

# Position Description

## Board Director (Student)

Arc @ UNSW is run by a Board of Directors, the majority of which are Student Directors. Student Directors are elected by the students of UNSW for 2-year terms. The role of the Board is to set the strategic direction for Arc @ UNSW to deliver on its constitutional purpose to service students of UNSW. Directors on the Board are responsible for all matters relating to the policies and management of Arc @ UNSW.

### TIME COMMITMENT

- Training and induction (Thu – Sat, Board Strategic Retreat in May)
- Board & Subcommittee meetings (1-2 hours) plus reading and preparation (4 hours)
- Ad hoc meetings, report & paper writing, training and professional development

### BENEFITS

- **Professional development:** being a Director is great for your resume. You will gain valuable business experience across compliance and leadership that can be applied to a range of professional settings as your career advances.
- **AHEGS / UNSW Advantage:** being a Director is recognised on your non-academic transcript as part of your co-curricular participation at UNSW.
- **Mentorship:** Student directors are given access to Arc senior leadership mentoring and career coaching.
- **Networking:** Student directors are invited to participate in professional networking opportunities and events.
- **Meal allowance:** All Directors are given a weekly meal allowance that can be spent at Arc retail outlets like Homeground and Roundhouse.
- **Honoraria (Chairs only):** Student directors who are elected to Chair positions (Board or Subcommittee) are paid a weekly allowance to undertake additional tasks and responsibilities.

### FUNCTIONS

#### Planning

- Collaborates with the CEO and other Directors to define and articulate the organisation's vision and to develop strategies for achieving that vision and mission
- Approval of strategy, business plans and objectives, and monitoring of performance against them.
- Develops and monitors strategies for ensuring the long-term financial viability of the organisation
- Drives the organisation's competitive advantage

- Identifies and informs board of opportunities for organisational growth

### **Financial Stewardship**

- Approval of the annual budget, business proposals, priorities and performance indicators
- Approval of major transactions not included in the budget or outside the ordinary course of business
- Approval of contracts
- Approval of financial statements and accounts
- Acceptance of audit reports including management letters

### **Community Relationships**

- Serves as a representative for the organisation in commercial and/or organisational matters
- Assures that the organisation and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders
- Actively advocates for the organisation, its values, and its strategic goals
- Acts as a liaison between Arc and the University community, building relationships with peer organisations when appropriate
- Actively engages with appropriate parties from UNSW to ensure solid working partnership between Arc, Arc @ UNSW College and UNSW.

### **Leadership**

- Supports operations and administration of the Board by advising and informing Board members and interfacing between Board and staff.
- Advises the Board in the development of policies and planning recommendations
- Assists in the selection and evaluation of Board members and Board leadership
- Supports and participates in the Board's evaluation of the CEO.