

**Hellenic Bar Association  
Loyola Chapter 2024-2025 Executive Board Application**

**DUE VIA EMAIL to Bella Field ([ifield@luc.edu](mailto:ifield@luc.edu)) by May 20th at 5:00 PM**

Name:

Year in school:

Position(s) applying for:

Please briefly explain (in a few sentences or less) why you're interested in the position(s) you're applying for and what you would like to see implemented for next year.

Role Descriptions:

**President:**

- Be the Chief Executive Officer of the Loyola Chapter of the HBA
- Define the agenda and preside over all meetings, call special meetings, appoint committees, and oversee general business
- Act as the official representative of the group to the Loyola and larger Chicago Community
- Keep an accurate, permanent record of meetings and contacts and disseminate meeting minutes to the executive board

**Vice President:**

- Work with University's student affairs office to understand and receive budgetary guidelines and reimbursements where necessary. Manage the budget and allocate funds appropriately for group activities and events.
- Assist the President in the performance of his or her duties
- Perform all duties of the President in her/his absence and assume the role of President in the event that the President is no longer able to maintain his or her role in the group
- Collect outlines and maintain the outline bank

**Events & Marketing Chair:**

- Oversee general dissemination of communication about the organization to the Loyola Law Community
- Plan events and manage publicity for events, including posting in the law school announcements and relevant social media pages
- Work with other law schools in order

**Alumni Relations/HBA Liaison**

- Inform and communicate the general events of the main HBA to Loyola members
- Make connections between alumni and students in order to foster professional relationships and assist in attaining employment
- Manage a record of Loyola HBA connections