12. Executive Training

There is online training available as part of the Executive Recognition Initiative.

From 2018, Arc will provide training to Club Executives to heighten their awareness of the responsibilities and liabilities of their roles. This will apply to Club Executives that are elected during or after the 2017 AGM Period in Semester 2, 2017.

**Executives elected to the positions of President, Secretary, Treasurer and Arc Delegate between 11 September 2017 and 18 February 2018 must complete compulsory in-person training by 9 March 2018 (Friday Week 2, Semester 1, 2018).**

Training sessions will be offered at least monthly, starting in Week 13, Semester 2, 2017). Where a Club has one or more of these Executives fail to attend a training session by the required deadline, the Club’s affiliation will be suspended until the requirement has been met (additional training sessions will be offered for this purpose).

Areas of training that are compulsory for the President, Treasurer, Secretary and Arc Delegate include (but is not limited to):

- Arc & UNSW insurance coverage and limitations
- The confidentiality of student data and restrictions on sharing this information with third parties
- Contracts, including sponsorship agreements
- The limitations and responsibilities of their roles
- Best practice handover processes
- Consideration of whether the Club should incorporate under the Associations Incorporation Act 2009 or register as a company under ASIC.

This training will also be made available to other Executives online.

**Related Documents**

Clubs Handbook Section 11 – Being a Successful Executive
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