

JOIN THE CLUB

BECOMING A CLUB EXECUTIVE

THINKING OF BECOMING A CLUB EXECUTIVE?

Levelling up your involvement in a Club you love gives you the chance to give back, while training you to become a more employable version of yourself. Lift your leadership skills from zero to hero and learn about event management, working with sponsors, communication, risk management and financial management.

THINGS TO LOOK FORWARD TO AS A CLUB EXEC?

Positive changes in the Club, forming everlasting friendships, having a sense of ownership and creating a real impact in the student community. If you're thinking about running for an Executive position in a Club, here are some things to consider and be aware of..

ROLE & RESPONSIBILITIES

Make sure you have a good idea of what the role involves. Each Club operates differently, has a different number of Executives and members, and runs different events, so while you may have held a role in a Club before, the responsibilities and expectations might not be the same. Get in contact with someone that has held that role in the Club in the last couple of years and ask them what is involved, what the time commitment is and when the busiest times are. Flick through the Club's constitution and find out what responsibilities are assigned to the role.

TIMING

Make sure you have enough time to commit! Between juggling uni, work, internships, volunteering, family and social commitments, there's sometimes not a lot of time to give to new things you're adding to your plate.

Having said that, there's no shame if you realise later that you've committed to too much and need to ask for help with your Executive responsibilities or give up your Club Executive role altogether. Both you and your Club deserve the best, and that means looking after your own wellness and ensuring you're happy with the things you're doing.

PERSONAL LIABILITY & LEGAL RESPONSIBILITIES

The role of Club Executive involves a certain level of legal responsibility and you need to be prepared to assume that responsibility – especially as most of what you do as an Executive will not be covered under any insurance cover.

If a Club is unincorporated, Executive members are personally liable for decisions made on behalf of the Club; decisions ranging from how to plan a party, to entering commercial agreements, and even the type of advertising they have.

Basically, they can be sued if something the Club does goes wrong, including:

- If a Club member is injured at a Club event due to negligence, the Executive could be sued to cover medical & other costs
- Damage to a venue that the Club has hired, where the Club sign terms & conditions saying that they will cover costs to repair damages
- Copyright infringement (e.g. use of a logo that is very similar to an existing company)
- Defamation (e.g. making negative statements about a person or entity in official Club communications)

Because they can be personally responsible for these decisions it's really important for Executives to be proactive in the way they manage the Club and do their best to minimise the Club's (and their own) exposure to risks. They need to be willing to ask questions, do some research and get advice.

If a Club is incorporated, the Club will exist as a separate legal entity so there is protection from personal financial liability BUT they should be aware of the ongoing financial reporting requirements necessary for maintaining incorporation (mainly lodging annual financial statements through NSW Office of Fair Trading).

If you ever need assistance, clarification or want to find out more, get in contact with Arc Legal & Advocacy. They provide a range of legal resources on the Arc website and are also available to meet in person to discuss any concerns.

Arc CLUBS AFFILIATION AGREEMENT

Clubs must apply for reaffiliation at the end of every year in order to continue being supported by Arc. It is the responsibility of the outgoing Executive to put together the reaffiliation application, as they have the information about the Club that is required for the application (such as bank statements and financial reports).

One of the requirements is for all Executives of the Club sign the Arc Affiliation Agreement, which you can find online [here](#). We would recommend having a read of this agreement if you're considering running for election, to find out what your obligations would be in order for the Club to remain Arc-affiliated.

GENERAL QUESTIONS

If you have any questions, contact the Arc Clubs team.

EMAIL clubs@arc.unsw.edu.au

CALL 9385 9840

VISIT Arc Clubs Space
Level 2 of Basser College,
Just off the Quad

LEGAL QUESTIONS

EMAIL advice@arc.unsw.edu.au

CALL 9385 7700

VISIT Arc Reception
Level 2 of Basser College,
Just off the Quad