



UNSW Student Life

# Arc BOARD HANDBOOK 2021


[arc.unsw.edu.au/board](http://arc.unsw.edu.au/board)



## **Arc@UNSW LIMITED**

Arc was formed in 2006 and is a not-for-profit organisation for students studying at UNSW. It's symbolic of an umbrella covering all of the students, clubs and societies in its care. Arc is all about everything outside the classroom; from volunteering opportunities to free food, there are a zillion opportunities to find your thing at uni with one of Arc's fun events or diverse clubs and societies. Arc is a membership organisation whose members include you; the students of UNSW, and stakeholders of the university community.

Arc is governed on core values with a mission to create the best student experience for all students at UNSW.



# The Arc Board

The composition of the Board will be 15 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 Chief Executive Officer (CEO) and the Executive Team are responsible for managing the day to day operations in accordance with the direction of the Board.

## Term of Office

Directors are elected for a term of 2 years (with the exception of ex-officio positions – SRC & PGC Presidents who are elected for a term of 1 year and the CEO remains for the duration of their contract); the elections are alternated so that half the Student Directors are replaced each year.

The Chair of the Board and the Chairs of Subcommittees are elected to their positions by their fellow Board Directors, for a term of one (1) year.

## Subcommittees

There are four (4) main Subcommittees of the Board:

- Finance;
- Nominations & Remunerations;
- Audit & Risk;
- Student Development Committee.

The composition of the above Subcommittees is made up of Directors on the Arc Board.

The Board also oversees, without intervening, the following Student Councils:

- Student Representative Council;
- Postgraduate Council;
- Art & Design Student Council;
- Inter-Residence Council.

## Meetings

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

All the Subcommittees generally meet on a quarterly basis.

All meetings are held at 6.00pm at the Kensington campus or online, during weekdays.

## Benefits

Directors are elected as volunteers, however honoraria is payable for services performed beyond those normally required of a director.

# Board Election Information

## Important Dates

Event	Date	Time	Location
Notice of Elections	MON 8 FEB		Arc Website
Board Nominations Open	MON 1 MAR		Arc Website
Board Nominations Close	WED 10 MAR		Arc Website
Board Elections Information Session	WED 3 MAR	12-12:30PM & 12:30-1PM	Online (Zoom)
Board Nominations Re-open (if required)	MON 22 MAR		
Board Nominations Re-close	MON 29 MAR		
Online Voting Commences	TUE 06 APR	9AM	Online
Online Voting Concludes	FRI 09 APR	3PM	Online
Election Results	FRI 23 APR	COB	Email & Arc Website
Compulsory Inductions <i>(all elected students must attend)</i>	WED 27 APR	10AM-4PM	TBC

# Board Election Information

## Positions Vacant

There will be four (4) positions up for election of which two (2) must be female identifying.

## Nominations

Nomination forms can be found:

- On the Arc [website](#)

Nominations must be received by the Returning Officer by no later than 4.00pm on Wednesday 10 March 2021 (or Monday 29th March in case of re-opening). Late nominations will not be accepted.

To complete the nomination form, you must have two (2) nominators who are eligible to stand as a candidate in the same election. All candidates and nominator must be:

- Current UNSW students
- Current ( ) member of Arc at the close of nominations (10/03/2021). If you or your nominator joins Arc after this date, your nomination will not be accepted.
- If you are not a member, it's free to join. Simply visit the Arc website [arc.unsw.edu.au/membership](http://arc.unsw.edu.au/membership) and sign up online before 10/03/2021.
- 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 [returning.officer@arc.unsw.edu.au](mailto:returning.officer@arc.unsw.edu.au)

## Candidate Statements

Candidates should submit the following by the close of nominations:

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

Candidate photos and statements will be made available to voters through Arc's publications, and website.

## Campaigning

- All campaign material must bear the name and student number of the candidate who is authorising and taking responsibility for such material.
- Only UNSW students may campaign for election of a candidate or ticket.
- No campaign material may be produced using Arc resources including Arc email accounts, offices, photocopiers and computers of any Arc department.
- No campaigning or campaign material production may take place in any Arc owned or operated facility.
- No campaign materials may be displayed or worn within Arc owned or operated facilities. This includes Arc owned or operated social media.
- Distribution and dissemination of non-electronic campaign material for all Arc elections may only take place on UNSW grounds and surrounding footpaths.

Please check [Arc Regulations](#), clause 11.24 regarding Election Campaigning. Breaking any of the campaigning or election rules may result in disqualification.

## Online Voting

Arc members who have signed up for Arc membership before 10/03/2021 are eligible to vote in the 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 UNSW student email address unless that is the email you provided on your membership form).

Please note:

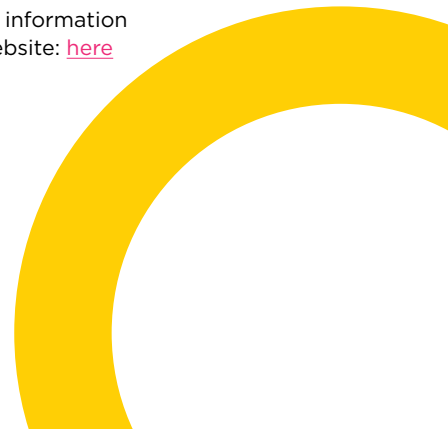
- You are not permitted to forward the voting email to another person.
- If a vote against your email address is recorded, it will be counted as your vote (if you forward the email to another person, the voting link is tied to your email address).
- If you believe you are entitled to vote and have not received an email from us, please email the Returning Officer ([returning.officer@arc.unsw.edu.au](mailto:returning.officer@arc.unsw.edu.au)) before the Friday 2nd April 2021.

## Contacts

**Anna Giovanaki** – Returning Officer  
[Returning.officer@arc.unsw.edu.au](mailto:Returning.officer@arc.unsw.edu.au)  
**Joelle Barallon** – Executive Officer  
[j.barallon@arc.unsw.edu.au](mailto:j.barallon@arc.unsw.edu.au)

## Relevant Documents

The Arc Regulations and Constitution contain detailed information about the elections. These can be found on the Arc website: [here](#)





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