

Info Sheet: How to be a Good Executive

Being a club executive allows you to take an active role in shaping your favourite Clubs on campus. It's also a great leadership opportunity!

This info sheet goes over details on being an executive, how to navigate each executive role, and the responsibilities associated with running an affiliated club.

Contents:

1. The Club Executive.....	3
Executive Description	3
Executive Structure.....	4
2. Being a Successful Executive.....	5
President	5
President Role Description	5
Tips for the President	6
Treasurer	7
Treasurer Role Description	7
Expectations of the Treasurer	8
Tips for the Treasurer	9
Vice President	10
Vice President Role Description.....	10
Tips for the Vice President	11
Secretary	11
Secretary Role Description	12
Tips for the Secretary	12
Welfare Officer	13
Welfare Officer Role Description.....	14
Expectations of the Welfare Officer	15
Tips for the Welfare Officer	17

Optional Club Positions.....	19
Directors	20
Why Clubs may want Directors	20
Why Individuals may want to become Directors	21
Structure and Applications	21
Sub-committee	21
Why Clubs may want Sub-committee Members.....	22
Why Individuals may want to become Sub-committee Members.....	22
Structure and Applications	22
Volunteers	23
Why Clubs may want Volunteers	23
Why Individuals may want to become Volunteers	24
Structure and Applications	24
3. Club Operations	25
Club Email	25
Communication	25
Setting Expectations	26
Decision Making	26
Club Financial Management	27
Good Financial Governance	27
Making a Payment/Purchase	28
Reimbursement.....	28
Receiving Payments.....	28
Holding onto Receipts/Invoices	29
Budgeting.....	30
Financial Reviews	31
Transferring Bank Account Access	32
Handover	33
4. AHEGS: Australian Higher Education Graduation Statement	34

AHEGs Eligibility	35
AHEGS Eligibility Criteria	37
Obtaining AHEGs Recognition	38
AHEGs Nomination Form Submission Guide	38
AHEGS Submission Deadlines.....	40

1. The Club Executive

The Club Executive is made up of individuals who are elected by the members of a Club to fill constitutionally mandated roles. Each of these roles must have a role description in the Club's Constitution.

Being a Club Executive provides you with an opportunity to contribute to the future of your Club whilst also learning new skills. It's important you are aware of what being a Club Executive means and the responsibility attached to these roles.

Arc provides all Executives with support and resources to make their job easier. If you require more assistance or guidance in your role as a Club Executive, reach out to Arc Clubs.

► Review **Info Sheet – Training and Policies** for more information on the available training for Club Executives.

Executive Description

According to the Arc Clubs Model Constitution, the Executive functions under the following description in section 5: Executive:

- *The Executive of the Club shall be elected from the full members at the Annual General Meeting and shall consist of:*
 - *A President;*
 - *A Vice-President*
 - *A Secretary;*
 - *A Treasurer, and;*
 - *A Welfare Officer*
- *The term of office for each Executive elected at an AGM shall start at the conclusion of Term 3 in the current year and continue for a full calendar year.*

- Any Executive elected at an EGM will serve from the date of their election until the end of the next Term 3 in any given calendar year.
- One member is permitted to hold two Executive positions, provided that a minimum of three different members shall remain on the Executive at all times, with the exception that the positions of President and Treasurer, and President and Welfare Officer may not be held by the same person.
- Job sharing of any Executive position is not permitted.
- The Executive shall be responsible for the following duties:
 - The activities of the Club;
 - The finances of the Club;
 - Appointing members to the Committee;
 - Appointments will be made by majority vote of the Executive.
 - The maintenance and review of policies & procedures of the Club, including its Grievance Resolution Policy & Procedure.
- The Executive is at all times bound by the decisions of a Club Annual or Extraordinary General Meeting.
- Any member of the Executive shall have their position declared vacant if they:
 - Die;
 - Cease to be a member of the Club;
 - Cease to be a UNSW student;
 - Are absent from any three (3) consecutive Executive meetings of the Club without apology or leave
 - Meet the criteria outlined in section 4.7 or 4.8.
- Any member of the Committee shall have their position declared vacant if they:
 - Meet the criteria outlined in section 4.7 or 4.8;
 - Are removed from their role by majority vote of the executive.
- Any vacancy for the Club Executive must be filled at an Extraordinary General Meeting, via the procedures outlined in Section 6.4, unless covered by 5.11
- Executive positions that become vacant less than 1 month before the yearly affiliation period may be filled by majority vote of the Executive. People appointed this way will be 'Acting' in the position, may not be the President or Treasurer and may not be a bank signatory.

Executive Structure

The structure of the executive has been outlined in the Arc Model Constitution to ensure all members of the executive team are aware of the roles, responsibilities and behaviour they are expected to meet.

While Arc requires a minimum of 3 executives (A President, A Treasurer, and A Welfare Officer), most clubs have additional executive roles and expansive portfolios to support the running of the club.

2. Being a Successful Executive

This section will breakdown how to be successful in each required and recommended executive role in accordance with Arc Clubs governance. Your executive structure, including the position title and responsibilities may vary from Arc's Model Constitution. Review this section as a general guide.

President

The Club President is the leader of the Club. They are ultimately responsible for ensuring that the Club is run effectively, democratically, and for its members. They provide strategic direction and support the other Executives with leadership.

Without an active, elected President, your Club cannot function and will be considered inactive by Arc. As outlined in the Arc Model Constitution, the individual holding the President position cannot also hold the Treasurer or Grievance Officer positions.

President Role Description

According to the Arc Clubs Model Constitution, the President has the following responsibilities:

- *To chair all Club, Committee, General and Annual General Meetings (held during their term) of the Club;*
- *To oversee and coordinate the activities and administration of the Club;*
- *To ensure that the elected officers of the Club perform duties as laid down by the Clubs' Constitution, through regular e-mail updates, regularly advertised meetings, reports and notices and/or regular newsletters;*
- *To ensure that all other tasks necessary for the running of the activities of the Club are performed properly either by doing them or delegating the duties;*
- *To have a thorough knowledge of the Club's Constitution;*
- *To plan the coming year's activities;*
- *To act as official spokesperson for the Club;*

- To arrive at a membership fee with the Executive;
- To liaise with fellow office bearers;
- To acquaint each committee member with their function, responsibility, duties and maintain personal contact with them;
- To liaise with Arc and departments of the University where necessary;
- To ensure that required reaffiliation documentation is submitted to Arc within the time period prescribed by Arc;
- To ensure that the Treasurer submits a Financial Report to the Club at the AGM and to Arc and that they have the Club's finances in good order in preparation for Spot Audits by Arc;
- To ensure that Arc is informed of changes to the Executive;
- To pass on their knowledge to their successor; and
- Other duties as in accordance with the Constitution of the Club.

