



UNSW Student Life

Inter-Residence Council (IRC) Charter



MARCH 27, 2024

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1. What is Arc?

Arc was formed in 2007 at UNSW as the response to the implementation of Voluntary Student Unionism. Arc is a separate organisation to UNSW and has been constituted as a public company limited by guarantee. Arc is here for and led by students, to create supportive, enriching and vibrant communities. Arc encourages students to take part in a life changing University experience.

2. What is the IRC?

To further Arc's mission to create the best student experience, the IRC was formed in 2011 to act as the formal representative body to advocate for students living at the UNSW residential colleges.

The IRC Mission Statement is ***“to advocate for the residents of UNSW and to encourage and promote positive relations among the Residences”***.

2.1. Relationship with Arc

Arc will provide the IRC with an annual budget determined by the Arc Board during the annual budgeting process.

The IRC shall uphold Arc's Constitution, Regulations and values and advocate on behalf of the member residences.

The Council shall recommend new policies and/or amendments to the Arc Board and seek approval of relevant procedures and plans. The IRC and its representatives are not authorised to speak on behalf of Arc.

2.2. IRC Objectives

The objectives of the IRC are:

- a) To advocate for the residents of UNSW:
 - i. Work alongside the President's Council to advocate on behalf of residents to the University, Arc and student bodies (SRC and PGC).
 - ii. Advocate on behalf of any resident student body on issues agreed by the Council.
- b) To encourage and promote positive relations among the Residences:
 - i. Facilitate the sharing of knowledge between the Residences through an open forum.
 - ii. Facilitate the organisation of inclusive events that are accessible to all residents including:
 - A. Social events
 - B. Cultural events
 - C. Charitable events

2.3. IRC Finances

The Council will be provided with an annual budget by Arc, determined as part of Arc's annual budgeting process. The IRC can seek and utilise additional UNSW and external funding, beyond the annual Arc budget allocation.

The Executive may present a proposed re-allocation of the budget to the Council for the following year, for inclusion in Arc's budgeting process.

The budget may be used for the financing of Inter-Residence events and any relevant initiatives the Council may choose to undertake. The budget cannot be used for an event that is not accessible by all Residences.

The IRC shall not allocate any portion of its budget to the student body known as ICSA (Inter College Sport Association) as it is an affiliated Arc Sport Club and accesses a budget allocation via Arc Sport.

The IRC shall not finance events with the main purpose of consuming alcohol.

3. Composition

3.1. Residences

The member Residences of the Inter-Residence Council are:

- Basser College;
- Creston College;
- Colombo House;
- Fig Tree Hall;
- Goldstein College;
- New College;
- Phillip Baxter College;
- Shalom College;
- UNSW Hall;
- Warrane College; and
- International House.

Constituent Residences are defined as below:

- a) Must be UNSW provided accommodation and an Arc affiliated Constituent Club;
- b) Must have a student representative body elected within the Residence;
- c) Applications to join the IRC shall be reviewed and decided by the Council;
- d) The suspension of Residence's Club will not jeopardise its membership to the Council while it is undergoing the Club re-affiliation process;
- e) Should a Residence not have a student representative body, the Council may elect to co-opt a representative of the Residence as a voting member of the Council through simple majority. Within 12 months of appointing a co-opted councillor, Arc may assist in holding democratic elections to elect a student-councillor from the Residence.

3.2. IRC Executive

The management of the IRC shall be vested in the Executive. An Executive of the IRC shall be elected annually from the incoming IRC Councillors for the administration of the Council. See section 6.1 for the Election process. This Executive shall consist of:

- IRC President;
- IRC Secretary;
- IRC Treasurer; and
- Arc Delegate

The elected members are to commence their term immediately following the end of the previous Executive's term. In the event of any executives resigning at any time during their term, that position shall be declared vacant and be replaced by election within two weeks of resignation, in accordance with Section 8 of this Charter.

3.3. Councillors

One (1) member from each Residence named in section 3.1 shall be elected as the IRC Representative by their constituent residence as part of each residence's annual House Committee (HC) election process. This member may hold another position on the House Committee if so desired by the individual college. However, the member cannot hold the position of President, Secretary or Treasurer (or equivalent) on their residence's HC unless there is no other means to reasonably or practically fill the vacancy.

