

2022-2023 MAA Core Team

1 May 2022 – 30 April 2023

1. Vindobona Journal

Team Description	Available Positions	What Does This Role Entail?
The Vindobona Journal of International Commercial Law and Arbitration is a bi-annual journal focused on the publication of top quality articles in the areas of commercial law and arbitration. Since 1997, the VJ has kept readers abreast of new developments by providing legal opinion and commentary by industry specialists worldwide. The VJ is one of the world's top-rated journals, receiving top honors in particular in the U.S. and Australia, and has been around for over 25 years.	Senior Editor-in-Chief	The role of the senior editor-in-chief is to coordinate all articles submitted to the Vindobona Journal and oversee the work of the Vindobona Journal team, while providing guidance and editorial review on articles submitted for consideration of publication. Extensive experience in publication, reviewing of articles, and prior experience as editor at a reputable journal is highly desired for this role.
	Editor-in-Chief	The role of the editor-in-chief is to work closely with the senior editor-in-chief to support the senior editor-in-chief and coordinate all articles submitted to the Vindobona Journal. The editor-in-chief is responsible for providing guidance and editorial review on articles submitted for consideration of publication. Prior experience in publication, reviewing of articles, and editor roles at a reputable journal is desired for this role.
	Technical Editor	The role of the technical editor is to work closely with the editor-in-chief and provide technical editing to all articles submitted to the Vindobona Journal in compliance with the Journal's style guidelines. Experience publishing, reviewing of articles, and other relevant experience is desired for this role.
	Administrative Editor	The role of the administrative editor is to work closely with the editor-in-chief, and coordinate the Vindobona Journal's day-to-day activity, including communication with subscribers, administration of invoices, and conducting the Journal's outreach activities with various stakeholders, including the MAA, academics, practitioners, and universities. Experience related to these matters and efficient communication skills are desired.
MAA Executive Board Report:	<ol style="list-style-type: none"> 1. Sherlin Tung 2. Navin G. Ahuja 	

2. Media Team

Team Description	Available Positions	What Does This Role Entail?
The Media Team is responsible for ensuring that our members are kept up to date on all MAA related information as well as opportunities in international arbitration and trade law. In carrying out these responsibilities, our Media Team creates content and updates the MAA website, operates our various social media channels and email list serve.	Chair Vice Chair Media Team Members <ul style="list-style-type: none">➤ MAA website➤ Social Media➤ Emails	The Chair leads and organizes the MAA's social media and marketing strategy with the support of the Vice Chair. The Chair delegates tasks to the Media Team members and monitors the same and is the point of contact for the Executive Board. The Vice Chair supports the Chair in organizing the MAA's social media and marketing strategy and fills in for the Chair whenever the Chair is not available. The Media Team Members will report to the Chair and Vice Chair. Each Team Member will be allocated a particular responsibility depending on their skills and desires. <ul style="list-style-type: none">➤ Website: the team member(s) responsible for the MAA website will keep the MAA website up to date, upload events and announcements, and coordinate with our website developers for more complicated tasks. The MAA Website is based off of WordPress so basic knowledge of how to operate WordPress is a plus.➤ Social Media: the MAA has accounts on LinkedIn, Facebook, Instagram, and Twitter. The team member(s) responsible for the MAA's social media accounts ensure that the MAA's social media accounts are up to date with the MAA's projects and events as well as with promotions of unique opportunities and events for MAA Members in international arbitration and trade law.➤ Emails: the MAA has an email list serve comprised of over 5,000 Members. The MAA uses the Elastic Email platform. The team member(s) responsible for the MAA email account ensure that the MAA Membership is kept up to date with the MAA's projects and events as well as with promotions of unique opportunities and events for MAA Members in international arbitration and trade law.
MAA Executive Board Report:		<ol style="list-style-type: none"> 1. İpek İnce 2. Isabela Deveza