Tips for the President

Responsibility	Tip
Leadership and Teamwork	Your role is not autocratic, and you should work alongside your Executive team. Your position includes leading, guiding, and supporting the aims and objectives of your Club.
Time Management	Manage your time effectively. Planning and organisation allow you to manage your commitments across your club, university, and any other work obligations. Set time aside for yourself and your executive team to plan your term ahead and identify what you wish to achieve with your society.
Delegating	The purpose of having an Executive team is to ensure work is delegated equally. It is not expected that the President runs the club alone. Its important to maintain communication with the other executives in your club, delegate work where appropriate, and ensure everyone in your team are on the same page. Be open and accessible to your other Executives and try to

	establish a two-way relationship so that you feel comfortable approaching your Exec team to help you get things done, and so that they feel comfortable approaching you when they need assistance.
Administration Responsibilities	While some administrative tasks may be the responsibility of another Executive, it is the President's responsibility to oversee the Club's portfolios, and make sure any deadlines or requirements are met. This is important for internal and external stakeholder relationships. Make sure you are across any communication from Arc and are aware of expectations regarding events like O-Week, training obligations, or Reaffiliation.

Treasurer

Treasurers are all about the money. The Treasurer is tasked with managing Club funds and ensuring that they are used in an appropriate way. Treasurers have the important responsibility of paying bills, holding petty cash, banking income and ensuring that all necessary Club financial records are maintained and kept up to date.

The Treasurer is the only position in the Executive required to be a bank signatory and have access to the Club's bank account. When considering applying for the Treasurer role, be aware that this is a requirement of the position.

Find more tips below about Club financial management.

Treasurer Role Description

According to the Arc Clubs Model Constitution, the Treasurer has the following responsibilities:

- *To keep and maintain all Club financial records;*
- *To hold petty cash tins;*
- *To keep the Club informed of its financial position (at meetings, through regular e-mail reports, or regular newsletters;*

- To carry out financial transactions as directed by the Club management;
- To not lend money, under any circumstances to themselves, Club members or other Clubs;
- To always ensure that the records are up to date and in good order so that if they are otherwise unable to continue in that capacity someone else can easily take over;
- To not put the Club in debt that cannot be repaid, but should endeavour to match costs and income as closely as possible;
- To always insist on a receipt or docket to validate any expenditure by the Club;
- To always provide a description and reference on any internet banking or app banking payments made.
- To always enter the payees name, the cheque amount and a brief explanation of the payment on the cheque butt;
- To always provide a receipt to a person who gives money to the Club for any reason and bank all money received IMMEDIATELY;
- To ensure the Club has at least two and not more than three signatories who are Executive members to the cheque account;
- To ensure that Club funds are not misused at any time; and
- To ensure that when smaller amounts of money are spent (petty cash) a receipt or docket must be obtained;
- To ensure that under no circumstances are any expenses to be met without documentation.

Expectations of the Treasurer

The Treasurer has a responsibility to ensure that all Club financial records are maintained and kept up to date. These records should detail any income or expenditure conducted through the Club bank account or through petty cash. These records should be updated immediately after each transaction (allocate some time each week) so that another Executive member would be able to step in and take over should the need arise.

Clubs are required to use the [Club Financial Template](#) developed by Arc, with a new version being created and updated annually.

These financial records should include, as a minimum, the following information:

- The date;
- A description of the transaction;
- Details of payer/payee;
- The amount;
- Any further notes on the transaction.

More information on Club financial management is below in this info sheet.

Tips for the Treasurer

Responsibility	Tip
Organisation	Depending on the size of your Club, the Treasurer role may involve reviewing and managing large quantities of money for internal and external stakeholders. It is important that all accounts are being tracked and settled in a timely manner. All records should be up-to-date and reviewed regularly, and effort should be made to ensure there is a smooth transition of financial records across executive teams.
Time Management	Manage your time effectively. Planning and organisation allow you to manage your commitments across your club, university, and any other work obligations.
Income/Expenditure Ledger	A key aspect of this role is the management of the General Income/Expenditure Ledger, which is annually reviewed by Arc during the Reaffiliation period. It is important that this document is filled in regularly throughout the year, so you are not overwhelmed with the task during Reaffiliation, which often coincides with exam period.
Teamwork	The Treasurer needs to work with the rest of the Executive team, and any portfolios to maintain financial transparency across any club events and club assets. The Treasurer is responsible for ensuring that there are planned budgets both overall and for specific events, especially if the organisers have limited skills with budgeting and finances.

	The Treasurer should also work with the Executives responsible for applying for funding and grants, to ensure all incoming funds are accounted for.
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Vice President

The Vice President role/roles are all about support. Vice Presidents take on an important leadership role in the Club and are there to help wherever they are needed. While Vice Presidents often have specific tasks assigned to them, they must work closely with the President and other Executives to ensure that the Club runs smoothly.

Some clubs may choose to have multiple Vice Presidents that manage different portfolios (e.g. Vice President of Events, or a Marketing Vice President). If so, your roles and responsibilities for these executives may be different from the traditional Vice President role outlined below.

Vice President Role Description

According to the Arc Clubs Model Constitution, the Vice President has the following responsibilities:

- *In the absence of the president, to chair all Club, Committee, General and Annual General Meetings (held during their term) of the Club;*
- *To assist the President in coordinating the activities and administration of the Club wherever practical;*
- *To liaise with fellow office bearers;*
- *To coordinate the events and activities of the Club;*
- *To evaluate the performance of past events;*
- *To ensure that events are financially responsible and within budget;*
- *To ensure that events are accessible and inclusive for Club members;*
- *To coordinate all external communications of the Club;*
- *To develop a communications strategy for the Club; identifying target audiences, communication platforms and content to achieve the Aims & Objectives of the Club;*
- *To maintain a consistent brand image for the Club in line with the Clubs values and identity; and*
- *To manage the online presence of the Club including responding to social media inboxes.*

Tips for the Vice President

Responsibility	Tip
Organisation	The nature of the Vice President role means that this position is flexible in the responsibilities and expectations they manage throughout the year. In saying that, it's important to be organised and across all relevant internal and external communication related to your Club/your portfolio. Likewise, communicating your availability to support the function and management of your Club is critical to this role.
Time Management	Manage your time effectively. Planning and organisation allow you to manage your commitments across your club, university, and any other work obligations.
Delegating	Particularly if you are managing directors/subcommittee, it is important to be aware of how and when to delegate work appropriately and ensure everyone in your team are on the same page. Be open and accessible to the members of your team and try to establish a two-way relationship so that you feel comfortable approaching both the other executives, and your portfolio to help you get things done, and so they feel comfortable approaching you when they need assistance.

Secretary

Traditionally, the Secretary is tasked with managing the Club's (non-financial) records and ensuring that meetings run smoothly. The Secretary is the first point of contact for correspondence and is responsible for ensuring that administrative tasks are completed.