3.4. Voting Members

IRC Members with the right to vote in the IRC decision making processes are:

- All IRC Councillors

The Chair of Arc Board and the Arc Student Development Committee Convenor are ex-officio, non-voting members of the Council.

4. Roles and Responsibilities

4.1. IRC Executive

The roles and responsibilities of all IRC Executive members include but are not limited to:

- a) Acting as an advocate for residents and/or issues within the objectives of the IRC as outlined in Section 3 of this Charter;
- b) Recommending proposals to the Council on issues affecting residents;
- c) Attending Executive meetings as scheduled by the President;
- d) Ensuring Councillors are fulfilling their duties as outlined this Charter;
- e) Supporting and assisting other Executive members with the running of events and campaigns as required;
- f) Complying with the directions given under authority of this Charter or the Arc Constitution, Regulations, Policies and Procedures.
- g) Ensuring that the IRC President, or should the President be unable to attend, a delegate is arranged to attend SDC Meetings.

4.1.1. IRC President

The roles and responsibilities of the IRC President include but are not limited to:

- a) Convening and chairing meetings as required by the Charter in Section 7.1;
- b) Leading the Council in achieving the aims as outlined in Section 2.2;
- c) Ensuring the resources provided are used responsibly and in accordance with Arc Regulations, Policies and Procedures;
- d) Overseeing, coordinating the activities and administration of the Council;
- e) Approving expenditure of the Council;
- f) Representing the IRC and its members at relevant UNSW stakeholder committee meetings;
- g) Attending meetings with Arc as required Providing an IRC Report (as a Matter for Noting) on all activities to each Arc Student Development Committee (SDC) meeting;
- h) Convening regular meetings with all college HC Presidents and ensuring that they are informed of the timing and location of IRC meetings.
- i) Managing the IRC Benefits Scheme

4.1.2. IRC Secretary

The roles and responsibilities of the Secretary include but are not limited to:

- a) Convening and chairing meetings of the Council in the President's absence;
- b) Receiving and replying to all correspondence on behalf of the Council, or escalating where appropriate;
- c) Condensing relevant information received from external sources for dispersal to the Council;
- d) Collecting agenda items for IRC meetings and distributing to all members and attendees at least 48 hours prior;

- e) Taking minutes for all IRC meetings;
- f) Providing copies of meeting minutes to Arc Management for centralised storage;
- g) Arranging for the publication of IRC resolutions, motions and other such material as deemed necessary by general circular;
- h) Recording attendance and apologies for IRC meetings and appropriately reporting repeated non-attendance to the Executive;
- i) Coordinating a central calendar detailing all Council events and functions; and
- j) Setting the IRC meeting calendar and ensuring all relevant members and standing invitees are invited.

4.1.3. IRC Treasurer

The roles and responsibilities of the Treasurer include but are not limited to:

- a) Managing allocation and monitoring usage of Council's budget;
- b) Keeping accurate records of the Council's budget
- c) Liaising with the Arc Management regarding the IRC budget, including submitting reimbursement requests for Council expenses; and
- d) Ensuring the IRC and its subcommittees do not exceed their budget allocation.

4.1.4. Arc Delegate

The roles and responsibilities of the Arc Delegate include but are not limited to:

- a) Working in conjunction with the IRC President to develop and maintain a strong and transparent relationship with Arc;
- b) To report any IRC member issues (where relevant to Arc) to Arc Management and the SDC Convenor;
- c) To attend meetings of the IRC subcommittees as a standing invitee, for awareness across all initiatives of the IRC; and
- d) Endorse and promote Arc events and initiatives relevant to the College community.