3. Conferences & Events Team

Team Description	Available Positions	What Does This Role Entail?
The Conferences and Events Team is responsible for organizing all of the MAA's established conferences and webinars as well as professional social and networking events throughout the MAA Term. The MAA's established Conferences include the Generations in Arbitration Conferences, CISG Conference, Vis Moot Journey Series, and Speaker Series. Established social and networking events include the MAA Welcome and Farewell Parties, MAA Moot Bar, and MAA Moot Café. These Conferences and Events Team is also welcome to come up with new ideas for conferences and events during the MAA Term.	Chair(Conferences) Chair(Events) Vice Chair(Conferences) Vice Chair(Events)	The Chair of Conferences leads and organizes the MAA's Conferences for the MAA Term with the support of the Vice Chair of Conferences. The Chair of Conferences delegates tasks in relation to MAA Conferences to the Conferences & Events Team members and monitors, with the Chair of Events, the overall team, and is the point of contact for the Executive Board with respect to MAA Conferences. The Chair of Events leads and organizes the MAA's professional social and networking events for the MAA Term with the support of the Vice Chair of Events. The Chair of Events delegates MAA Events tasks to the Conferences & Events Team members and monitors, with the Chair of Conferences, the overall team, and is the point of contact for the Executive Board with respect to MAA Events. The Vice Chair of Conferences supports the Chair of Conferences in organizing the MAA's Conferences for the MAA Term and fills in for the Chair of Conferences when the occasion requires. The Vice Chair of Events supports the Chair of Events in organizing the MAA's professional social and networking events for the MAA Term and fills in for the Chair of Events when the occasion requires.
	Team Members	The Conferences & Events Team Members will report to the Chairs and Vice Chairs and will support the team in various functions in order to ensure successful Conferences and Events during the MAA Term. Responsibilities include: <ul style="list-style-type: none"> ➤ Identification of and communications with potential speakers and panel topics; ➤ Identification of and communications with potential venues; ➤ Identification of and communications with potential sponsors; ➤ Administration and organization of conferences and events; ➤ Participation and support in conferences and events; ➤ Coordination with the various teams within the MAA Core Team in ensuring successful conferences and events. Team Members should be responsible, organized, and efficient and are expected to be prompt in responses and active in participation within the Conferences & Events Team.
MAA Executive Board Report:		1. Sherlin Tung 2. Navin G. Ahuja

4. Mentor-Mentee Team

Team Description	Available Positions	What Does This Role Entail?
The Mentor-Mentee Team aims to connect students and young professionals with the more experienced generation of academics and professionals within the MAA. The Mentor-Mentee Programme runs on an annual basis, following the MAA Term (rather than the calendar year). The Mentor-Mentee Team organizes the mentee selection process, communicates with mentors and mentees, and organizes onboarding sessions for mentors and mentees and facilitates networking opportunities for the participants.	Chair Vice Chair Team Members	The Chair of the Mentor-Mentee Team leads, organizes and is responsible for the MAA's Mentor-Mentee programme. The Chair is supported in this role by the Vice Chair and delegates tasks to the Team Members. The Chair is the point of contact for the Executive Board. As part of the leadership, the Chair is expected to produce a tentative plan for the year in order for the Team members to brainstorm and plan accordingly. The Vice Chair supports the Chair in organizing the MAA's Mentor-Mentee programme and fills in for the Chair whenever the situation requires. The Vice Chair oversees the Team Members and their performance to ensure that the Team Members meet their targets and there is no delay. The Mentor-Mentee Team Members will report to the Chair and Vice Chair and support the team in various functions to ensure a successful Mentor-Mentee Program. Responsibilities include: ➤ Identification of and communications with potential mentors; ➤ Coordination of the programme including organizing onboarding sessions, networking opportunities, and other events for the Mentor-Mentee group; and ➤ Brainstorming ideas for the programme.
MAA Executive Board Report:		1. Cristen Bauer 2. Alicja Zielinska-Eisen

5. Compliance Officer

Team Description	Available Positions	What Does This Role Entail?
The Compliance Officer is responsible for ensuring that the MAA and its activities are fully compliant with the applicable laws and regulations. Compliance works with all of the MAA Core Teams and provides assistance on relevant laws and regulations for our MAA Core Team activities.	Compliance Officer	The Compliance Officer's responsibilities are to ensure that the MAA and its activities are fully compliant with the applicable laws and regulations, in particular with the data protection regulations. The Compliance Officer is expected to coordinate with the other Core Teams and provide compliance assistance, where needed.
MAA Executive Board Report:		1. Sherlin Tung 2. Alicja Zielinska-Eisen