Previously, the Arc Delegate role acted similarly to the Secretary role. Both are responsible for ensuring that the Club Executives are aware of Arc Clubs policies and procedures, especially in regard to affiliation and applying for grants, and with communicating with Arc. In most Club's executive structure, these positions have merged, and the responsibilities for each position has been delegated out to Vice Presidents.

Secretary Role Description

According to the Arc Clubs Model Constitution, the Secretary has the following responsibilities:

- To be responsible for receiving and replying to all correspondence on behalf of the Club;
- To organise meetings, agendas (in consultation with the President), and minutes;
- To keep relevant Club papers in order;
- To coordinate elections;
- To maintain the membership list, updating when changes are made;
- To be aware of the Arc funding system, its requirements and its possibilities for the Club;
- To communicate with the Executive before and after each Arc Briefing to pass on information (about grants etc);
- To liaise with Arc and the Club's Executive;
- To have a good working knowledge of Arc forms;
- To attend Arc Clubs Briefings or nominate a fellow Club member to attend on their behalf, or send apologies in advance (taking the form of an email detailing their name, Club, and the date of the meeting they cannot attend);
- To have a thorough knowledge of the Club's constitution;
- To ensure that changes made to the constitution at an EGM or AGM are in line with Arc requirements;
- To ensure that motions made at any Meeting of the Club are reflective of the constitution; and
- To ensure that Arc is informed of any changes to the Executive;

Tips for the Secretary

Responsibility	Tip
Organisation	The Secretary role is often administratively demanding, and it's important to be organised and

	across all relevant internal and external communication related to the Club. Likewise, communication is essential to ensure everyone in your team, and the Club are on the same page. This includes communicating your responsibility, and any expectations you have on other Executives to support your tasks.
Time Management	Manage your time effectively. Planning and organisation allow you to manage your commitments across your club, university, and any other work obligations. Set time aside for yourself and your executive team to plan your term ahead and identify what you wish to achieve with your Club.
Administration Responsibilities	Often, the Secretary must be across the administrative expectations of your Club, including reaffiliation and resource bookings. It is expected that the Secretary remains well aware of any Arc changes that may affect their Club. It is important to be aware of the requirements and deadlines associated with administrative tasks, and know the standards expected from both internal and external stakeholders.

Welfare Officer

The Welfare Officer is responsible for fostering a safe, inclusive, and supportive environment for all Club members. They act as a point of contact for member concerns and grievances, ensuring issues are handled fairly, confidentially, and in accordance with Arc Club's policies.

The Welfare Officer also has a proactive responsibility around building welfare and safety into the club. This can be done through a specialised role, or it can be integrated into an

existing executive role, such as Secretary or Vice President. They work with the Executive team to create a positive and welcoming environment for all Club members.

As stipulated in the Arc Clubs Model Constitution, the grievance responsibilities outlined in the Welfare Officer Role cannot be integrated into the President position or held by the same individual who holds the President position. This is to ensure that there is a clear separate between the operational leadership of the club and the Club's welfare and grievance management and response.

The Welfare Officer position is meant to enable Clubs to better respond to feedback or issues, including bullying, harassment, and discrimination in Club settings. Arc understands that Clubs will sometimes have conflict, and this is a healthy part of being part of a community of passionate people. However, if that conflict becomes unhealthy, harmful or unlawful, Arc may not continue supporting the Club.

While the responsibilities of the Welfare Officer, including grievance response responsibilities are a requirement of all Arc-affiliated Clubs– the position title, as well as any additional responsibilities may look different in your executive structure. However, the minimum requirements and responsibilities should match the position outlined in the Arc Model Constitution.

Welfare Officer Role Description

According to the Arc Clubs Model Constitution, the Welfare Officer has the following responsibilities:

- *To foster an inclusive culture within the Club*
- *To lead efforts ensuring that your internal Club culture is positive and to prioritise and foster wellbeing and balance within the Club;*
- *Ensure that Club events will not result in poor wellbeing outcomes and will not lead to grievances from Club members and/or executives;*
- *To be an accessible contact for members, UNSW students and UNSW staff in receiving complaints and grievances relating to the Club and on any matters regarding equity of events and activities as well as conduct and diversity within the Club.*
- *To investigate grievances (where necessary) and resolve grievances or make recommendations to the Club Executive on the resolution of grievances;*
- *To act in a fair, ethical and confidential manner in the performance of their duties, and pass on their responsibilities for specific grievances to other Club Executives if they cannot act impartially; and*
- *To notify those involved of the outcome of the grievance.*

- *To not act as counsellor during any grievances, but to ensure that anyone experiencing distress is provided with adequate resources on who to speak to or where to go to seek professional advice or help.*
- *To facilitate, promote, and engage non-majority demographics of the Club, and ensure that the Club takes into consideration the needs and requirements of non-majority demographics to make their events and activities as inclusive as possible.*
- *Provide guidance to members and representatives of the Club on appropriate ways to behave and communicate inclusively.*
- *Ensure that all Club communications can be understood clearly by all students by avoiding the use of slang and idioms, where practicable;*
- *Monitor engagement, membership and any significant issues from students relating to non-majority demographics within the Club and provide reports to Club Executive as required;*
- *Undertake training as required to build understanding of how to look out for your peers and how to improve the internal culture of your Club; and,*
- *Other relevant duties as required.*

Expectations of the Welfare Officer

Below are some practical and proactive things Welfare Officers should consider implementing during their time as an Executive:

1. **Fostering positive and inclusive culture:** Building an environment where all members feel valued, safe, and included. This includes:
 - Encouraging respectful and inclusive communication in meetings, events, and online spaces (e.g., Using gender-neutral language and ensuring everyone has a chance to speak in discussions).
 - Designing events that are accessible and welcoming to all demographics (e.g., ensuring accessibility for students with disabilities, cultural sensitivity in themes, timing that accommodates diverse schedules).
 - Offering inclusivity or mental health awareness training to Club executives and members.
 - Monitoring culture through anonymous feedback or informal check-ins to detect early signs of exclusion or burnout.
 - Avoiding slang, idioms, or jargon in communications so that all members — including international students — can easily understand messages.

2. **Managing wellbeing and preventing harm:** Prioritising the wellbeing and balance of members and preventing negative experiences. This includes:
 - Conducting event risk assessments that include wellbeing considerations (e.g., avoiding unsafe drinking culture, work health and safety, etc).
 - Being a Responsible Person or “Wellbeing Point of Contact” at each event so members know where to turn if they feel uncomfortable.
 - Checking in with members regularly, especially during busy times (e.g., exam season, major events).
 - Promoting mental health resources and making sure members know how to access professional support.
 - Leading by example by balancing enthusiasm for Club activities with respect for personal boundaries and time off.

