Arc UNSW Student Life

arc.unsw.edu.au

2024/2025 IRC Executive Induction

THIS SESSION IS RECORDED

Acknowledgement
of Country

*Artwork from Arc's Indigenous Strategy, by Eden Slicer

Agenda

- Arc / Arc Board
- Budget
- Payments & Accruals
- Events & Planning
- IRC Insider
- Contacts
- Other / Current Affairs
- Questions

# Arc &
Arc Board

Arc Overview & Introduction

- Arc @ UNSW Limited

- Established 2007, amalgamation of 4 bodies

- Arc <u>not</u> ARC

- Public Company limited by guarantee

- Australian Charities and Not-for-profits Commission

- Relationship with UNSW
  - Separate entity to UNSW
  - Funding via UNSW & Arc Support Agreement
  - Student Services & Amenities Fee

- Board of 15 Directors

- ~55 Permanent Staff

- 200+ Casual Staff (many of which, are students)
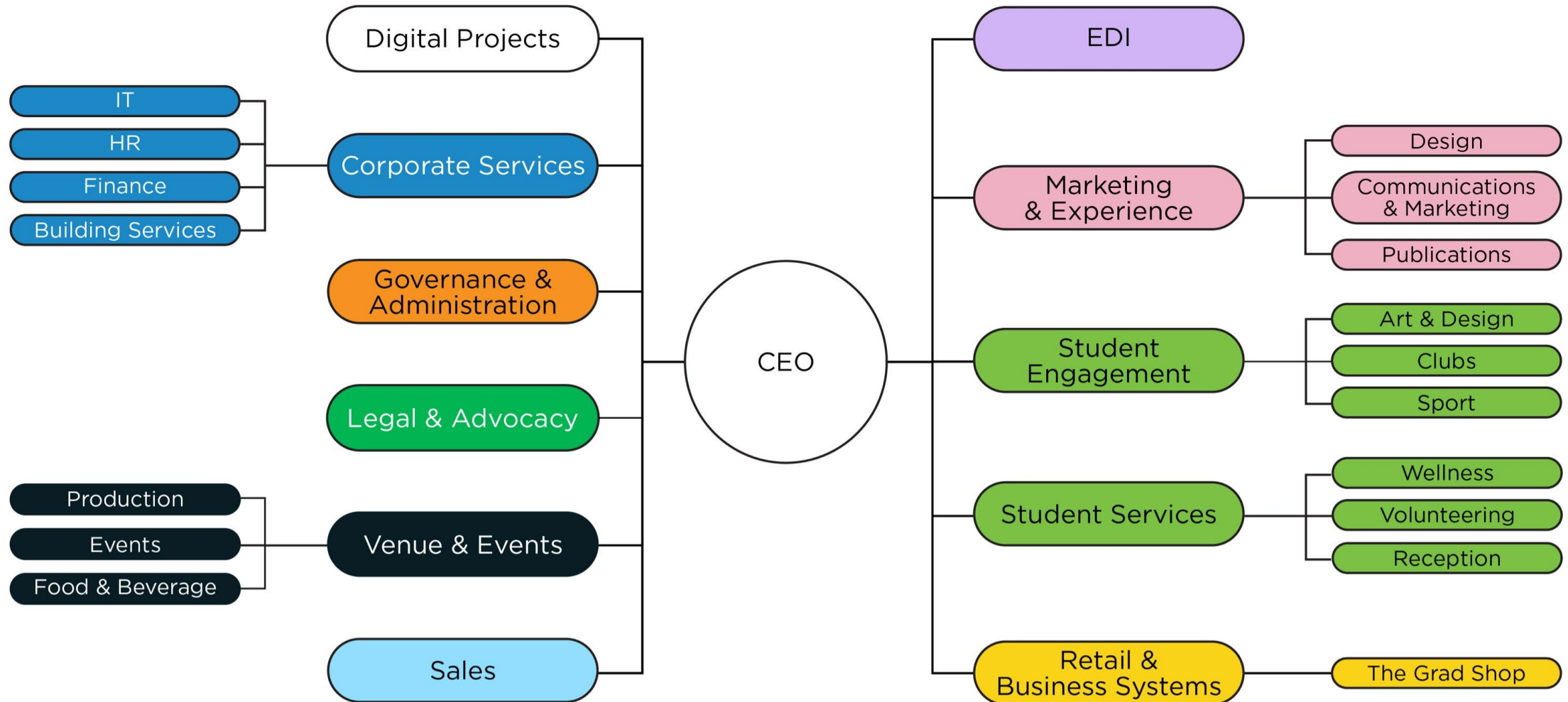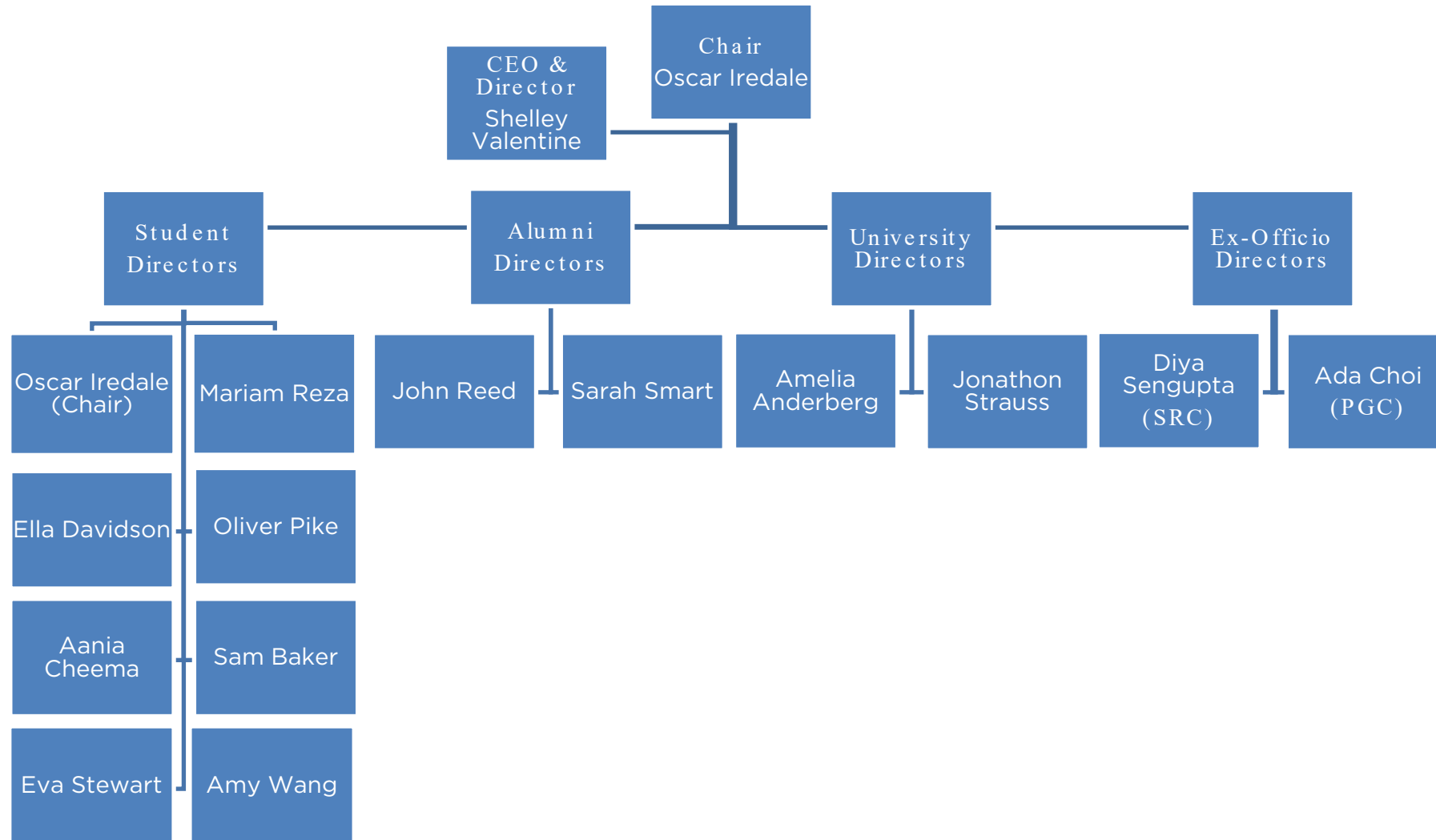
Arc Board

