dangers and costs
- Claims on your Estate –the Family Provision Act

The topics outlined above are by no means exhaustive. If one of the above or another legal issue is of pressing concern and you would like me to address your members on it, please do not hesitate to contact me on _____ to arrange for me to speak at one of your meetings.

Yours Faithfully

Solicitor of _____
Regional Delegate for NSW Young Lawyers "

How to launch a NSW Young Lawyer's publication in your region....

Below, Ben Crawford, former Executive Councillor and Regional Delegate for the Far North Coast Law Society outlines in a bullet-point summary the launch by him of the NSW Young Lawyers publication *Older People and the Law* in Ballina.

- "I discussed the best way to launch the book with my colleagues and it was agreed that older people congregated at the Ballina RSL Club on a Friday lunch (\$4 roast day) and this ensured a captive audience of a few hundred people.
- I contacted the RSL Club to make arrangements to be able to speak to attendees in the restaurant. We discussed how to promote the launch. The RSL club promoted the launch through its marketing team and placing ads in the local newspapers and radio station. (They gained from having more people attend the Club on that day and use their various facilities)
- I contacted the local newspaper to advise them of the details of the launch and I was interviewed both prior to the launch and after its launch. On both occasions the paper reported on the launch with a photograph of me and attendees. The local newspaper was more than happy to run the story not only prior to the launch but following the launch on the basis that it was a current news worthy topic and that a large amount of its readers are older people.
- Once the launch date was sent, I arranged with the NSW Young Lawyers office in Sydney for a number of boxes of the publication to be sent up from Sydney to my workplace via the document exchange at no cost.
- The benefit to our firm and me personally was extensive. The publicity over the radio and television magnified the exposure that was made in person with many hundred potential clients at the launch.
- After the launch, the book (until it ran out) was made available for collection through our office. Therefore requiring people to visit our firm even if they weren't in current need of legal assistance."

With a negligible amount of work many people benefited: older people, the RSL Club, NSW Young Lawyers, our firm and me personally.

If I can do it, so to can any other regional delegate!"

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