3. **Understanding the diversity of your club:** Ensuring diversity, equity, and inclusion are lived realities — not just policies. This includes:
 - Tracking engagement and feedback from underrepresented groups to ensure they feel included (e.g., women, low-SES backgrounds, international students, LGBTQIA+ members).
 - Adjusting event types, locations, or timings based on participation trends to make them more accessible.
 - Consulting members from diverse backgrounds when planning events to ensure cultural sensitivity.
 - Reporting regularly to the Club Executive about inclusion progress and challenges.

4. **Accountability, training, and continuous improvement:** Building ongoing capability and maintaining accountability. This includes:
 - Attending relevant training sessions (e.g., diversity, equity & inclusion, or conflict & risk management).
 - Reviewing Club policies annually to ensure they remain relevant and inclusive.
 - Seeking feedback after major events or at semester’s end to identify improvement areas.
 - Documenting lessons learned from grievances or issues for future prevention.

5. Fair and ethical grievance management: Handling complaints and conflicts with fairness, confidentiality, and professionalism. This includes:

- Ensuring grievance processes are in some way documented & communicated to all members. The Arc Clubs Policy has a process that covers all clubs & your club doesn't need their own unique policy.
- Responding promptly and neutrally to complaints, ensuring both parties are heard. Document complaints made to you & escalate them to Arc as soon as you can.
- Maintaining confidentiality throughout the process, except when sharing information is necessary for resolution.
- Recognising when impartiality is compromised and delegating the case to another executive.
- Keeping written records of grievances and their outcomes (securely and confidentially).
- Following up with affected members to ensure wellbeing after a grievance is resolved.

If you are in this role and want advice on how to proceed with a grievance, contact the Arc Clubs team.

► For more information on navigating complaints and grievances as a Welfare Officer, or Club Executive in general, refer to [Info Sheet – Navigating Grievances & Incidents](#).

Tips for the Welfare Officer

Responsibility	Tip
Be Proactive!	Promote a positive welfare culture from day one rather than waiting for issues to arise. Regularly check in with members, particularly during busy periods such as major events or exam season through surveys, suggestion boxes, or informal conversations to identify concerns. Consider wellbeing, inclusion, and accessibility when planning activities and events.

	Promote support services, mental health resources, and respectful behaviour initiatives throughout the year.
Remain Unbiased	Approach all concerns with an open mind and avoid making assumptions before hearing all perspectives. Focus on facts, behaviours, and evidence rather than personal opinions or relationships. Recognise and declare actual or perceived conflicts of interest as soon as they arise. Step aside from investigations or decision-making where your impartiality may be compromised. Ensure all members are treated consistently, fairly, and respectfully regardless of their position within the club.
Listen with Empathy and Communicate with Care	Listen to understand a person's experience rather than immediately trying to solve the problem. Acknowledge people's feelings and perspectives, even when opinions differ. Give members a safe and respectful space to share concerns without interruption or judgement. Be mindful that cultural backgrounds, personal circumstances, and identities may shape how individuals experience situations. Keep members and relevant Club Executives informed throughout processes, using clear, respectful, and accessible communication.
Be Transparent and Accessible	Make sure members know who you are, what your role involves, and how to contact you. Clearly explain processes, expectations, and decisions so members understand how concerns are handled.

	Provide timely updates to involved parties throughout grievance processes. Create an approachable and supportive environment where members feel comfortable raising concerns early.
Use Discretion and Tact	Maintain confidentiality and only share information on a need-to-know basis. Handle sensitive matters professionally and respectfully. Keep secure and accurate records where appropriate. Balance confidentiality with any obligations to escalate serious concerns to Arc and UNSW.

Optional Club Positions

Depending on the size and structure of your Club, you may consider introducing additional roles and responsibilities to members beyond the Executive. Extending the leadership structure in this way is ideal for gold tier clubs that are moderately active throughout the year (1-2+ events per week).

There is no defined process outlined by Arc regarding how to introduce and manage mid-tier leadership roles in Clubs. However, be aware that as Arc members, Executives must follow UNSW's Code of Conduct when engaging with fellow students. Likewise, any Arc member can come to Arc Clubs should they feel they are being mistreated in a Club setting.

Unless these positions are specified in your Club's Constitution, they do not need to be elected by Club members and can be chosen by the Executive. This should be done fairly and judiciously through an interview process, and each position should have a clear and defined job description, to ensure both the Executive and the individual in the below roles are aware of their responsibilities and the expectations of their role.

The below roles are designed to assist the Executive, and the function of the Club, rather than step in for them. It is important that their workload is realistic and distributed amongst the team fairly. Likewise, these roles are a great opportunity to encourage future Executives' participation in the Club early. It is more likely that an individual will apply for a

position in the Executive if they have experience supporting the team through less demanding roles.

Consider the purpose of these roles, and why your Club needs them. They shouldn't be used to promote your friends in your Club, but an opportunity to engage individuals genuinely passionate about your Club. Due to the sensitive information available on your Club's Rubric account, the below positions, if not outlined in your Club's Constitution, cannot have access to the Club's Rubric account.

Each position is available to be AHEGs recognised, as long as your Club has AHEGs recognition, and has applied for their positions specifically. More on AHEGs is in this info sheet.

Below is a general breakdown of potential leadership positions, and how they would ideally function within the existing Club executive structure.

Directors

Directors are a portfolio-specific leadership role designed to assist the executive in specified areas (e.g. events, marketing). Their roles and responsibilities should be appropriate to their position; they should work in consultation with the Executive; they shouldn't act in place of an Executive. Directors can be supported by designated sub-committees, or they can manage specific portfolios on their own.

Why Clubs may want Directors

- The size of the Executive stays manageable. If all director roles were in your Constitution, you would be required to fill 10+ roles at your AGM, which may be unrealistic.
- Provides a clearer leadership structure in the Club and supports the management of task/responsibilities across the team.
- Directors assist the Executive in their workload and managing other leadership roles like sub-committee and volunteers.
- Creates an opportunity for individuals interested in becoming an Executive to get to know the the Club and its members.

Why Individuals may want to become Directors

- Aren't required to complete some mandatory Arc training.
- Workload and time commitment is less than an Executive role.
- A low-stakes introduction to Executive responsibilities.
- AHEGs recognition available.

Structure and Applications

Following your AGM, your Executive team should have an internal meeting breaking down Director roles and responsibilities. It may be the case that the structure and amount of Directors changes from year to year, so it's important to discuss as a team what responsibilities and tasks you expect your directors to assist with.

Once you have determined the leadership structure of your Club for that year, and if you will have director roles available, your Club should announce a clear structure to the application process. Typically, this would include:

- Defining the role/responsibilities/tasks of each director role (if there are multiple).
- Announce the application process, including deadlines.
- Develop an interviewing process, including questions, ideal candidates, and interview board (this should be at least 2+ current Executives).
- Hold meeting determining successful applicants following interviews.
- Announce successful applicants.

