

## 12. Executive Training

Arc provides training to Club Executives to heighten their awareness of the responsibilities and liabilities of their roles. This training is comprised of an in-person session and online modules. New executives will be provided a reasonable amount of time to complete ALL the required training.

Training is mandatory for all executive positions in your club. However, anyone else who helps with your club's running such as sub-committee members are welcome to attend training sessions and access the online modules.

In-person training sessions will be offered on a regular basis for new executives and new clubs.

Where a Club has one or more of these Executives fail to attend a training session by the provided deadline, the Club's affiliation may be suspended until the requirement has been met (additional training sessions will be offered for this purpose).

### Related Documents

**Clubs Handbook** ([www.arc.unsw.edu.au/clubs/clubshandbook](http://www.arc.unsw.edu.au/clubs/clubshandbook))

Section 11 – Being a successful Club Executive

### Help!

#### Visit Us

Drop in and talk to us. The Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

#### Call Us

Call us at 9385 9840 during office hours

#### Email Us

[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)

#### Office Hours

**During Term: 8:30am-6pm Mon-Fri**

**Outside Term: 9am-5pm Mon-Fri (access to the Clubs Space by appointment only)**