6. China Project

Team Description	Available Positions	What Does This Role Entail?
The MAA was awarded funds to set up a program in Mainland China to educate students and young practitioners on international arbitration and international trade law. Out of these funds, the China Project was created. The China Project team is tasked with organizing legal conferences, seminars, and trainings in Mainland China on the topics of international arbitration and trade law.	Chair	The Chair of the China Project leads, organizes, and is responsible for the MAA's China Project strategy with the support of the Vice Chair. The Chair delegates tasks to the Team Members and is the point of contact for the Executive Board. As part of the leadership, the Chair is expected to produce a tentative plan for the MAA Term in order for the Team members to brainstorm and plan accordingly.
	Vice Chair	The Vice Chair supports the Chair in organizing the MAA's China Project strategy and fills in for the Chair whenever the Chair is not available. The Vice Chair oversees the Team Members and their performance to ensure that the Team members meet their targets and there is no delay.
	Team Members	<p>The China Project team members will report to the Chair and Vice Chair and support the team in various functions to ensure a successful China Project.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ➢ Identification of and communications with potential speakers; ➢ Brainstorming for potential topics for legal seminars, conferences, and trainings; ➢ Identification of and communications with potential venues and sponsors; ➢ Administration and organization of events under the China Project; ➢ Coordination with other members of the MAA Core Team.
MAA Executive Board Report:		<ol style="list-style-type: none"> 1. Sherlin Tung 2. Navin G. Ahuja

7. Diversity & Inclusion Team

Description	Available Positions	What Does This Role Entail?
The MAA's Diversity & Inclusion Team promotes the importance of diversity and inclusion in the Vis Moot communities as well as the international arbitration and trade law communities. Ways of doing this include organizing targeted webinars, conferences, and seminars on specific issues important to diversity and inclusion and educating the MAA Members as well as the relevant communities.	Chair	The Chair of the D&I Team leads, organizes, and is responsible for the MAA's Diversity and Inclusion programme with the support of the Vice Chair. As part of the leadership, the Chair will curate a list of events and projects that will help the MAA to be a platform for advocating D&I and also helps the MAA to ensure that the MAA is as diverse and inclusive as can be. The Chair delegates tasks to the D&I Team Members and monitors the same and is the point of contact for the Executive Board.
	Vice Chair	The Vice Chair supports the Chair in organizing the MAA's D&I programme and fills in for the Chair whenever the Chair is not available. The Vice Chair will oversee the Team members and their performance to ensure that the Team members meet their targets and there is no delay.
	Team Members	<p>The D&I Team Members will report to the Chair and Vice Chair and support the team in various functions to ensure the D&I programme is successful.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ➢ Assisting in implementing the team projects; ➢ Brainstorming for future projects; ➢ Identification of and communications with potential speakers and panel topics; ➢ Identification of and communications with potential venues and sponsors; and ➢ Coordination with other members of the MAA Core Team.
MAA Executive Board Report:	<ol style="list-style-type: none"> 1. Isabela Deveza 2. İpek İnce 	

8. International Liaisons Team

Description	Available Positions	What Does This Role Entail?
The MAA is given observer status at the UNCITRAL Working Sessions, which take place in both Vienna and New York (or virtually depending on the situation). This means that the MAA is able to send MAA Members to attend the various UNCITRAL working sessions as observers to these sessions. The International Liaisons Team sends out expressions of interest for each session, reviews the applications received, and decides (with the guidance of the board when necessary) who gets to attend the sessions. The team also is tasked with reviewing the reports provided by the observers and publicizing them on the website.	Chair Vice Chair Team Members	<p>The Chair of the International Liaisons Team leads, organizes, and is responsible for the International Liaisons Team with the support of the Vice Chair. The Chair will coordinate with the team members to invite applications for each UNCITRAL working session, review applications to determine who is best suited to represent the MAA, review the reports submitted by the Members and liaise with the MAA Media Team to have the reports published on the MAA website. The Chair is also the point of contact for the MAA Executive Board.</p> <p>The Vice Chair supports the Chair with the International Liaisons Team and fills in for the Chair whenever the Chair is not available. The Vice Chair will oversee the Team members and their performance to ensure that the Team members meet their targets and there is no delay.</p> <p>The Team Members will report to the Chair and Vice Chair and support the team in various functions to ensure that the International Liaisons Team runs smoothly.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ➤ Sending out Expressions of Interest for each UNCITRAL Working Session; ➤ Coordinating and reviewing applications that are received and making decisions for each session; ➤ Provide proper instructions to the chosen MAA Members who will act as observers; ➤ Liaising with the relevant contacts at UNCITRAL; ➤ Reviewing and editing the reports from members for each Working Session; ➤ Coordination with other members of the MAA Core Team.
MAA Executive Board Report:		<ol style="list-style-type: none"> 1. Sherlin Tung 2. Cristen Bauer