4.1.5. IRC Councillors

The roles and responsibilities of Councillors Include but are not limited to:

- a) Striving to achieving the objectives of the IRC as outlined in Section 3 of this Charter, including acting as advocate for their Residence and issues affecting UNSW residents and promoting the activities and events of the Council;
- b) Presenting a report (verbal or written) for each meeting of the Council;
- c) Keeping the Executive members of the Council accountable to their Roles and Responsibilities as outlined in Section 4.1 of this Charter;
- d) Acting honestly and in good faith;
- e) Not making improper use of their position or of information obtained in their position;
- f) Not behaving in a belligerent, or racist, sexist, queerphobic or otherwise discriminatory manner;
- g) Complying with the directions given under authority of this Charter, Arc Constitution, Regulations, Policies and Procedures; and
- h) Facilitate the organisation of social, cultural, sport and charitable events that are inclusive and accessible to the IRC Community.

5. Subcommittees of the IRC

5.1. Subcommittees of the IRC

In order to fulfil the objectives of the IRC, the Council will lead a number of subcommittees with the purpose of promoting positive relations and to facilitate events between the residents of the Residences. These committees will be formed within the Council in order to create cohesion and diversification in the Council.

The Council will have the following subcommittees:

- Events Subcommittee;
- Communications Subcommittee.

5.1.1. Events Subcommittee

5.1.1.1. Responsibilities

The Events Subcommittee is responsible for the planning, organisation and delivery of Inter-College events accessible to all member Residences. This includes, but is not limited to:

- Award nights
- Social events (such as dinners, cocktail events, cruises, balls)
- Games nights
- Film screenings
- Educational panels / workshops
- Cultural events
- Charitable events
- Social Sport
- Community events

The roles and responsibilities for planning, organisation, management and delivery of the above is to be shared amongst all members of the Events Subcommittee.

A budget should be proposed to the Treasurer (for President approval) at the start of each term.

5.1.1.2. Composition

The Events Subcommittee will consist of nine (9) councillors of the IRC who have self-nominated as members. The remaining two (2) councillors will make up the Communications Subcommittee (see Section 5.3.2 of this Charter). The subcommittee will appoint a Chair to convene their meetings as necessary. Should they see it fit, the subcommittee can organize itself into special 'organising groups' based on interest with relevant events.

Should more than nine (9) councillors nominate for this committee, the IRC Executive will appoint the members.

The IRC Arc Delegate is a standing invitation for all Events Subcommittee meetings.

5.1.2. Communications Subcommittee

5.1.2.1. Responsibilities

The Communications Subcommittee is responsible promoting all Inter-College events accessible to all member Residences. This includes, but is not limited to:

- Promoting the IRC across all member Residences to increase awareness;
- Promoting the IRC elections for the upcoming academic year;
- Liaising with the Events Subcommittee to ensure transparency across all upcoming events and activities;
- Managing the social media presence and promotion of all IRC events and activities, ensuring IRC and Arc recognition across all communications;

- Liaising with relevant Residence representatives where relevant, to increase the awareness and promotion of IRC events and activities; and
- Liaising with the Arc Delegate to endorse and promote Arc events and initiatives relevant to the College community.

A budget should be proposed to the Treasurer (for President approval) at the start of each term.

5.1.2.2. Composition

The Communications Subcommittee will consist of two (2) Councillors of the IRC who have self-nominated as members. These are the two (2) councillors that have not nominated for the Events Subcommittee (see section 5.2.2 of this Charter). Should more than two (2) councillors nominate for this committee, the IRC Executive will appoint the members.

The two members of the Communications Subcommittee will share the roles and responsibilities of “Chair” for the purposes of Section 7.2.1 of this Charter.

The IRC Arc Delegate is a standing invitation for all Communications Subcommittee meetings.

6. Elections

6.1. IRC Executive Elections

6.1.1. Eligibility

IRC Executive Positions (see section 3.2 of this Charter) are to be filled from the incoming IRC Councillors. No more than one (1) Executive member is to be from the same Residence. No person may hold more than one IRC Executive position.

6.1.2. Nomination

IRC Councillors who wish to fulfil an Executive position must self-nominate, present a three-minute speech and undergo a five-minute question time.

6.1.3. Elections and Voting

Elections will be held at the end of each calendar year. They will be facilitated by the outgoing IRC President in collaboration with Arc Management who will assist with administration (e.g. nomination forms if applicable, election technology where required).

