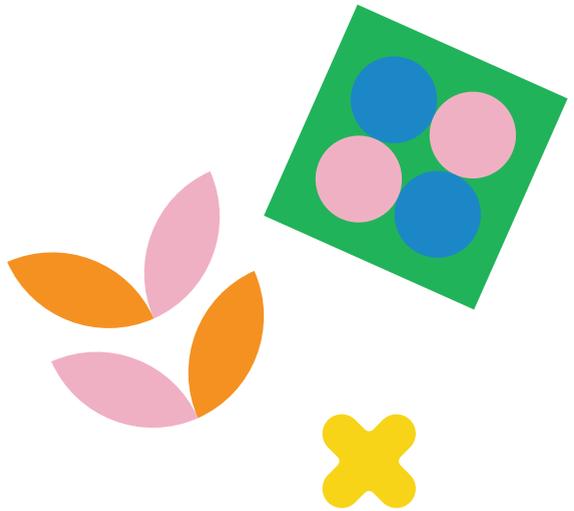# Arc UNSW Student Life

Arc BOARD HANDBOOK 2026

arc.unsw.edu.au/board

Arc@UNSW LIMITED

Arc was formed in 2006 and is a not-for-profit organisation for students studying at UNSW. It's symbolic of an umbrella covering all of the students, clubs and societies in its care. Arc is all about everything outside the classroom; from volunteering opportunities to free food, there are a zillion opportunities to find your thing at uni with one of Arc's fun events or diverse clubs and societies. Arc is a membership organisation whose members include you; the students of UNSW, and stakeholders of the university community.

Arc is governed on core values with a mission to create the best student experience for all students at UNSW.

The Arc Board

The Arc Board is comprised of 15 Directors who collectively, are responsible for all matters relating to the running of Arc. The Board's role is to govern the organisation rather than manage it. The Chief Executive Officer (CEO) and the Executive Team are responsible for managing the day to day operations in accordance with the direction of the Board.

Term of Office

Directors are elected for a term of 2 years (with the exception of ex-officio positions – SRC & PGC Presidents who are elected for a term of 1 year and the CEO who remains for the duration of their contract); the elections are alternated so that 50% of the Student Directors are replaced each year.

The Chair of the Board and the Chairs of Subcommittees are elected to their positions by their fellow Board Directors, for a term of one (1) year.

Director Responsibilities

Key Director Responsibilities are summarised below. A detailed list is outlined in the Director Handbook and Arc Board Charter:

- The primary duty of Directors is to the company, that is, to the members now and in future.
- Act honestly.
- Attend all required meetings.
- Come prepared: Read all the papers in advance and send through questions to the Chair of the meeting
- Speak up: Being a Director is a learning and development opportunity. There are no silly questions or ideas.

Meetings

The Board is constitutionally required to meet a minimum four (4) times per calendar year.

The Arc Regulations stipulate that each Subcommittee must also meet 4 times per calendar year (generally quarterly)

All meetings are held after 5.00pm at the Kensington campus or online, during weekdays.

Subcommittees

There are five (5) primary Subcommittees of the Board:

- Finance;
- Nominations & Remunerations;
- Audit & Risk;
- Student Development Committee;
- Technology.

Please refer to Arc Regulations, section 5 'Sub-Committees of the Board' for a detailed description of the Terms of Reference.

The composition of the above Subcommittees is made up of Directors on the Arc Board with the exception of the Technology subcommittee which is comprised of Directors, external stakeholders and Arc staff.

The Board also oversees, without intervening, the following Student Councils:

- Student Representative Council;
- Postgraduate Council;
- Inter-Residence Council.

Benefits

Per Arc Regulations & Constitution, Directors are elected as volunteers, however an allowance is payable for those elected to the Chair positions. Allowances are ex gratia payments.