Description	Available Positions	What Does This Role Entail?
<p>The Regional Representatives are tasked with promoting the MAA as well as international arbitration and trade law in specific regions to academics, students, and professionals.</p> <p>Ways for Regional Representatives to carry out their tasks include organizing professional networking events such as legal seminars, training and social gatherings.</p>	Chair of the Americas	<p>The Chair of the Americas leads, organizes, and is responsible for the Regional Representatives network in the North and South America region with the support of the Vice Chair. The Chair will coordinate with the team ways on how to promote the MAA as well as international arbitration and trade law in the North and South America regions. The Chair is also the point of contact for the MAA Executive Board.</p>
	Vice Chair of the Americas	<p>The Vice Chair supports the Chair in organizing the Regional Representatives network in the North and South America regions and fills in for the Chair whenever the Chair is not available. The Vice Chair will oversee the Team members and their performance to ensure that the Team members meet their targets and there is no delay.</p>
	Regional Representatives (Americas)	<p>The Regional Representatives (Americas) will report to the Chair and Vice Chair (Americas) and support the team in various functions to ensure that the MAA is promoted in the Americas region.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ➤ Coordinating and organizing at least one event per half year to promote the MAA and its objectives in the region; ➤ Bringing to the MAA Membership's attention unique opportunities in international arbitration and trade law in their respective regions; ➤ Promoting the MAA at Vis Moot related events during the Vis Moot season; ➤ Coordination with other members of the MAA Core Team.
	Chair of EMEA	<p>The Chair of EMEA leads, organizes, and is responsible for the Regional Representatives network in the EMEA region with the support of the Vice Chair. The Chair will coordinate with the team ways on how to promote the MAA as well as international arbitration and trade law in the EMEA region. The Chair is also the point of contact for the MAA Executive Board.</p>
	Vice Chair of EMEA	<p>The Vice Chair supports the Chair in organizing the Regional Representatives network in the EMEA region and fills in for the Chair whenever the Chair is not available. The Vice Chair will oversee the Team members and their performance to ensure that the Team members meet their targets and there is no delay.</p>

Regional Representatives (EMEA)	<p>The Regional Representatives (EMEA) will report to the Chair and Vice Chair (EMEA) and support the team in various functions to ensure that the MAA is promoted in the EMEA region.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ➤ Coordinating and organizing at least one event per half year to promote the MAA and its objectives in the region; ➤ Bringing to the MAA Membership's attention unique opportunities in international arbitration and trade law in their respective regions; ➤ Promoting the MAA at Vis Moot related events during the Vis Moot season; ➤ Coordination with other members of the MAA Core Team.
Chair of APAC	<p>The Chair of APAC leads, organizes, and is responsible for the Regional Representatives network in the APAC region with the support of the Vice Chair. The Chair will coordinate with the team ways on how to promote the MAA as well as international arbitration and trade law in the APAC region. The Chair is also the point of contact for the MAA Executive Board.</p>
Vice Chair of APAC	<p>The Vice Chair supports the Chair in organizing the Regional Representatives network in the APAC region and fills in for the Chair whenever the Chair is not available. The Vice Chair will oversee the Team members and their performance to ensure that the Team members meet their targets and there is no delay.</p>
Regional Representative (APAC)	<p>The Regional Representatives (APAC) will report to the Chair and Vice Chair (APAC) and support the team in various functions to ensure that the MAA is promoted in the APAC region.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ➤ Coordinating and organizing at least one event per half year to promote the MAA and its objectives in the region; ➤ Bringing to the MAA Membership's attention unique opportunities in international arbitration and trade law in their respective regions; ➤ Promoting the MAA at Vis Moot related events during the Vis Moot season; ➤ Coordination with other members of the MAA Core Team.
MAA Executive Board Report:	Entire MAA Executive Board

9. Core Team Coordinator

Team Description	Available Positions	What Does This Role Entail?
The Core Team Coordinator is responsible for coordinating all of the events organized by the MAA Core Team in order to ensure consistency, uniformity, and avoid overlap.	Core Team Coordinator	<p>The Core Team Coordinator is in charge of ensuring the consistency and uniformity of all MAA Core Team events to the public as well as avoiding overlap of MAA Core Team events to ensure diversity in speakers and dates and locations of where such events are offered.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ➤ Designing and creating promotional materials for all MAA Core Team events; ➤ Coordinating and keeping track of all MAA Core Team Events; and ➤ Coordination with other members of the MAA Core Team. <p>The Core Team Coordinator will report directly to the MAA Executive Board.</p>
MAA Executive Board Report:		Entire MAA Executive Board