Both outgoing and incoming IRC Councillors are invited to the Election meeting. Only incoming IRC councillors present at the meeting are eligible to vote. Votes are to be cast via a secret ballot at the conclusion of candidate presentations. An optional preferential voting system is to be applied for these elections.

A voting format shall be determined by the outgoing President and Arc Management, and votes will be counted by the outgoing Executive or the use of electronic voting software.

The positions are to be elected in the following order:

- President
- Secretary
- Treasurer
- Arc Delegate

6.2. Casual Vacancies

In the event of a vacancy on either of the Executives above:

- a) The vacancy shall be filled by another eligible member of the IRC, which can be from the same residence should the vacating executive member also vacate their councillor position.
- b) The new representative may serve the remainder of the original term occupied by the vacating executive member.

7. Meetings

Council and subcommittee meetings are critical as they provide an opportunity for Executive members and Councillors to:

- Obtain and exchange information within the Council and other areas of Arc;
- Discuss issues that affect the Residences of the IRC; and
- Facilitate the organisation and promotion of IRC events throughout the year.

Attendance records for meetings shall be kept by the relevant Secretary or Chair, who will notify the IRC Executive of any issues that may arise.

7.1. Meetings of the IRC

- a) Meetings of the Council will be held a minimum of twice per term;
- b) Meeting times will be decided at the discretion of the President, in consultation with all Executive members and Councillors;
- c) Executive members and Councillors who miss three (3) meetings without approved leave from the Council shall be deemed to have resigned from their position(s) at the conclusion of the third meeting;
- d) The Arc Chair of the Board, SRC President, PGC President, SDC Convenor and Presidents of the Colleges are standing invitees to Council meetings;
- e) An agenda will be prepared for each Council meeting by the President, in consultation with the Secretary; and
- f) Minimum quorum for Council meetings is seven (7) Councillors, at least four (4) of which must be non-Executive Councillors.

7.1.1. Council Minutes

Minutes will contain a brief reference to relevant Council papers tabled plus any official resolutions adopted by Councillors. All decisions will be recorded in the minutes by means of a formal resolution. Whether the resolution was carried or defeated will be recorded. Councillors who dissent can ask to have their decisions noted in the minutes.

Minutes will be prepared in draft form by the Secretary and provided to the President for review. Once approved by the President, the draft minutes will be circulated to all IRC Councillors. Following approval by all Councillors, the minutes are then free to be distributed to any members of Constituent Residences. However, the IRC maintains the power to hold meetings, or part thereof, in camera by its own resolution.

The Secretary will maintain a set of Council papers for the current year and previous ten years of the Council. These papers are maintained both for the organisation as a whole and the individual Councillors. The Secretary is responsible for providing Arc Management with copies of all Council minutes for centralised storage.

Matters arising from the minutes will normally cover any point from the previous minutes about which any attendee requires further information, or a progress report.

7.1.2. Councillors Reports

It is the role of the IRC President to ensure each Councillor presents a report (verbal or written) for each meeting of the IRC detailing:

- Any relevant issues for Council consideration or information including any meetings held and their outcomes;
- Past activities or initiatives with updates of any outcomes or participation statistics;
- Upcoming or planned campaigns or activities; and
- Any other significant items.

7.1.3. Matters of the Council

Council papers must state whether any recommendation is to be put to the Board or is to be approved by the Council. Recommendations to the Board will be brought to the Board via a Paper and included in the President's report to the Board, unless the Council decides otherwise. Matters for the Board are dealt with by the Board according to its agenda.

7.1.3.1. Decisions

There are four (4) types of decisions that the Council may make:

- a) Recommendation to the Board
 - This may be used on any issue relevant to the Council. The President will take the issue to the next Board meeting, unless the Council requests another Board member to present the issue to the Board. The recommendation may need to pass through a sub-Committee of the Board before being presented to the Board.
- b) Resolution of the Council
 - The Council may agree to a resolution to an issue which is binding.
- c) Action Item
 - The Council may direct an action is taken. Implementation is usually the responsibility of the President; however, the action may be directed at another Executive member or Councillor.
- d) Note
 - The Council may note an issue. No further action is taken.