OVERVIEW

Focuses on the 'big picture' and ensures Arc adapts to the broad and changing needs of UNSW students.
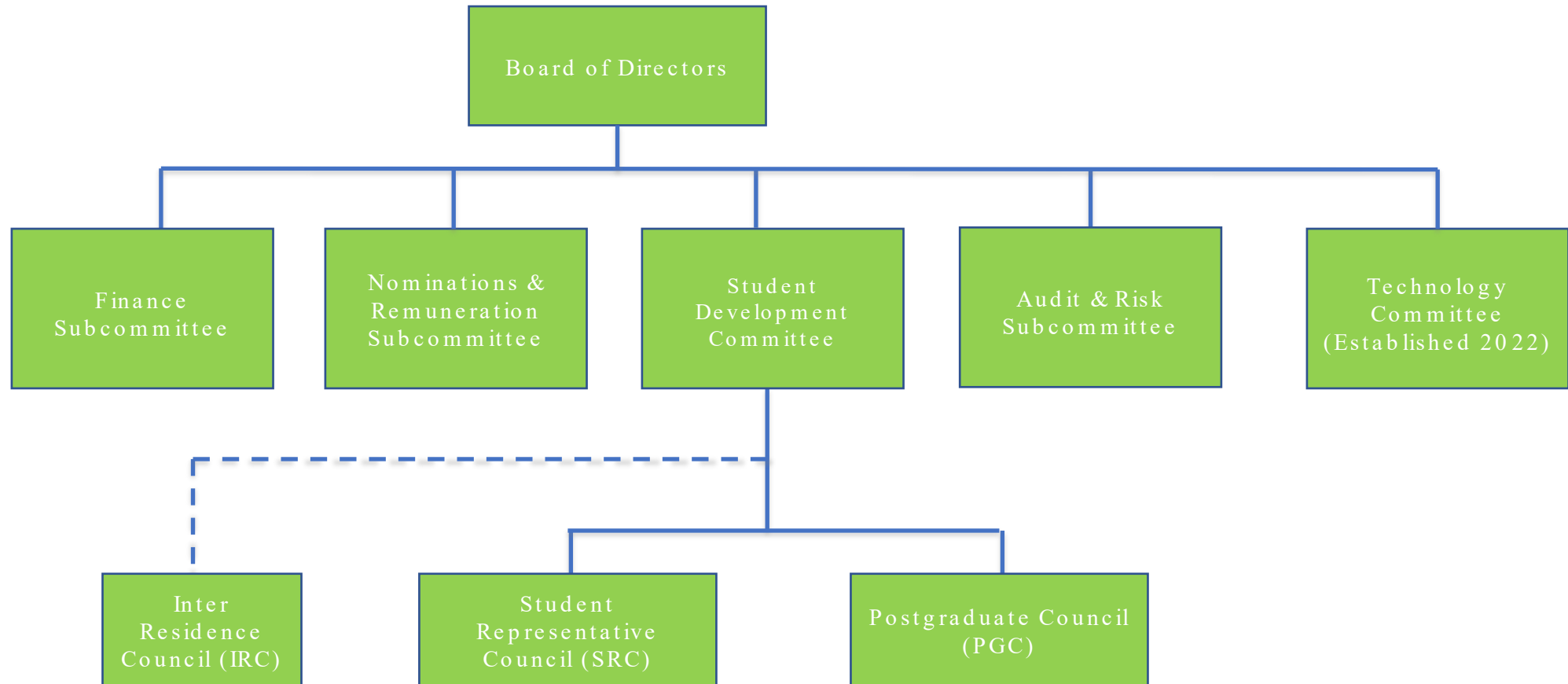
15 x Directors

- CEO (ex-officio)

- 2 x UNSW Alumni Directors (appointed by a Board selected panel)

- 2 x UNSW Staff Directors (recommended by the Office of the VC)

- 8 x Student Directors (elected by Arc Members)

- Student Representative Council President (ex-officio, voting)

- Postgraduate Council President (ex-officio, voting)

Arc Board | 2024-2025

Board Relationship

The Board oversees the three student councils – SRC, PGC and IRC.

The IRC relationship with the Board is managed via the Student Development Committee. This committee oversees all student programming. Therefore, the SDC Convenor is the first point of contact for anything that the IRC wishes to raise with the Board.

To enable this relationship and reporting, per the IRC Charter, the IRC President shall:

- Attend meetings of the Arc Student Development Committee as a standing invitee;
  - Send a proxy when unable attend; and

- Provide an IRC Report (as a Matter for Noting) on all activities to each Arc Student Development Committee (SDC) meeting, in collaboration with the Arc Delegate.

	SDC Meeting Date: 18 October 2023 Agenda Item: 4.2 **Matter for Noting**
TITLE:	IRC Activity Report

RESOLUTION:

The Subcommittee **notes** the below IRC Activity Report.

KEY POINTS:

- **Events Performance:**
  - Inter-College Film Festival is upcoming as of the time of writing the activity report but will have occurred by the time the meeting occurs.
  - Inter-College Band Night is promising to be the big event of the year and is well anticipated, it will use a longer time frame than last year which should allow for greater participation, means of ensuring attendees stay to support bands other than their own are being considered. The current stage of planning is discussing risks with deans of colleges.

- **Community Involvement:**
  - The IRC has been informed that Lifeblood now only has their vans attending existing sites so there will have to be a day set to organise an event at the Moore Park donation centre.

- **Other Undertakings:**
  - The IRC in collaboration with the health promotions unit is about to distribute a college health awareness and outcomes survey to better gauge resident awareness of the health and wellbeing services available on campus.

