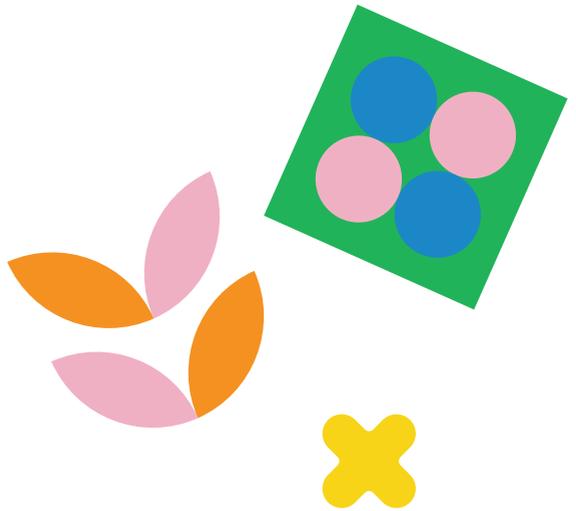# Arc COLLEGE BOARD HANDBOOK 2026

**arc.unsw.edu.au**/board

**Arc@UNSW College Limited**

Established in 2025, Arc College is committed to bringing all the fun things from Arc to students at UNSW College. Governed by the same core values and mission as Arc, Arc College is all about giving UNSW College students the best student experience.

# The Arc College Board

The Arc College Board is comprised of 7 Directors who collectively, are responsible for all matters relating to the running of Arc. The Board's role is to govern the organisation rather than manage it. The General Manager and Social Officers are responsible for managing the day to day operations in accordance with the direction of the Board.

## Term of Office

For the purpose of this election, Directors are elected for a term of 2 and 1 years with results determined by the ballot. In following elections, the term of office will be 2 years. Elections are alternated so that 50% of the Student Directors are replaced each year.

The Chair of the Board is elected to their position by their fellow Board Directors for a term of one (1) year.

## Director Responsibilities

Key Director Responsibilities are summarised below. A detailed list is outlined in the Director Handbook and Arc College Board Charter:

- The primary duty of Directors is to the company, that is, to the members now and in future.
- Act honestly.
- Attend all required meetings.
- Come prepared: Read all the papers in advance and send through questions to the Chair of the meeting
- Speak up: Being a Director is a learning and development opportunity. There are no silly questions or ideas.

## Meetings

The Board is constitutionally required to meet a minimum four (4) times per calendar year.

Meetings are typically held after 12.00pm at the Kensington campus or online, during weekdays.

## Benefits

Per Arc College Regulations & Constitution, Directors are elected as volunteers, however an allowance is payable for those elected to the Chair positions. Allowance are ex gratia payments.

Becoming a Student Director on the Arc College Board has far-reaching benefits, including building of leadership skills, community engagement, mentorship and network expansion. You'll receive training in areas of governance, finance, project management as well as a multitude of transferrable skills, all whilst helping champion the needs of your peers and learning what it means to lead a company.

# Board Election Information

**Important Dates**

| Event | Date | Time | Location |
|---|---|---|---|
| Notice of Elections | MON 23 FEB | | Arc Website |
| Board Nominations Open | MON 2 MAR | 9AM | Arc Website |
| Board Elections & Campaigning Information Session | THU 5 MAR | 1-2PM | Online (Zoom) |
| Board Nominations Close | MON 16 MAR | Paper submission by 4PM, online by 11:59PM | Arc Website |
| *Board Nominations Re-open (if required)* | MON 23 MAR | 9AM | |
| *Board Nominations Re-close (if required)* | MON 30 MAR | Paper submission by 4PM, online by 11:59PM | |
| Online Voting Commences | MON 13 APR | 7AM | Online |
| Online Voting Concludes | THU 16 APR | 9PM | Online |
| Election Results | EXPECTED MON 20 APR | COB | Email & Arc Website |
| Compulsory Inductions *(all elected students must attend)* | TUES 5 MAY (TBC) | 10AM - 12PM | Arc Training Rooms |
| Arc College Annual General Meeting | TBC | TBC | TBC |

# Board Election Information

## Positions Vacant

There will be four (4) positions up for election of which two (2) must be female or gender diverse students.

## Nominations

Nomination forms can be found here.

Nomination forms may be lodged only online. If nominations cannot be lodged online via the link on the Arc website, a paper nomination form can be obtained by contacting the Returning Officer, ceo.admin@arc.unsw.edu.au

Nominations must be received by the Returning Officer by no later than 11:59pm on an electronic form or 4.00pm on a paper form on Monday 16 March 2026 (or Monday 30 March 2026 in case of re-opening). **Late nominations will not be accepted.**

All candidates must be:

- Current UNSW College students OR Alumni Student of UNSW College as defined by the Arc@UNSW College Constitution

After the close of nominations, a draw will determine the order in which candidates appear on the ballot paper.

## Candidate Statements

Candidates may provide the following by the close of nominations:

- Candidate Statement of not more than 150 words, providing information in support of your candidature. Please ensure this is in docx format.
- A recent photograph (self-portrait) in JPEG format.

The Returning Officer may edit statements supplied to ensure they are not offensive in such a manner that the Returning Officer believes would discriminate against, or be offensive to members of the university community.

Candidate photos and statements will be made available to voters through the website after confirming the candidates' eligibility.

## Campaigning

- A detailed description of Campaigning Guidelines can be found on the Campaigning Guidelines Handbook and the Arc College Regulations, clause 4.18 regarding Election Campaigning.
- Breach any of the campaigning or election rules may result in disqualification.

## Online Voting

As per clause 6.2. (b) of the Arc College Constitution and 4.7. (b) of the Arc College Regulations, all current UNSW College students who have signed up for Arc membership by 16/03/2026 are eligible to vote in the College Board elections.

All eligible members will receive one vote.

An email containing the voting link will be sent to eligible members.

IMPORTANT – This link will be sent to the email address provided by the member when they signed up for membership (it will not be sent to your student email address unless that is the email you provided on your membership form).

Please note:
- You are not permitted to forward the voting email to another person.
- If a vote against your email address is recorded, it will be counted as your vote (if you forward the email to another person, the voting link is tied to your email address).
- If you believe that your vote has been fraudulently submitted, or you have made an error when voting, please contact the returning officer
- If you believe you are entitled to vote and have not received an email from us, please email the Returning Officer (ceo.admin@arc.unsw.edu.au) before voting closes on Thursday 16 April 2026.

## Contacts

**Ashleigh Suoh -** Returning Officer
ceo.admin@arc.unsw.edu.au

If you have any queries related to voting in elections, please visit the Elections FAQ page

## Relevant Documents

The Arc College Regulations and Constitution contain detailed information about the elections. These can be found on the Arc website.