



QPLS IS HIRING

**Executive team applications are now open;
click the link in our bio to apply!**

QPLS

Hiring Info Package

2026-2027



PRESENTED BY:

Jack Barrow and Kaya
Cygalski

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LETTER FROM THE CO-PRESIDENTS

On behalf of your new Co-Presidents, we thank you for your interest in applying to be a part of Queen's Pre-Law Society's executive team for 2026 and 2027.

QPLS presents a community that is grounded in a shared passion for success in legal education and profession. Together, we aim to create an environment of growth, support, and ambition. Whether you're committed to a future in law or exploring career options, we aim to help you build confidence and clarity in your professional development. Our goal is to provide meaningful opportunities that connect students to the legal world and foster genuine, productive relationships along the way.

Our vision is to cultivate a space where our members are not only informed but inspired. Through engaging events, mentorship, and a myriad of accessible resources, we will bridge the gap between undergraduate studies and the legal profession. More importantly, we are committed to ensuring that every member feels welcomed, valued, and motivated to contribute.

Joining the QPLS executive team is an opportunity to challenge yourself, develop as a leader, and play an active role in shaping the experience for our general members. We welcome applicants from all backgrounds and levels of experience, as what matters most is the enthusiasm, initiative, and commitment you dedicate to this role.

We wish you all the best of luck and look forward to reviewing your applications!

Sincerely,

Kaya Cygalski and Jack Barron

OUR CO-PRESIDENTS





LAND ACKNOWLEDGEMENT

The Queen's Pre-Law Society would like to acknowledge we are on the traditional territory of the Anishinabek Nation and Haudenosaunee Confederacy. It is our understanding that this territory is included in the Dish With One Spoon Wampum Belt Covenant, an agreement between the Haudenosaunee Confederacy and the Confederacy of the Ojibwe and Allied Nations to peaceably share and care for the resources around the Great Lakes. As a club, we would like to acknowledge how this territory is significant to the Indigenous Peoples who have lived and continue to live on this land. We would also like to acknowledge how their practices and spiritualities are tied to the land and continue to develop in relationship to the territory and its other inhabitants today.

QPLS is focused on educating people about the law while fostering a welcoming and diverse community within Queen's. As a club committed to legal education and community-building, we recognize how the law has been used both as a tool of oppression and a potential vehicle for justice. We are especially aware of the disproportionate harms experienced by Indigenous peoples through Canada's legal systems. Our partnership with Raven Trust, a registered charity committed to raising legal defence funds, assists First Nations communities in enforcing their rights and titles to protect traditional territories and is one way our club is committed to reconciliation.

We as a club are grateful to be able to live, learn and play on these lands, and as settlers on Indigenous land, we recognize that we benefit from systems of settler colonialism that continue to displace and marginalize Indigenous peoples. We are receptive to feedback that will allow our club to best foster, respect, and strengthen meaningful relations with Indigenous communities across this land.



HIRING TIMELINE AND INTERVIEW STRUCTURE

1

Applications Released
March 29, 2026
8:30 PM

2

Applications Due
April 4, 2026
11:59 PM

3

Interviews Begin
April 17, 2026

4

Interviews End
April 21, 2026

5

Decisions Released
April 25, 2026

Introductory Questions (5 Minutes)

Looking for enthusiasm towards the club's initiatives, a strong commitment to responsibilities, an ability to collaborate effectively with others, and dedication to the role.

Behavioural and Situational Questions (5 Minutes)

Looking for strong problem-solving, critical thinking, and a thoughtful approach to challenges that may arise.

Q&A (5 Minutes)

Events

Directors (2) | Coordinators (4)

- Be responsible for the planning and execution of all QPLS events
- Coordinate communication with all individuals involved in QPLS events, including general members, speakers, special guests, and external partners.
- Create programmes and plans for events
- Coordinate initiatives with Outreach and Sponsorships, Fundraising and Marketing
- Be present at events to manage logistics, address any issues that may arise, and ensure the event runs smoothly.

Skills Required:

- High levels of organization
- Strong time management skills
- Strong communication skills
- High levels of initiative to plan and execute ideas
- Enthusiastic and fun spirit
- Have good ideas!

Marketing and Communications

Directors (2) | Coordinators (2)

Skills Required:

- Oversee all social media communications and correspondence.
- Be responsible for promoting QPLS, its objectives and related events by maintaining a social media presence, via the QPLS website, social medias, and on campus
- Create and publish graphics for QPLS social media accounts using Canva or other design software agreed upon by the Marketing team
- Monitor various QPLS social media accounts and engage with students through responding to comments and messages

- Maintain an outgoing and enthusiastic presence that helps engage the team and is reflected in video content, marketing, and other media
- Ability to ideate and execute on project visions
- Strong drive to empower inclusivity within and outside the team
- Prior experience with Canva
- Effective communication with each portfolio

Fundraising

Directors (2) | Coordinators (2)

- Plan and execute impactful fundraising events to support RAVEN, ensuring meaningful engagement from the Queen’s community.
- Serve as the primary liaison between QPLS and RAVEN Trust, fostering a strong and ongoing partnership to support Indigenous justice initiatives.
- Build relationships and partner with other organizations and local businesses to enhance fundraising efforts through joint events or sponsorships.
- Participate in weekly portfolio meetings to brainstorm ideas, provide input, and contribute to the growth of fundraising initiatives.
- Attend and contribute to the smooth operation of all fundraising events, providing hands-on support.