7.2. Meetings of IRC Subcommittees

7.2.1. Events & Communications Subcommittees

Meetings of the Events and Communications Subcommittees are to be held as required and determined by the subcommittees, chair, and their organising groups.

Meeting times and agendas will be determined and set by the Chair of the relevant subcommittee.

Quorum for Committee meetings is a simple majority of its members (half the total members, plus one).

7.3. Conduct of Meetings

The President or relevant Chair will determine the degree of formality required at each meeting while maintaining the decorum of such meetings. As such, they will:

- Ensure that all members are heard;
- Retain sufficient control to ensure that the authority of the President/Chair is recognised – this may require a degree of formality to be introduced in order to make progress;
- Take care that the decisions are properly understood and well recorded; and
- Ensure that decisions and debate are completed with a formal resolution recording the conclusions reached.

7.4. Apologies and Attendance at Meetings

The following applies to all Council and Subcommittee meetings:

Meetings are compulsory. Members who miss three (3) meetings without approved leave from the Council or Subcommittee shall be deemed to have resigned from their position at the conclusion of the third meeting.

Councillors are required to attend all meetings unless exceptional circumstances prevent them from doing so. Should a Councillor be unable to attend a meeting they should contact the Chair of the meeting and Secretary as early as is practical, and at least 24 hours before the meeting, with details as to the circumstances that prevent their attendance.

At the commencement of each meeting each apology will be considered, and a decision made as to whether to grant a leave of absence to the requesting Councillor. Should leave not be granted the Councillor will be recorded as having been absent from that meeting.

8. Dispute Resolution

Elected members of the IRC are subject to the Policies and Procedures of Arc. In the event of a dispute within the IRC, the Arc Grievance Resolution Policy and Procedure are to be used as guidance.

For clarity, the escalation process for each relevant grievance is outlined below. These steps are a guideline of the actions to be taken when a dispute has been identified. However, the individual circumstances and severity of each case may result in the process being altered.

Members of the Council (or relevant Collectives/Committees) may contact the Arc Executive Officer and/or Director of Corporate Services should they have any queries or require assistance with the below processes.

8.1. Issues relating to WHS and safety

- i Informal resolution with the person(s) involved if appropriate;
- ii Matter reported in writing to Arc WHS Committee (whsrepcommittee@arc.unsw.edu.au) or Arc HR(hr@arc.unsw.edu.au) for resolution; and
- i Matter escalated to the Arc CEO for any appeals.

8.2. Disputes relating to the operational functioning of the IRC

- i Informal resolution with the person(s) involved if appropriate;
- ii Matter reported in writing to the IRC President for resolution;
 - a) Should the IRC President be a party to the dispute, the matter may be reported to the IRC Secretary or escalated to the Arc Executive Officer; or
 - b) Should the complainant be uncomfortable reporting the matter to the IRC President, the matter may be reported to the IRC General Secretary or escalated to the Arc Executive Officer;
- iii Matter reported in writing to the Arc Executive Officer and/or Director of Corporate Services; and
- iv Matter escalated to the Arc Chair for any appeals or Board consideration.

8.3. Bullying, harassment, discrimination or other misconduct

- i Informal resolution with the person(s) involved if appropriate;
- ii Matter reported in writing to the IRC President for resolution;
 - a) Should the IRC President be a party to the dispute, the matter may be reported to the IRC Secretary or escalated to the Arc Executive Officer; or
 - b) Should the complainant be uncomfortable reporting the matter to the IRC President, the matter may be reported to the IRC Secretary or escalated to the Arc Executive Officer
- iii Matter reported in writing to Arc HR (hr@arc.unsw.edu.au) and/or Director of Corporate Services;
- iv Matter escalated to the Arc Chair for any appeals or Board consideration; and
- v Arc reserves the right to refer the incident to internal or external mediation and/or onto UNSW Misconduct if identified appropriate

8.4. Outcomes

According to the severity of the grievance, outcomes may include (but are not limited to):

- i. Official (written) warning;
- ii. Further training;
- iii. Referral to internal or external mediation;
- iv. Suspension of allowance and/or removal from the Council following the dispute resolution process;
- v. Reporting onto UNSW Misconduct if identified appropriate

In no circumstance will a member of the IRC other than the President formally receive or adjudicate a dispute between Council members, with the exception of 5.2ii and 5.3ii above.

