



UNSW Student Life

Arc BOARD HANDBOOK 2022

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 Arc Board is comprised of 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 who remains for the duration of their contract); the elections are alternated so that 50% of 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.

Please refer to Arc Regulations, section 5 'Sub-Committees of the Board' for a detailed description of the Terms of Reference.

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;
- Inter-Residence Council.

Meetings

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

The Arc Regulations stipulate that each Subcommittee must also meet 4 times per calendar year (generally quarterly).

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

Benefits

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

Directors Responsibilities

The primary points of the Director Responsibilities are summarised below. A detailed list is outlined in the Director Handbook and Arc 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. There are also Director courses which you may be interested in attending

Board Election Information

Important Dates

| Event | Date | Time | Location |
|--|------------|--|--|
| Notice of Elections | MON 7 FEB | | Arc Website |
| Board Nominations Open | MON 28 FEB | 9AM | Arc Website |
| Board Nominations Close | WED 9 MAR | Paper submission by 4PM, online by 11:59PM | Arc Website |
| Board Elections Information Session | WED 2 MAR | 12-12:30PM & 12:30-1PM | Hybrid: Online (Zoom) & In person (Arc Training Rooms) |
| Board Nominations Re-open (if required) | MON 21 MAR | 9AM | |
| Board Nominations Re-close | MON 28 MAR | Paper submission by 4PM, online by 11:59PM | |
| Candidates Campaigning Briefing | THU 31 MAR | 12PM | Hybrid: Online (Zoom) & In person (Arc Training Rooms) |
| Online Voting Commences | MON 4 APR | 9AM | Online |
| Online Voting Concludes | THU 7 APR | 11:59PM | Online |
| Election Results | MON 11 APR | COB | Email & Arc Website |
| Compulsory Inductions <i>(all elected students must attend)</i> | THU 12 MAY | 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 11:59pm on an electronic form or 4.00pm on a paper form on Wednesday 9th March 2022 (or Monday 28th March in case of re-opening). **Late nominations will not be accepted.**

All candidates must be:

- Current UNSW students
- Current member of Arc at the close of nominations (09/03/2022). If you join 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 and sign up online before 09/03/2022.
- Nomination forms may be lodged 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

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.
- 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 Regulations](#), clause 10.24 regarding Election Campaigning.
- Breach any of the campaigning or election rules may result in disqualification.

Online Voting

Arc members who have signed up for Arc membership before 09/03/2022 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 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 (returning.officer@arc.unsw.edu.au) before the Thursday 7th April 2022.


Contacts

Returning.officer@arc.unsw.edu.au

Joelle Barallon - Executive Officer
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](#).





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