11. Being a successful Club Executive

What are Club Executives?

A Club Executive is made up of members who are elected at a general meeting, to fill constitutionally mandated roles. Each of these roles must have a role description in the Club’s Constitution. This means that your Executive may only consist of the positions listed in your Constitution and must have a member elected to each role that is defined.

Important Information for new Club Executives

Congratulations on your new role! Being a Club Executive provides you with an outstanding opportunity to contribute to the future of your Club whilst also learning new skills that can assist you in life! Before you get into the exciting plans, it’s important you are aware of what being a Club Executive means and the associated risks with the position. We encourage you to read all of the relevant Clubs Handbook Sections, complete your Executive Training and seek internal and external advice.

- Make sure to sign and abide by the Arc Clubs Affiliation Agreement (this is a requirement for your Club to be affiliated), including (but not exclusive to):
  - Make sure to become an Arc member
  - Read & understand the Arc Clubs Alcohol Policy (see Clubs Handbook Section 16) and ensure that your Club abides by this at all its events (breaches may result in your Club’s affiliation being suspended or your Club becoming disaffiliated)
  - Make sure at least one person from your Club Executive attends Club Briefings and reads official Arc emails, and passes on all relevant information to the rest of the Executive
  - Display the Arc Clubs logo on all Club publicity material & publications, including your Club’s own website (if there is one)
  - Making sure the Club’s financial records are kept up to date
  - Make sure to keep your Club’s member details confidential
  - Read & understand Arc’s Club incident reporting requirements (see Clubs Handbook Section 21)
• Read & understand Arc’s insurance coverage in relation to Club activities, including its limitations (see Clubs Handbook Section 17)
• Understand the impact of incorporation (see Clubs Handbook Section 19)
• Understand existing insurance coverage for the Club (see Clubs Handbook Section 17)

- Understand the risks associated with your Club and its events
- If you have been elected to the position of President, Secretary, Treasurer or Arc Delegate (or your Club’s version of these roles), you must complete compulsory Executive Training. All other Executive have access to the content off this training online. See Clubs Handbook Section 12 for details.

How to operate your Club successfully

For a Club to operate successfully, each member of the Executive must take on different but important roles. It is vital that all Executive members are aware of their own requirements and responsibilities, and communicate these responsibilities and expectations with each other.

All Clubs are expected to be run democratically and fairly, and decision making ability and responsibilities and should never rely solely on one Executive role.

Managing your Club email

Your Clubs email is integral to the successful operation of your Club as it is often the first point of contact for potential new members and external parties to the Club will have with you. It is advisable to have at least one general email address that all Executives have access to. This ensures that any enquiries can have a timely response.

Further, each portfolio may also have their own distinct emails, which can be divided amongst directors if needed. An example where this would be a good idea would be if there is an 'Events' department within the Club that specifically liaises with sponsors to host events. Having a separate 'Events' team emails for each director ensures streamlined communication between the director and their sponsor. This also ensures that emails do not get mixed up between directors and don’t go unseen.
When submitting grant applications, it is highly advisable that the same Club email is used for every grant application, preferably an email that all the Executive have access to. This ensures that any feedback that is given in regards to a grant can be read by all the Executive, ensuring that the Club does not make the same mistake twice. It also keeps all the information in once place, makes it easier to look over any communications with Arc, and makes it easier for Arc to know which email to use when contacting your Club.

Handover
At the end of your term as a Club Executive, you may have found that your duties were fulfilled quite satisfactorily and that the Club has had a successful year – if so, congratulations! However, this does not ensure the Club’s success in future years.

Handover documents are important to continue and even improve upon the standard of performance of the Club from year to year. Ideally, each Club Executive member should write a handover for the incoming Executive, specific to each role. It is a good idea to upload these documents to OrgSync so that each year, new Executive members can learn from the previous documents. The handover document should report on three main things, which will be covered in the following sections: how to perform the role, what happened during the year, and suggestions for the next year.

A good handover document will have the new person in your role feeling confident and motivated about taking on their new role as a Club Executive. Be sure to include your name and contact details in case the new Executive member wants to clarify anything with you.

How to perform a role
Include essential information that will need to be passed on from year to year. It may include things like:

- user names and passwords for the Club’s email, website admin, Facebook, Twitter, etc.
- details about the Club’s bank account
- a calendar of the year’s events
- timelines on the production of each of these events
- a rough budget for the year
- important contacts e.g. suppliers/printers/caterers/sponsors, etc.
- how to best use OrgSync

What happened this year
You should cover all the events you organised this year. Make sure to include:

- deadlines for organising different elements of the event
- the event budget, which states actual expenditure and a record of receipts of each purchase
- the organisation of the event on the day
- the outcome of the event and any suggestions for future years

Suggestions for next year
This section does not need to be too detailed. It should mainly be advice or ideas that you can suggest to the new Executive member that may help them in their role. It could include information on:

- best places to find sponsorship
- what not to do in events planning
- other ideas for events
- things you wish you’d known when you started

FAQs

How many Executive members can we have? Can we create extra positions other than the ones suggested and listed by Arc?
There is no maximum limit to the number of positions that a Club can have, but that does not mean that Clubs can have positions that are not necessary for the Club. See Clubs Handbook Section 7 (Club Constitutions).

Are there specific roles that are mandatory for each Club to have?
Yes, the core roles that every Club should have are President, Treasurer, Arc Delegate and Secretary. For more information, see Clubs Handbook Section 7 (Club Constitutions).
Can we have multiple people in one position?

Yes, as long as it is correctly specified in your Club’s constitution. For more information, see Clubs Handbook Section 7 (Club Constitutions).

Who do I contact if I am struggling to manage the Club?

Contact the Arc Clubs team for advice on management of the Club.

Related Documents

Clubs Handbook Section 4 –
Existing Clubs Applying for Reaffiliation

Clubs Handbook Section 5 – Affiliation Suspensions

Clubs Handbook Section 6 – Communication Between Arc & Clubs

Clubs Handbook Section 7 – Club Constitutions

Clubs Handbook Section 8 –
Club Membership

Clubs Handbook Section 9 – Holding a General Meeting of Your Club

Clubs Handbook Section 10 – Guidelines for Elections

Clubs Handbook Section 12 –
Executive Training

Clubs Handbook Section 13 – Legal Help
Clubs Handbook Section 14 – Work Health and Safety (WHS)
Clubs Handbook Section 15 – Managing Risk
Clubs Handbook Section 16 – Arc Clubs Alcohol Policy
Clubs Handbook Section 17 – Insurance
Clubs Handbook Section 18 – Club Financial Management
Clubs Handbook Section 19 – Incorporation
Clubs Handbook Section 20 –
Complaints & Grievances
Clubs Handbook Section 20.1 – Resolving Disputes Internally
Clubs Handbook Section 21 – Incident Reporting
Clubs Handbook Section 22 – Managing Club Events
Clubs Handbook Section 23 – Location and Equipment Bookings
Clubs Handbook Section 24 – General Resources
Clubs Handbook Section 25 – Funding & Grants
Clubs Handbook Section 26 – Arc Events: O-Week, O-Day, Foundation Day and more
Clubs Handbook Section 27 – Promoting your Club
Clubs Handbook Section 28 – Fundraising and Sponsorship
Clubs Handbook Section 29 – Club Recognition

Help!

Visit Us
Drop in and talk to us the Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

Call Us
Call us at 9385 9840 during office hours

Email Us
clubs@arc.unsw.edu.au