9. Continuity

9.1. Handbooks

Recognising that each subcommittee should maintain governance and administration of their own activities, each subcommittee may keep a Handbook that can be used to assist in meeting the objectives of the Council and keeping an important historical record of subcommittee activities and organisational details.

Amendments to the Handbook can be made by way of an ordinary resolution passed at a meeting of the Council or relevant subcommittee.

The Secretary of each given body is responsible for amending the Handbook and circulating the amended version to Councillors.

9.2. Handovers

The Executive and Chair of the Events Subcommittee shall prepare a written handover document prior to the end of their term (30 days). This document must contain, but is not limited to:

- What was prioritised and whether the aims were achieved;
- Strategies employed to achieve aims;
- Challenges that arose;
- A comprehensive explanation of the issues worked on that remain unresolved;
- Issues that will be upcoming;
- Key stakeholder relationships;
- Key dates and budgeting information;
- Other general advice.

Executives are to provide this document to the corresponding incoming councillor and offer a meeting (in person or online) to discuss the content within 21 days of the incoming Executives' elections. The incoming President is also to be provided with the Chair of the Events Subcommittee handover document, to be given to the new chair once selected.

All Councillors are encouraged to prepare an oral or written handover document prior to the end of their term (30 days), and offer it to the incoming councillor of their college. Refer to Appendix 3 for the recommended Arc Handover Template

Version	Date	Author	Approval	Sections modified	Details of amendments
[1.0]					New policy.
[2.0]					
[3.0]					
[4.0]	14/04/14	N&R Chair	Board	Section 4	4.3 Apologies and Attendance at Meetings.
[5.0]	14/12/15	SSS Chair	IRC, Arc Board	Definitions & Section 2, 6, 9	Changes were made to the constituent residents of the Council and the Committee names that bring the Charter in line with how the IRC currently functions.
[6.0]	26/04/17	IRC President	IRC, SDC, Arc Board	All	An overhaul of the entire Charter was conducted with the specific goal to refine the purpose of the IRC in a mission statement, amend inconsistencies and clarify procedure.
[7.0]	05/03/18	IRC President	IRC, SDC, Arc Board	4.1	Modified to include International House
[8.0]	26/03/2020	IRC President, SDC Convenor	IRC, SDC, Arc Board	All	An overhaul of the entire Charter was conducted with the specific goal to refine the purpose of the IRC in a mission statement, amend inconsistencies and clarify procedure.
[9.0]	14/10/2021	IRC Executive, SDC Convenor, Executive Officer	IRC, SDC, Board	Various	Overhaul of formatting and structure. Primary changes: <ul style="list-style-type: none"> - Expansion of roles and responsibilities across the IRC Executive, Councillors and subcommittees. - Addition of explicit roles and responsibilities for the Arc Delegate position including official addition to the IRC Executive; - Amalgamation of the Community and Charities subcommittee into the Events subcommittee;

					<ul style="list-style-type: none"> - Inclusion of a budget proposal process for all subcommittees; - Clarification of the election processes; - Standardisation of Papers for meetings (Matters for Noting, Discussion, Decision) - Alignment of the Dispute Resolution Process with the SRC, PGC, and Arc Policy; - Inclusion of a Handover Template as an appendix;
[10.0]	22/03/2023	IRC Executive, Executive Officer, CEO	IRC, Arc Board	Various	<ul style="list-style-type: none"> - Addition of clause regarding ICSA relationship with the IRC - Reduction of administrative responsibilities - Updates to handover process to reflect best practice and appropriate timelines - Updated terminology and minor amendments in line with current practice
[11.0]	27/03/2024	IRC President	IRC, SDC, Arc Board	Various	<ul style="list-style-type: none"> - Restrict IRC membership to members of House Committees with a greater focus on the IRC. - Addition of College Presidents as standing invitees to IRC meetings. - Update wording for the vacancy of an executive position to allow the flexibility for IRC members from other residences to fulfil the vacancy.
[12.0]	20/11/2024	IRC & SDC	Board		<ul style="list-style-type: none"> Addition of responsibility to attend SDC Meetings Clarity around funding. Removal of ICSA from accessing IRC budget. Addition of reference to IRC Benefits Scheme Expansion regarding HC Roles and the IRC

Appendix 1 Changes to This Charter

This Council Charter is not a static document. It can be amended at a meeting of the Council, subject to approval by Board. This Charter should be reviewed annually.

