

6. Communication Between Arc & Clubs

A key part of running a successful Arc-affiliated Club is keeping up to date with news and important information from the Arc. In general, important information will be announced through the Arc Clubs Newsletter and the Compulsory Club Briefings, however depending on the situation, we may also contact you by email or phone. Make sure to add clubs@arc.unsw.edu.au to your email's address box so that the emails don't end up in your junk mail!

Arc Clubs Newsletter

The official method of communication between the Arc Clubs team and affiliated Clubs is via email in the form of the Arc Clubs Newsletter. The newsletter is published weekly during term (and on an as-needed basis outside of term), and includes information such as key upcoming dates, reminders, announcements, opportunities, consultation times and changes to policies.

We expect the Arc Delegate to subscribe to the Newsletter and pass all relevant information on to the rest of the Executives, however any Executives can also sign up as well. The expectation is that Clubs will have read the Newsletter within 1 week of receiving it.

Arc Staff Consultation

The Arc Clubs team are here to share their skills and experience with Clubs and are more than happy to sit down with you to discuss any Club-related questions, ideas, or issues you may have. You can drop by the Arc Clubs Space to make enquiries, but for any in-depth queries we would recommend making an appointment or dropping by during the Consultation Hours. Clubs staff have designated times where they are available to meeting with Club Executives and members to discuss anything including, but not limited to:

- Affiliations
- Grants and Funding
- Event ideas and planning
- WHS issues
- Any other concerns relating to your Club

Consultation hours are listed in the weekly Arc Clubs Newsletters. To make an appointment or to discuss alternate times for a consultation, contact the Arc Clubs team.

Please let us know beforehand what you would like to discuss to ensure our staff has time to prepare and the best possible staff member is available to speak with you. When requesting meeting times outside of the Consultation hours, be sure to list a few options for dates and times when you are available.

Compulsory Club Briefings

Occasionally Arc may run compulsory briefing sessions that must be attended by at least one representative from each Club, who is responsible for relaying the relevant information to the rest of their Club Executives. These briefing sessions will be used to inform Clubs of deadlines, requirements and other key information. At most, these will be held once before each term and once during the term.

Requirements and dates will be published in the Clubs Newsletter.

FAQs

Who do we contact to advertise or put Club information in the Arc Clubs Newsletter?

Send an email to the Arc Clubs team at least 3 weeks before your event. Decisions about including Club events in the Newsletter are made on a case-by-case basis. Preference is given to events that have a broad appeal and large capacity.

How do I unsubscribe from the Arc Clubs Newsletter?

To unsubscribe, click the unsubscribe link at the bottom of the Newsletter email that you've received in your inbox.

Who do we contact if we have questions about our Club?

The Clubs & Grants Officers have consultation hours when you can meet with them for extended conversations about Club matters. The hours are in the Clubs Newsletter each week. For any urgent enquiries, call or visit the Arc Clubs Space.

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

Email Us

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)