Similar to the Executive, you should consider implementing a removal process of a director if necessary. This process should be announced at the beginning of the year, and any directors should be made aware that they may be removed from their position if they do not meet appropriate expectations, such as coming to meetings regularly, replying to tasks and deadlines within their role, or being absent from Club events, without reason.

Sub-committee

Sub-committee is a portfolio-specific role designed to assist the directors/executive in specified areas (e.g. events, marketing). Their roles and responsibilities should be appropriate to their position; they should work in consultation with the managing Director/Executive; they shouldn't act in place of an Executive. Often, sub-committee

members support at every stage of event/portfolio planning, from organizing, logistics, and being present on the day.

Why Clubs may want Sub-committee Members

- The size of the workload of the Executive/director is spread across multiple channels and makes the tasks of running the Club/specific areas more manageable.
- Support the organisation and running of an event/portfolio by having a larger team, taking the stress off the Executive/Director.
- Creates an opportunity for individuals interested in becoming an Executive to get to know the Club and its members.

Why Individuals may want to become Sub-committee Members

- Aren't required to complete some mandatory Arc training.
- Workload and time commitment is less than an Executive/Director role.
- A low-stakes introduction to Executive/Director responsibilities.
- AHEGs recognition available.

Structure and Applications

At the start of the year, your Executive team and Directors should have an internal meeting breaking down sub-committee roles and responsibilities. It may be the case that the structure and amount of sub-committee roles change from year to year, so it's important to discuss as a team what responsibilities and tasks you expect your sub-committee to assist with.

Once you have determined the leadership structure of your Club for that year, and if you will have sub-committee roles available, your Club should announce a clear structure to the application process, which would depend on the size and amount of interest you receive.

For smaller clubs, you may release an express of interest form for members to fill out. Depending on the amount of interest, you may continue with interviews. Alternatively, you may accept everyone who expresses interest, if it's reasonable to do so.

If your society has an existing sub-committee in place, or a large number of members, you may proceed with an interview process. Typically, this would include:

- Defining the role/responsibilities/tasks of each sub-committee (if there are multiple).
- Announce the application process, including deadlines.
- Develop an interviewing process, including questions, ideal candidates, and interview board (this should be at least 1 Executive, and the managing Director of the portfolio, if there is one).
- Hold meeting determining successful applicants.
- Announce successful applicants.

Similar to the Executive, you should consider implementing a removal process of a sub-committee member, if necessary. This process should be announced at the beginning of the year, and any sub-committee members should be made aware that they may be removed from their position if they do not meet appropriate expectations, such as coming to meetings regularly, replying to tasks and deadlines within their role, or being absent from Club events, without reason.

Volunteers

Volunteers are temporary assistant positions, typically tied to a specific event/program e.g. a camp or mentoring program. Their roles and responsibilities should be appropriate to their position; they should work in consultation with the managing Director/Executive; they shouldn't act in place of an Executive. Often, volunteers support throughout the planning and presentation of a specific event/program.

Why Clubs may want Volunteers

- Workload attached to specific events/programs are spread across multiple channels and makes the tasks of running event/program more manageable.
- Support the organisation and running of an event or program by having a larger team, taking the stress off the Executive/Director.
- Creates an opportunity for individuals interested in becoming an Executive to get to know the the Club and its members.

Why Individuals may want to become Volunteers

- Aren't required to complete some mandatory Arc training.
- Workload and time commitment is less than an Executive/Director role, and is tied to a distinct event/program.
- A low-stakes introduction to Executive responsibilities.
- AHEGs recognition available, specific to Club or program.

Structure and Applications

Ahead of an event/program, your Executive team and Directors should have an internal meeting breaking down volunteers' roles and responsibilities. It may be the case that the structure and number of volunteers change from year to year on the same event/program, so it's important to discuss as a team what responsibilities and tasks you expect your volunteers to assist with.

Once you have determined the leadership structure for that specific event/program, and if you will have volunteer roles available, your Club should announce a clear structure to the application process, which would depend on the size and amount of interest you receive.

For smaller clubs, you may release an express of interest form for members to fill out. Depending on the amount of interest, you may continue with interviews. Alternatively, you may accept everyone who expresses interest, if it's reasonable to do so.

If your society has had volunteers previously for events/programs, or a large number of members, you may proceed with an interview process. Typically, this would include:

- Defining the role/responsibilities/tasks of the volunteers.
- Announce the application process, including deadlines.
- Develop an interviewing process, including questions, ideal candidates, and interview board (this should be at least 1 Executive, and the managing Director of the event/program, if there is one).
- Hold meeting determining successful applicants.
- Announce successful applicants.

Similar to the Executive, you should consider implementing a removal process of a volunteer, if necessary. This process should be announced at the beginning of planning the

event/program, and any volunteers should be made aware that they may be removed from their position if they do not meet appropriate expectations, such as coming to meetings regularly, replying to tasks and deadlines within their role, or being absent from Club events, without reason.

3. Club Operations

All Clubs are expected to be run democratically and fairly. For a Club to operate successfully, each member of the Executive must work together. It is an Arc requirement that every Club is ran by an Executive team of at least 3 individuals. This is so that the operation of your Club is never solely one Executive's responsibility.

Below are different areas related to the club's operation that all executives should be aware of.

Club Email

Your Club's email is often the first point of contact for potential new members and external parties. It is advisable to have at least one general email address that all Executives have access to. This ensures that any enquires are answered in a timely manner.

Different portfolios may also have their own distinct email address, which can be divided amongst directors if needed. This ensures that emails do not get mixed up between general club emails and portfolio specific emails, and there is not an influx of emails that may be missed.

Your club's email must also be attached to your Club's Rubric account. All communication from Arc Clubs will go directly to your Club's email, and your executive team's personal email (where appropriate).

Communication

Communication is an important aspect of being a Club Executive and working in an Executive team. Communicating effectively also extends to how your Executive share information with your Club members, Arc Clubs, and external organisations.

Best practice when communicating includes:

- Exchanging contact details amongst Executives/leadership roles.
- Set realistic expectations about sending and replying to messages (e.g. only sending messages between 9-5pm, or not on weekends, and expecting a response within 2 days).
- Communicate ahead of time when you will have minimal capacity, and when you need support.
- Clarifying the purpose and function of different communication platforms (e.g. emails for important matters, WhatsApp to chat).

Setting Expectations

Setting expectations with your Executive team supports a healthy working environment and ensures everyone understands the time and work commitment expected in their role. One of your first internal meetings should include setting expectations that are realistic and appropriate.

When doing so, consider the following:

- Identify other time commitments everyone has (e.g. university, work, caring responsibilities, volunteering, other Clubs).
- Discuss individual and group expectations, the consequences for when group expectations are not met (e.g. potentially removal from leadership role).
- Set SMART goals and do regular progress check ins throughout the year.
- Circumstances can change throughout the year, and it is important that you leave room to revise these responsibilities and expectations if necessary.