Appendix 2 Arc Affiliation of Residences

Arc affiliation of Clubs is performed annually and requires that documents are submitted by the Club to verify their continued adherence to Arc's requirements. In the instance that the Arc affiliation of a Residence club expires without the submission of a complete re-affiliation application, the membership of the Residence to the Council will continue while undergoing the reaffiliation process. If a re-affiliation application is not submitted to Arc Clubs Team within a reasonable timeline, the Councillor representing that Residence club will have suspended voting rights until a complete re-affiliation application is submitted.

A Residence that has a student representative body but is not an Arc affiliated Constituent Club will not be considered a constituent of this Council. Further, if a Residence has had an Arc affiliated Constituent Club in the past; they must reaffiliate their Residence club.

Any other Residence will be recognised by the Council as a constituent member of the Council once it has been inserted into the Charter at a meeting of the Council, which must then be ratified by the Board.

APPENDIX 3 HANDOVER DOC

Name:	
Student Body:	Arc Board / SRC / PGC / IRC
Position Held:	Chair of X / President / Vice President / Officer / Counsellor A or B
Dates/Term:	
Contact Details:	Email Address / Mobile

This document should be completed the month prior to your term ending and the new term commencing, however we do recommend you review and add to it throughout your term to make it easier and to make sure you don't forget anything pertinent.

It provides space for you to pass on any top-tips, knowledge gained and words of wisdom to your successor. [Remove any sections that are not applicable to your role or student body].

CONGRATULATIONS & WELCOME!

[Write something welcoming and encouraging to excite them about their role and the student body itself]

[NAME OF POSITION]

Your Role

[Outline any expectations, duties, responsibilities etc that may not necessarily be listed in the Charter / Role Description. Any common themes / issues, top tips, surprises?]

[Student Body] Meetings

What do they need to know about meetings? What role do they play and how can they be better prepared? Is there anything they need to be conscious of?

THE LAST 12 MONTHS

Highlights:

[Key wins or highlights of the last 12 months / term. These can be personal or organisational. Include things that contributed to the success or highlight, and any tips for future]

Challenges:

[Key challenges (whether resolved or ongoing) of the last 12 months / term. Include things that could have been done differently / recommendations for future. Also include any challenges that you predict may arise.]

Important Motions/Issues:

[Outline any important motions you passed or issues you worked on during your term. Include any relevant information that might not be outlined in relevant papers. Include links to research or papers where relevant, as well as any steps taken, recommendations or relevant information for the future]

Motion/Issue	Link to Information	Relevant Information
E.g: Closure of the Whitehouse	<link to papers>	You may get questions or complaints about the WH closure. Defer all official comments to the Chair of the Board or CEO. However for your information, it was a very difficult decision, made based on current climate (COVID, lease negotiations, finances). Arc is committed to pursuing new opportunities for student offerings and spaces on campus.
Amalgamation of SRC & ADSC	<link to motion>	SRC did have reservations regarding the amalgamation and the potential lack of representation it would create. However the ADSC Representatives attended an SRC meeting and explained the benefits of the amalgamation. Additional clauses were included in the Charter and new Position Descriptions to address concerns and ensure both autonomy of budget and representation of Paddington Campus.

Learnings / Things I wish I knew earlier:

1. One
2. Two
3. Three

THE FUTURE / YOUR TERM

Working with the rest of the [Student Body]

[Include any top tips for working with the rest of the group]

Upcoming Actions or Ongoing Projects

[If your student body / committee has a current Action List – include it below. If no official action list, include any potential actions / upcoming actions below. You should also outline relevant information, future steps, recommendations or people to consult with etc]

Action	Timeline	Relevant Information
Honoraria Review	Must occur in September 2021	During COVID 2020, all Student Leader honoraria was reduced by 20%. The motion included a mandatory review of this reduction in September 2021. Things to consider: <ul style="list-style-type: none"> - Since the reduction, the SRC & ADSC have folded and new positions on the SRC and PGC have been created. The honoraria review will need to include a recommendation for the ‘tier’ of the new positions.