• Skills Required:

- **High levels of initiative and project ownership**
- **Excellent communication skills**
- **High degrees of professionalism**
- **Strong interpersonal skills**
- **Strong time management skills**

Outreach and Sponsorship

Directors (1) | Coordinators (2)

- Facilitate relationships with partner organizations and businesses
- Curate the mentorship program and communicate with all mentors and mentees
- Reach out to QPLS members for feedback and communicate with the executive team where changes may need to be made
- Cold call law firms/local businesses seeking sponsorships and industry connections

• Skills Required:

- **High levels of initiative and project ownership**
- **Excellent communication skills**
- **High degree of professionalism**
- **Strong interpersonal skills**
- **Strong time management skills**

Finance & Logistics

Directors (2) Coordinators (2)

- Work in collaboration with the Co-Presidents for the financial responsibility in the QPLS
- Maintain all financial records and be responsible for all financial transactions
- Sign all cheques off with permission of the Executive Committee
- Support the Co-Presidents in the writing and submission of the mandatory September and April reports to the Clubs Manager
- Support the Co-Presidents in the writing and submission of the mandatory re-ratification reports to the Clubs Commission
- Record club meeting minutes at every meeting and send minutes to all Executive Members after meetings via the club's e-mail address or Slack
- Be responsible for the booking of all event spaces
- Write and distribute the monthly QPLS newsletter
- Understand AMS Sanctioning assist in room bookings and sanctioning QPLS events

• Skills Required:

- High levels of organization
- Strong time management skills
- Understanding of financials
- Strong note taking abilities

Human Resource + Equity, Diversity, Inclusion & Indigeneity (HR-EDII)

Directors (2) | Coordinators (2)

- Collaborate with other portfolios for all initiatives and events relating to EDII-related aspects
 - Uphold QPLS's commitment to equity, diversity, inclusion, and Indigeneity
 - Ensure the Executive Committee is following through with EDII-related responsibilities for events and upholding good club etiquette
 - Create professional development activities to do during our meetings
 - Assist in the development of portfolio transition manuals
- **Skills Required:**
 - Outgoing and enthusiastic personality to engage the whole team
 - Ability to ideate and execute on project visions
 - Strong drive to empower inclusivity within and outside the team

Blogs

Directors (1) | Writers (4)

- Communicate QPLS's (future, past, and current) Internal and External affairs with GMs through monthly newsletters
 - Write about what's going on in the legal world in weekly blogs (ex. Taylor Swift or Blake Lively)
 - 1 blog should be released per month (per writer) one every week as a team
 - Responsible for taking minute-by-minute notes at all executive meetings
- **Skills Required:**
 - Ability to keep up with world news
 - Passion for writing
 - Good with word and docs
 - Creative insight

ADDITIONAL ROLES

OVERSEEN BY



Kaya Cygalski
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Jack Barrow
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NOT PART OF SPRING HIRING CYCLE

SOME NON-EXECUTIVE POSITIONS

Mock Branch

Mock Director (2) | Mock Team (8)

- Conduct tryouts for Mock Team
 - Organize internal and external trial competitions
 - Organize and plan regular practice sessions
 - Provide practice material, guidance, and help in the preparation of arguments for competitors
-

Moot Branch

Moot Director (2) | Moot Team (8-12)

- Representing QPLS in the Moot Court Room
- Develop initiatives and collaborate with other schools/clubs to create and participate in Mooting competitions
- Executing try-outs, practice and competition

Mentorship Program

QPLS Mentors (TBD)

- In law school, or currently enrolling
 - Able to assist and provide insights to younger students in the club looking for help and advise
 - Social, friendly and enthusiastic
 - Other mentorship experience appreciated
-

General Membership

QPLS General Member (300+)

Fee: \$10.00 CAD

- Attend QPLS Events including GM-Exclusive events
- Engage with other members through events, communications, initiatives, etc.
- Access to GM exclusive resources such as discounts, exclusive events, early bird pricing, and more!

Interview Accommodations

Please do not hesitate to reach out to the Co-Presidents if you have any questions or require any accommodations for the applications and interview process. It is crucial that the QPLS executive team offers every applicant an equal opportunity to apply for any position they chose.

Best of Luck!



Kaya Cygalski
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