



Executives Roles Responsibilities

The Arc Delegate must be a current Student.

The Club shall aim to fill a majority of Executive positions by Students.

One Member is permitted to hold the position of Arc Delegate simultaneously with another office bearing (president, secretary, treasurer) or exec position.

Job sharing of exec positions is only allowed if that person is elected to the positions at the AGM or appointed by the elected exec.

President (1)

- Read, follow, and have a thorough understanding of the club's constitution.
- Represent the club as the official spokesperson whenever necessary. Be present and be a (very) active member.
- Chair all Committee and General Meetings of the club (aim for exec meetings 1 per month on a repeat date, AGM annually). Be well prepared for the meetings.
- To plan, with the rest of the committee, the coming year's activities. Oversee and coordinate the activities and administration of the club. Be aware of important deadlines and ensure they are met.
- Ensure that the executives are aware of their function, responsibilities, and duties. Make sure all exec receives a handover document. Get along with the execs and listen to them.
- Liaise with Arc and the University on behalf of the club. Ensure the club's annual re-affiliation.
- Towards the end, develop and implement a succession plan for future committees.
- Be enthusiastic, transparent, open to suggestions and a good role model. Do what is best for the club's members and community. Motivate and support the exec team.

Vice president (optional, former exec member(s), up to 2)

- The VP is a former executive (often the former President) chosen by the new exec team, if they want to.
- Support and advise the President by using their knowledge and experience as a former Exec.
- Step in for and undertake the responsibilities of the President in their absence.

Secretary (1) – Responsibilities

- Read, follow, and have a thorough understanding of the club's constitution.
- Support the President and keep up to date with everything happening in the club.
- Choose date / time / location for monthly exec meetings together with the President.
- Prepare the agenda for Exec meetings and share with the exec 1 week before the meeting.
- Take notes at meetings and post the minutes after the meetings. Update the exec coordination document with any actionables. Chase up unfinished action items before the next meeting.
- Respond to club emails, cc'ing the President.
- Understand and communicate the booking process for the arc car and arc bus and make sure it's booked for Boree Log.

Treasurer (1)

- Make annual budget (use previous years as reference).
- Write and coordinate development grants to get funding (use previous years as reference)
- Keep record of every receipt / transaction / spending (Arc will come knocking occasionally looking for receipt evidence of transactions).
- Make payments in a timely manner.
- Ensure club spending is sustainable and in the interest of the club.

- Give an update of the clubs finances, including grants, every term to the exec.

Trip Coordinator (1)

- Make the Trip Calendar according to the academic calendar (3 trimesters = 3 calendars).
- Organise / coordinate the trips for Boree Log. Boree Log is run in Term 1 and Term 3.
- Work together with the Training Officer to identify new trip leaders each term and use the calendar to pair them up with experienced trip leaders (for example, 2 experienced and 1 learning).
- Run an annual Trip Leader Info Night together with the Training, Safety and Sustainability Officers.
- Check / oversee the trips posted are led by trip leaders with suitable skill.
- Send reminders to trip leaders if they haven't posted by Tuesday and ask about the PLB plan.

Training & Sustainability Officer (1)

- Make the Training Calendar according to the academic calendar (3 trimesters = 3 calendars).
- Organise and run the training weekend each term.
- Work with external agencies (Australian School of Mountaineering, All-Aid First Aid, The Ledge) to provide up-skilling opportunities for trip leaders.
- Organise an annual remote area first aid course for active trip leaders.
- Identify new potential trip leaders and run an annual Trip Leader Info Night together with the Trip Coordinator, Sustainability and Safety Officers.
- Organise crag care events for club members
- Educate the club about sustainability
- Engage with the wider outdoors community regarding access and environment issues
- Run an annual Trip Leader Info Night together with the Training and Safety Officers and Trip Coordinator.

Safety Officer (1)

- Check / oversee the trips posted are led by trip leaders with suitable skill. If you have concerns about ability or experience level, talk to the President and Trip Coordinator.
- Keep all the PLBs in working condition. Run an annual workshop on how to use / register a PLB. Ensure trip leaders register and carry a PLB.
- Run an annual Trip Leader Info Night together with the Training and Sustainability Officers and Trip Coordinator.
- Write up safety bulletins on the UNSWOC website, educating leaders and club members of new techniques and general safety information.
- If an accident happens on a club trip, liaise with the participants and Arc. Write an incident report.
- Foster a culture of safety within the club - encourage all club members to report near misses.
- Support the gear officers in auditing safety and life supporting gear
- Pre-allocate PLBs in Boree Log

Web Officer (1)

- Maintain the club website and solve any website related problems (especially new members sign ups).
- Teach and help trip leaders/exec with posting pages or trips on the website.
- Ensure trips signups are done with the correct settings (prevent non-paying members from signing up, etc.).
- Verify and ensure people are in the correct membership category.
- Encourage people to post trip reports and share information through the website
- Renew website subscriptions
- Update the exec page at handover and add the club card when it has been designed (end of the year)

Events Officers (2)

- Maintain the club's traditions, create a social culture within the club, and encourage new friendships.
- Organise social events
 - making venue bookings

- organising food, drink, and equipment for events
- organising event activities
- delegating tasks and coordinating activities (announce at previous exec meeting)
- Liaising with sponsors and other potential club partners for prizes and special events.

Head Gear Officer (1)

- Do regular stock takes and inspections, audit safety and life supporting and safety (1 per term)
- Order new gear that needs purchasing and labelled appropriately (e.g. rope labelling system)
- Renew the trailer pink slip in June
- Coordinate and oversee the packing, unpacking and return of gear from Boree Log
- Coordinate and help gear officers run weekly gear nights
- Ensure first aid kits are up to date and restocked when necessary.
- Ensure the rope log is up to date

Gear Officers (2)

- Run weekly Gear Nights at a regular date and time (5-6pm Thursday), specified on the weekly Monday post. Inform the social media officer if the gear night will be held at a different date/time
- Keep an accurate record of lent club gear
- Collect the correct deposit and payment from all club members
- Report missing / broken / expired gear.
- Help pack, unpack and retrieve gear for Boree Log (twice a year)
- Clean and re-organise the Gear Cupboard at Sam Cracknell Pavilion (UNSW Campus) and the UNSW Tramsheds (Randwick)
- Step in for and undertake the responsibilities of the Head Gear Officer in their absence.

Social Media Officer (1)

- Post club related info (upcoming events, trips, gear nights, FAQ, etc) on the clubs Facebook and Instagram. (Posting the individual trips is the responsibility of the trip leader).
- Moderate the Facebook group and help new people / answer questions, accept/decline new members.
- Regularly request photos from trip leaders/event officers/members to share on social media
- Make a weekly post on facebook to keep members updated on what events/activities/trips are happening that week.
- Ensure new and existing club content is published e.g. sustainability documents.

Arc delegate (1, UNSW student, can be role shared)

- Facilitate and organise the Club's O-Week activities (T1, T2, T3) (there is a form to fill in to ensure the club gets a stall at O-week).
- Attend Sports Council meetings (attendance is recorded, 1 every 2 months approx.). Write a summary of each Arc meeting and share with the exec any relevant info.
- To collect and respond to club mail from Arc.