BACKGROUND:

- Per the update to the IRC Charter in 2021, the IRC will now provide an 'Activity' Report for each SDC Meeting. This report summarises recent activity, any wins/challenges/updates. The IRC President is also invited to the SDC meetings as an optional attendee

LINK TO Arc STRATEGY:	Students at the Centre
FINANCIAL IMPACT:	None unbudgeted

Prepared by: *Callum Davies, IRC President & WenYuan LimSchneider, IRC Arc Delegate*

Council Administration & Budgets

Role Administration

YOUR Arc ACCOUNTS & INSIDER WEBSITE

- Each IRC Exec has one Arc IT account (email/OneDrive)

- Credentials will be sent on 2 December

- IRC Teams Site

  - All Exec will be given owner access to Teams Site

- All official comms = via Arc accounts

- Forwarding rule to personal emails

- IT

  - Multifactor Authentication
  - Contact servicedesk@arc.unsw.edu.au
  - Email Ashleigh

- Each Council has its own "Insider" Webpage

  - Site acts as catalogue of all information, forms, links and resources.

  - Make sure you 'bookmark' the webpage

  - Let us know if you'd like us to add anything!

2025 IRC Budget

	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
IRC 2025 Budget:										
1501-2242 Inter Residence Council- Social	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)

Budget Process

PROCESS and ACCRUALS

1. Planning

- Event/Activity Planning is important

- Distributed monthly

2. Expenditure Form:

- Treasurer to submit Payment Form

- President to approve

- Include evidence (quote, invoice, weblink etc.)

- President to "reply-all"

3. Accruals:

- Accounting standards

  - When an event is planned for future.

  - When you've committed to an expense but don't yet have the invoice

  - Description/info required

4. After approval:

- If invoice payment request, we will submit for payment.

- If reimbursement, we will submit for reimbursement.

- If accrual, we will submit the accrual.

- If Arc-operated business, email Ashleigh.

- President to approve in Fraxion

NOTE:

ICSA (now COSA) is an Arc Sport affiliated Club and receives their funding via Arc Sport's funding model.

The IRC is not to provide any funding to ICSA moving forward.

Budget Process
EVENTS & EXTERNAL FUNDING

Ticketing Income

- Outgoing IRC will provide Eventbrite Login details

- All ticketing income is received into Arc's Bank Account

- You can use this income to either offset the expense of an event, or towards future events

- Select this option (Ticket Income) on the Payment Form

External Funding

- The IRC occasionally secures additional funding via UNSW

- Email Ashleigh with the details to invoice the relevant person

  - UNSW Contact (Name, Email Department)

  - Description of funding (e.g. IRC Band Comp)

  - Amount of funding + GST

- Funds will be held for the IRC. Select 'Additional IRC Funds' to utilise.

- Funds *must be spent* within the calendar year of 2025.

Event Planning

Event Planning

- Don't wing it, get organized
- ALL EVENTS MUST BE APPROVED BY COLLEGE HEADS
- Use a checklist/template.
- Budget, collaborate (including with Arc), ask for help
- There's no need to reinvent the wheel - talk to people
- Plan B (weather....eyeroll)
- Identify and mitigate risks early
- Make your to-do list and assign tasks
- Enter your marketing jobs ASAP
- Enter your Resource/Room/Space Bookings ASAP

Events, Ticketing, T&Cs

- Consider whether you need ticketing/registrations:
  - Capacity management
  - Catering numbers & dietaries
  - Contact Info
  - Resource Management
  - Data/Reporting/Metrics
  - Terms & Conditions / Waivers
  - Cost

- When to submit Event Risk Form:
  - To determine risk level
  - To determine relevant Waiver / T&Cs
  - If Public Liability Insurance required (external venues)

- Eventbrite
  - Central Account > moving to Humanitix
  - Waivers/T&Cs
  - Low Barrier / consider your Questions

Other

Printing

- President to review content first.
- Submit Printing Request Form
  - Must be >2 <u>working</u> days prior via Insider Page for Arc to print
- Wait for Arc Reception to email re collection.
- REMEMBER TO COLLECT

Current Affairs

- ICSA
- Event Approvals
- Recent IRC Charter Updates
- IRC/Arc Catch-ups
- IRC Website
- First SDC Meeting
- T1 Board Nominations

Contacts (Always submit the relevant form first)

- Arc Board | SDC Convenor (Aania Cheema)
- Roundhouse Enquiries | Tiarna Stahmer
- Arc Resource Bookings | Arc Reception
- Space/Room Bookings | Ashleigh
- In-house printing | Ashleigh
- Budgets | IRC Treasurer, then Ashleigh
- Comms and Arc Events | Mitchell McBurnie
- Design Studio | Tiera Boogaard

Questions?