Decision Making

As an Executive, you will be making many decisions with your team, so it is essential that your Executive agree on a process for making decisions. This is particularly important if any decisions are made outside of a meeting (e.g. voting over email). You may want to consider:

- How long do you have to respond?
- Does advance notice of the vote need to be given before the response period begins?
- Can someone change their vote?

- What is the minimum number of votes needed to make a decision? Is the vote finished when you have a majority, or when the time is up?

Some of these factors may be prescribed in your Club's Constitution or other policies set by your Club.

Additionally, when you are making decisions or discussing ideas, it is a good idea to take notes (minutes) of what was said so you can refer back to them throughout the year and pass them on to any new Executives later on.

Club Financial Management

Whether your Club has an annual turnover of \$200 or \$200,000, one of the biggest responsibilities of the Club Executives (and the Treasurer in particular) is to ensure that your Club funds are managed well. Good financial governance is an expectation of Arc and (no doubt) your Club members and there are certain things that need to be in place to ensure good financial governance. Requirements include dual authorisation on all Club bank accounts, transparent Club financial reports presented at AGMs and documents provided promptly for Club financial reviews.

For the day-to-day financial management of your Club, there are a few main things that you should keep in mind:

Good Financial Governance

- Clubs should not hold more than \$200 in petty cash.
- Any payments to the Club made in cash should be banked immediately.
- Clubs should issue a receipt for any payment or receipt of cash.
- For all purchases made, the Club should attain and retain a full tax invoice of the purchase. It is a good idea to scan receipts immediately and keep a digital copy for handover purposes.
- Every financial transaction should be recorded in a way that makes it easy to access and review at a later date.
- Club financial records must be made available to any Club member upon request.
- Any large purchases, expenses linked directly to the Executive or any issues with Club financials should be fully disclosed to the Club at the next AGM.

Making a Payment/Purchase

All payments made by your Club must be made through your Club's bank account and authorised by at least two of the current Bank Signatories. This is to ensure that there is an accurate record of all payments.

If Clubs are found to be using Executive's personal bank account/funds repeatedly for Club payments, they may be suspended or disaffiliated.

Reimbursement

If, for any reason an executive paid for a club related expense out of pocket/their personal account, they must be reimbursed through the Club's bank account accordingly. The Executive team should discuss and agree upon the procedure and timeline for reimbursements in a meeting at the start of the Executive term.

These transactions must be recorded in your financial ledger, along with supporting documentation (receipts/invoices) and commentary outlining the reimbursement.

Receiving Payments

All funds received for your Club should be conducted through your bank account and recorded in your Club financial records. For most Clubs, funds could be received from:

- Membership fees;
- Ticket sales;
- Sponsorship;
- Fundraising;
- Arc Grants; and
- Payment for merchandise.

Depending on the type of payment you are receiving, there are specific steps clubs should take to ensure good financial management. Including:

Type of Payment	Course of Action
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Cash Payment	For cash payments, it is important to immediately bank any payments received. If you are taking cash payments for membership fees during O-Week, you should be storing any cash in a secure money box and banking these funds at the end of each day. Clubs should bank funds more often if a lot of money is being collected.
Rubric Payment	For settlement payments to be issued in your club's bank account, your bank account details need to be updated on your Club's Rubric account. Once your details have been provided, your club will be able to receive payments from Rubric depending on the Settlement type chosen. <i>More information on Settlements is in Info Sheet – Rubric, Bookings & Resources.</i>
Direct Deposit	Funds can be direct deposited into your Club bank account. It is important to reference this deposit to any invoice/receipt attached, and ensure the payment matches what was agreed on in any adjoining documentation. When updating your Club's financial ledger, ensure the date of the transaction accurately reflects the date in your club's bank account statements.

Holding onto Receipts/Invoices

It is recommended that Clubs keep originals or copies of receipts and invoices for their own records. It is a good idea to keep both a digital and paper copy of all invoices to ensure that documents aren't lost or become unreadable as receipts often fade.

You should ensure that, for any purchase your Club makes, you obtain an invoice that includes the following information:

- the company's name
- the company's ABN
- a clear description of purchases and quantities supplied
- the total amount paid

- GST information (including where tax is applied)
 - If the company is not registered for GST, the receipt or invoice should say “[the company] is not registered for GST”
- the date the invoice was issued

Your Club should not make purchases from companies if they are unable to provide an invoice, as it is important that you have all the details of purchases recorded.

Budgeting

To ensure that you are using your Club’s funding effectively, it is important that your Club develops effective budgets. You should budget for the whole year, as well as for specific events that you organise to ensure that you are spending your money in the most efficient way and not spending more that you want to (and particularly more than what you have in your Club’s bank account).

Good budgets ensure that your Club’s funding is allocated well throughout the year and on assets/events that are of the highest priority for your Club, while also leaving funds for future years.

Developing budgets is a collaborative process, so you should work with your whole Executive and committee. When you have developed and adopted a budget that your Club is happy with, you should work as a team to ensure you meet budget expectations.

If you are concerned with your Club’s financial position or want assistance in examining and managing your Club’s finances, get in touch with the Arc Clubs team.

Below are some general budgeting tips:

Ways to Budget	Tips
Review current finances and evaluate expected expenses	Consider how much money you are likely to have available to spend this year. This could include money in the bank, sponsorship and grant funding. Consider what your likely expenses for the year will be. This could include events, purchasing equipment, publications or administrative expenses.

Determine priorities	Look over your basic budget and consider what is most important. Where can you save money and where would you like to spend more?
Understand contingencies	It is always a good idea to budget for unforeseen expenses and the potential for shortfall in your income. You should also consider leaving a 'carryover' – a surplus of funds that remain in the Club bank account to assist future Executives at the start of their terms.
Implement tracking and adjusting	Update your financial ledger, and compile supporting transaction documents (receipts/invoices/proof of payment) and refer to it regularly. Compare actual income and expenditure to your budgets to see how they compare. If spending is higher than expected, you may have to consider cutting expenses elsewhere, if you have more money than expected, you can look at areas which might need more funds.
Introduce future planning	Identify how much you want to have available for the next executive team/for future years of the Club.

Financial Reviews

Clubs may be asked to undergo a financial review by Arc Clubs. Your Club may be reviewed at random to check that your Club is being operated fairly and effectively, or you may be reviewed because we suspect some level of financial mismanagement.

Failure to comply with the requirements of the financial review in a timely manner, or by the deadline set out by the Arc Clubs team, may result in your club's suspension and loss of affiliation with Arc.

Annual reaffiliation with Arc also involves a financial review, in which the Arc Clubs team will reviews all income/expenditure transactions from your club's financial ledger and Club bank account statements. Failure to provide these documents during your reaffiliation will result in your disaffiliation from Arc.

Transferring Bank Account Access

Each time new Executives are elected (at an AGM or EGM), the signatories on the Club bank account must be updated, if a bank signatory has changed.

