

Position Description

Board Director (Student)

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

TIME COMMITMENT

- Training and induction (3 hours online, 3 hours in person, one-off)
- Board meetings (2 hours) plus reading and preparation (4 hours)
- Ad hoc meetings, training and professional development (1 hour per month)

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 (Chair only):** The student director who is elected to the Chair position is paid a weekly stipend to undertake additional tasks and responsibilities.

FUNCTIONS

Planning

- Collaborates with the General Manager 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, proposals for major expansion or closures, priorities and performance indicators
- Approval of major transactions not included in the budget or outside the ordinary course of business in accordance with Delegations Policy
- Approval of contracts in accordance with Delegations Policy
- Approval of financial statements, annual accounts and Directors reports, internal audit plan, bank accounts and signatories
- Acceptance of audit reports including management letters
- Approval of capital expenditure budget

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 the organisation, Arc and the University community, building relationships with peer organisations when appropriate
- Actively engages with appropriate parties from Arc and UNSW to ensure solid working partnership between Arc @ UNSW College, Arc 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 General Manager.