CEO Evaluation Process	Start at the end of 2021, finalise by March 2022.	This process fell through the cracks in 2020/2021 and should be commenced at the end of 2021 to enable a smooth process in early 2022. Notes: <ul style="list-style-type: none"> - Discuss the timeline and process with the CEO prior to commencing any staff surveys or evaluations - Leigh Dunlop is a great Board Member to consult with regarding the process, given her HR expertise. - If you have any questions regarding the process (see X policy), reach out to the EO or Admin Officer as a first step.
Arc Investment Policy	Ideally, end of 2021	This has been in the works for over 4 years, hoping to implement by end of 2021. Link to relevant doc: x BJ Glover & Shelley Valentine are across this.

Regular UNSW and/or Stakeholder Meetings

[Overview of the regular meetings you attended. Include general information or links to planning documents, as well as any tips & tricks, what role you played in the meetings, any tips for dealing with the Facilitator e.g. The PVC likes to receive an Exec summary prior t the meeting. Also please any current issues/asks/projects/initiatives.

Meeting & Key Attendees	Frequency	Why you attend	Key Projects/Initiatives/Asks and tips.
e.g. DVCEDI Eileen Baldry	Monthly	Provide updates on EDI issues within the relevant student community. Collaborate on events and initiatives Consult on key University projects e.g. Respect Now Always	Agenda points required 5 days prior to meeting. Current ask for funding for co presented EDI Panel.

Important Events and Activities

[Overview of the different events and activities you held. Include general information or links to planning documents, as well as any tips & tricks, lessons learned, and key contacts]

Event / Activity	Date(s)	Relevant Information	Key Contacts
PGC Tell Me Your Story	April – TBC	Event supported by UNSW EDI and Arc. Intention is to continue this	Venue@arc.unsw.edu.au for all Roundhouse bookings

		event annually as a PGC Flagship event. - Refer to X Document for all information regarding event planning	M.McBurnie@arc.unsw.edu.au for all things promotion and marketing
Board Retreat	May or June	Various sessions need to be planned and facilitated. Begin planning for this early. Templates for previous years' sessions can be found here: xxx The retreat can be used to hold discussions about recent topics / issues. Consider whether relevant.	Shelley Valentine & Joelle Barallon

ADMINISTRATION

General Admin

[All documents are stored here X. Recommended reading X. Make sure you submit X by X. Make sure to consult with X prior to X]

Affiliations or Memberships

[Do you have any affiliations or memberships to be aware of? Are there any annual fees involved? Annual event(s)? Rules or reporting required? Is there a primary contact? Are there any recommended memberships or affiliations you would like to include?]

Emails and Social Media (Logins & Links)

Platform	Login	Password
Facebook		
Other Social Media		
Membership Organisation (NUS etc)		

Important Contacts (Internal & External)

[Anyone that you found helpful during your term. Keep the "Notes" clean.]

Name	Position & Organisation	Contact	Notes
Indelle Scott	Assistant to Prof. Merlin Crossley (UNSW)	i.scott@unsw.edu.au	Great contact for setting meetings with Merlin
Joelle Barallon	Executive Officer @ Arc	j.barallon@arc.unsw.edu.au	All things regulations, papers, policies & processes

Important Documents and Resources (incl. Training)

[Link any documents or resources that you referred to regularly (or perhaps wish that you had). Include any websites, newsletters, courses or training etc that you found useful]

Budgets

[Budgets and submitting expenses etc will be covered in the overall induction for your student body. However, if you have any additional information or tips, include them here]

Charter/Terms of Reference

[Review the Charter or Terms of Reference for your student body, with regards to YOUR position or subcommittee, and highlight any changes or recommendations you would have for amendments. Is there anything that is irrelevant? Is there anything additional that you would recommend including?]

OTHER IMPORTANT INFORMATION

[Anything that doesn't fall into the above categories]