When your society has become affiliated/reaffiliated with Arc, the Clubs team will provide you a bank signatory document, which outlines your existing bank account details, and the signatories FULL LEGAL NAME (that matches their IDs). This information is based on the names provided in your meeting documents on Rubric.

When going to the bank to change over your signatories, all 3 current signatories (as outlined in the signatory letter issued by Arc) must be physically present at the bank for your initial meeting. Any future visits will require at least executives present. This initial meeting also allows your new executive to gain access to online banking.

Previous executives that are no longer bank signatories are not required to come to the bank to assist in transferring the bank account.

Documents you must bring for your initial meeting at the bank include:

Document	Details
Bank Letter	Provided by Arc, available via Rubric under “files.” This document outlines the following information: - Existing bank account details, or instructions to create a new bank account (if you are a new Club). - The executive positions and full legal name of the current signatories.
ID	ID must be provided and must match the name provided in the bank letter.
IGM/AGM/EGM Minutes	The minutes of the most recent meeting, which outlines the current bank signatories names and executive positions.

The above requirements are enforced by banking institutions like Commonwealth Bank– these are not exclusively Arc Clubs requirements. Therefore, in extreme circumstances (e.g., your executive is overseas/unable to go to the bank) we are unable to wave these prerequisites. Ensure your Club plans accordingly, and all executives are available for this initial meeting.

If your society is with Commonwealth Bank, we recommend going to the Kingsford branch, who have experience assisting Arc Clubs with their banking needs.

Handover

Handover documents are important to ensure a smooth transition of leadership in your Club. Ideally, each Club Executive member should write a handover for the incoming Executive, specific to each role. They should provide the incoming individual with the information and guidance needed to feel confident in carrying out the role's requirements and responsibilities.

These handovers should be created on a cloud-based document sharing system (e.g. Google Drive or Dropbox) to ensure your new Executive can easily access these documents.

Below are some suggestions on what to include in your handover document:

1. Include essential information that will need to be passed on from year to year.
Include things like:
 - Usernames and passwords for any club accounts, including social media or marketing platforms.
 - Details about the Club's bank account.
 - A rough budget for the year.
 - Important contacts e.g. suppliers/printers/caterers/sponsors, etc.
2. You should cover all the events you organised this year. Include things like:
 - A calendar of the year's events.
 - Timelines on the production of each of these events.
 - 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.

3. Include information relevant to your executive position, and the responsibilities you have. Include things like:

- A detailed breakdown of your daily/weekly/termly tasks.
- Tips for managing your workload with other university responsibilities.
- Communication methods that worked for you and your executive.
- Suggestions, advice and ideas on navigating being a club executive.

4. AHEGS: Australian Higher Education Graduation Statement

The Australian Higher Education Graduation Statement (AHEGS) is an official documentation of your achievements that exists alongside your academic transcript. All of the eligible commitments, experiences and development opportunities you've undertaken during your time at UNSW are AHEGS Recognised so you can easily represent your achievements in an accessible format when you venture out on your first steps in your professional career. Each Recognition line on your AHEGS is building a representation of your ability to positively impact and influence the world around you.

Being able to talk about all of your experiences in addition to demonstrating your capabilities as a UNSW graduate will also help you gain a competitive edge when it comes to employability!

Working in collaboration with [UNSW Advantage](#), Arc Clubs is able to support the contributing members of your Club in receiving AHEGS Recognition. In doing so, annually, your executive, and other supporting positions (like directors, subcommittee, and volunteers) are eligible to gain AHEGs recognition for their contribution to your Club.

AHEGs recognition is managed by the university, and additional information regarding AHEGs, the requirements and accessing your AHEGs is available on UNSW's website:

- [UNSW: AHEGs Advantage](#)
- [UNSW: Australian Higher Education Graduation Statement \(AHEGS\)](#)
- [UNSW: Information for Advantage Providers](#)
- [UNSW: AHEGS Advantage Nomination Form](#)
- [UNSW: AHEGS Advantage Position Form](#)

AHEGs Eligibility

All contributing members of an Arc-affiliated Club can receive AHEGS Recognition! We offer AHEGs recognition for two Club streams:

1. Arc-affiliated Clubs; and
2. Arc-affiliated Clubs' programs.

A contributing member is anyone who gives their time, effort and commitment to help the Club in some way, which differentiates them from someone who simply participates in Club offerings. This can be through a contribution to the Club's operations or events, or a specific program run by the Club, and the operations of the program.

Below are some examples of the most common types of contributing members as outlined by UNSW Advantage. This is not an exhaustive list, and more position types are outlined in the AHEGs Advantage Nomination Form.

Type of Contributing Member	Position Description
Club Executives	All Clubs will have this type of contributing member: the Executives that are managing and running the Club itself! Executives are leadership positions elected at General Meetings that have responsibilities defined within the Club's Constitution. As long as the minimum requirements of 20 hours commitment and completed executive training are met, all executives within an AHEGS Approved Club will be eligible for AHEGS Recognition.

Directors	A director supports the executive by managing/directing a specific portfolio in the Club. This position can be included in the Club's Constitution, making them a Club Executive, or it can work like sub-committee, with a selection process. A Director must be provided training or an induction in order to be recognised as a formal club leader to be eligible for AHEGS Recognition.
Sub-committee	A sub-committee member can be defined as anyone who holds an ongoing role which has formally delegated/assigned responsibilities and tasks given by the Executive team. A sub-committee member is not voted upon at a General Meeting but selected by the Executive team through some sort of selection process. A sub-committee member must be provided training or an induction in order to be recognised as a formal sub-committee member to be eligible for AHEGS Recognition. Sub-committee structures are often informal and ad-hoc to provide flexibility in how they can support what the Club needs, so most 'helper' roles will be classed as sub-committee members when it comes to AHEGS Recognition.
Peer Mentors	For Clubs that run a peer mentoring program, peer mentors are recognised as a specific category of contributing member to acknowledge the unique service they provide for students.
Volunteers	Volunteers are members of the Club who have offered their time to help the Club when it comes to events, but this is different to sub-committee members in that there are no ongoing responsibilities and the volunteers are helping with a specific major event.

AHEGS Eligibility Criteria

AHEGS eligibility for Clubs and their contributing members is based on the following criteria, as outlined by UNSW Advantage.

To ensure quality experiences are offered to students, and the integrity and caliber of AHEGS recognition is maintained, all activities are assessed through the nomination process as per the eligibility criteria outlined below:

1. Be a university run co-curricular or professional development activity.
2. Involve practical activities that contribute to the university or wider community.
3. Demonstrate which skills your students will gain by participating.
4. Have a minimum total commitment of 20 hours (including training).
5. Involve an effective recruitment process, including mandatory training to sufficiently prepare participants to undertake the activity.
6. Be coordinated, supervised, or monitored by a university staff member who can verify the hours undertaken and update the online database.

Note: Co-curricular activities with paid engagements are not eligible for AHEGS recognition.

Every individual who receives AHEGS Recognition must fulfill the following requirements:

1. 20 Hours of Commitment:
 - AHEGS Recognition can only be provided to those who have provided 20 hours or more towards the commitment within the academic year. Proof of this commitment needs to be submitted as part of the Contributing Members Recognition Form on Rubric and can consist of things like:
 - Delegated responsibilities from executives;
 - Attendance records at events they were helping;
 - Records of events they were running;
 - Work relevant to responsibilities such as marketing material, event organisation, designs, artwork, recordings, resources, etc; and
 - Meeting minutes for meetings they were part of.
2. Summary of Training/Induction:
 - All contributing members must complete some sort of formal training or induction process as part of their commitment to be eligible for AHEGS Recognition.
 - For executives, this generally consists of the Executive Training Modules and the Executive Training Presentation.

- For directors, sub-committee members, program participants, peer mentors, volunteers and other non-elected positions, your Club Executives will be responsible for providing this training/induction.
- The training material provided to non-executive contributing members and program participants will need to be provided as part of the submission for the Recognition Form submitted at the end of the year.
- 3. Student Code of Conduct:
 - In cases where someone has breached the [Student Code of Conduct](#), AHEGS Recognition may be withheld. Depending on the situation, this can be part of the grievance resolution process or may be determined independently. Appeals should be made directly with the Clubs team.

Obtaining AHEGs Recognition

For the contributing members of a Club to receive AHEGS Recognition, the Club must first receive approval from UNSW Advantage to become AHEGS Recognised.

To become an AHEGs Recognised Club, you'll need to submit the [AHEGS Nomination Form](#) to UNSW Advantage.

Once approved, AHEGs' recognised status is ongoing. However, the UNSW Advantage team will communicate with Clubs directly if additional information is required to maintain their AHEGs status. If their requirements and their deadlines are not met, your club may lose their AHEGs status.

Clubs that are inactive, disaffiliated or suspended will also lose their AHEGs Recognised status, and they will need to reapply once affiliated.

If your club is AHEGs Recognised, you will be able to complete the "AHEGs Contributing Member Recognition Form" on Rubric. This form will only be available if your Club's AHEGs status is approved.

AHEGs Nomination Form Submission Guide

The AHEGS Nomination Form was designed primarily for UNSW departments to submit, so the language won't reflect the structure of Clubs very well.

This section will address any parts that are potentially confusing or unclear. It is recommended you have the Nomination Form open at the same time so you can refer to the below as you proceed.

- The **Activity Name** is your Club name.
- The **Faculty/School/Division/Student** organisation responsible is Arc Clubs.
- The **Description of Activity** is the description that is used to describe your Club on the AHEGS website. Keep it relatively short and clearly explain what you provide for members. You can also send an image/Club logo to advantage@unsw.edu.au to be placed on the UNSW Advantage website.
- **Positions Available** are not final - you can submit with what positions you know you currently have. Since Clubs will need to apply through the AHEGS Recognition Form provided by us, that is where the executive details will be completed. If you have 'custom' or 'unique' executive positions that aren't specifically listed in this form, those will fall into the "**Executive Member**" category.
 - **Keep your position descriptions short!** Position descriptions will be displayed on the AHEGS statement. These positions are to describe the activities a participating student has undertaken to external audiences and should be concise, free of jargon, and described in the past tense.
 - Only the first 450 characters of a position description will be visible on the AHEGs statement.
 - **Position Descriptions can only be for single roles.** If you have 5 vice-presidents for example, provide a general description that is appropriate for all of them. You will not be able to 'classify' the different types of vice-presidents.
- The **Activity Category** is Clubs & Societies, and any other category options that pertain to your Club and Club events.
- **Selection of Skills** is where you select the 3 or more skills that your executive team feel best reflect your executive team's activities.
- **Duration of activity** refers to the estimated amount of hours a contributing club member will commit to the club.
 - To be eligible for the UNSW Advantage program, and inclusion on the AHEGS, programs and activities must involve a minimum of 20 hours, training and supervision.
- **Training Plan** this refers to any training/orientation contributing members received.
 - For executives, the Arc Clubs Executive training provided to new executives would be appropriate to submit. You can upload screenshots of your

completion certificates if you've already completed this training, or reference the Arc Executive Training resources:

- Online Training Modules
- In-Person Executive Training Presentation
- Gendered Misconduct Training
- For other contributing member roles, this will be the material and content you will provide to them as part of their training and induction.
- **Schedule of activities/events** is the timetable/plan of events and activities that will be conducted by your Club.
 - A screenshot, excel spreadsheet, or document that notes your events, activities, approximate start and end times, and involvement of nominated positions (where applicable) is acceptable. Using the previous year's calendar of events is an acceptable method to provide this information.
- For the **Nominate Supervisor** details:
 - Full Name: Arc Clubs
 - Position: Supporting Organisation
 - Faculty/School/Unit/Organisation: Arc@UNSW
 - Email: clubs@arc.unsw.edu.au
 - Phone: 02 9065 0900 (Arc Front Desk)
 - For **Validate Student Participation through CCOS**, select No.
- Risk Assessment Form is the [Risk Assessment Form linked on the page itself](#). You will need to submit a specific Risk Assessment Form, except filled out for your general activities rather than for a specific one.
 - This risk assessment must be signed off by the Arc Clubs team – email us a copy for review at clubs@arc.unsw.edu.au
- Senior Approval is Arc Clubs and clubs@arc.unsw.edu.au
- Your email should be the best email to contact you regarding this application.

AHEGS Submission Deadlines

The deadlines in described in this section are only relevant if your AHEGS Recognition is supported by Arc Clubs. If your AHEGS is managed/supported by a faculty or other department, you will need to check with them for what your submission deadlines are.

AHEGS Recognition is generally updated at the end of each academic year, following the completion of your period as a contributing member. The details for the contributing members of a Club that should be receiving AHEGS should be submitted by the end of

Term 3 via the “AHEGS - Clubs Contributing Members Recognition Form” on Rubric. On the form you will find templates available that should be used for your submission.

Since you need to include when the contributing member completed their time in that specific role, this also means you generally need to wait until after your Annual General Meeting when the outgoing Executive team has completed their term.

If you run an AHEGS Recognised Club Program, then you will need to submit the details for the participants of your program via the “Club Programs AHEGs Recognition Form” on Rubric after they have completed your program. On the form you will find templates available that should be used for your submission. This should be submitted following the completion of your program.

We may be able to make an exception, and process AHEGs recognition earlier if an individual in your Club is graduating prior to T3. Email Arc Clubs for assistance. In the case of someone graduating and they did not get their AHEGs Recognition finalised prior, you can request for an updated digital document after your graduation.