Becoming a Student Director on the Arc Board has far-reaching benefits, including building of leadership skills, community engagement, mentorship and network expansion. You'll receive training in areas of governance, finance, project management as well as a multitude of transferrable skills, all whilst helping champion the needs of your peers and learning what it means to lead a company.

Board Election Information

Important Dates

Event	Date	Time	Location
Notice of Elections	WK1 MON 16 FEB		Arc Website
Board Nominations Open	WK2 MON 23 FEB	9AM	Arc Website
Board Elections & Campaigning Information Session	WK 3 TUE 3 MAR	1:15 - 2:15PM	Online (Zoom)
Board Nominations Close	WK4 MON 09 MAR	Paper submission by 4PM, online by 11:59PM	Arc Website
Board Nominations Re-open (if required)	WK5 MON 16 MAR	9AM	
Board Nominations Re-close (if required)	WK6 MON 23 MAR	Paper submission by 4PM, online by 11:59PM	
Online Voting Commences	WK 8 TUE 7 APR	7AM	Online
Online Voting Concludes	WK 8 FRI 10 APR	9PM	Online
Election Results	EXPECTED WK 9 FRI 17 APR	COB	Email & Arc Website
Compulsory Inductions *(all elected students must attend)*	WEEK OF 27 APR - 1 MAY (DAY TBC)	10AM - 2PM	Arc Training Rooms
Compulsory Board Strategic Retreat *(all elected students must attend)*	EXAMS/BREAK THUR 14 - SAT 16 MAY	12PM THURS - 12PM SAT	Offsite
Arc Annual General Meeting	WK1 WED 3 JUN	5PM - 6PM	Hybrid: Online (Zoom) & In person (Roundhouse)

Board Election Information

Positions Vacant

There will be four (4) positions up for election of which two (2) must be female or gender diverse students.

Nominations

Nomination forms can be found here.

Nomination forms may be lodged only online. If nominations cannot be lodged online via the link on the Arc website, a paper nomination form can be obtained by contacting the Returning Officer, returning.officer@ozemail.com.au.

Nominations must be received by the Returning Officer by no later than 11:59pm on an electronic form or 4.00pm on a paper form on Monday 9th March 2026 (or Monday 23rd March 2026 in case of re-opening). **Late nominations will not be accepted.**

All candidates must be:

• Current UNSW students
• Current member of Arc at the close of nominations (09/03/2026). If you join Arc after this date, your nomination will not be accepted.
• If you are not a member, it's free to join. Simply visit the Arc website and sign up online before 09/03/2026.

After the close of nominations, a draw will determine the order in which candidates appear on the ballot paper.

Candidate Statements

Candidates may provide the following by the close of nominations:

• Candidate Statement of not more than 150 words, providing information in support of your candidature. Please ensure this is in docx format.
• A recent photograph (self-portrait) in JPEG format.

The Returning Officer may edit statements supplied to ensure they are not offensive in such a manner that the Returning Officer believes would discriminate against, or be offensive to members of the university community.

Candidate photos and statements will be made available to voters through the website after confirming the candidates' eligibility.

Campaigning

• A detailed description of Campaigning Guidelines can be found on the Campaigning Guidelines Handbook and the Arc Regulations, clause 10.24 regarding Election Campaigning.
• Breach any of the campaigning or election rules may result in disqualification.

Online Voting

Arc members who have signed up for Arc membership by 09/03/2026 are eligible to vote in the Board elections.

All eligible members will receive one vote.

An email containing the voting link will be sent to eligible members.

IMPORTANT – This link will be sent to the email address provided by the member when they signed up for membership (it will not be sent to your UNSW student email address unless that is the email you provided on your membership form).

Please note:
- You are not permitted to forward the voting email to another person.
- If a vote against your email address is recorded, it will be counted as your vote (if you forward the email to another person, the voting link is tied to your email address).
- If you believe that your vote has been fraudulently submitted, or you have made an error when voting, please contact the returning officer
- If you believe you are entitled to vote and have not received an email from us, please email the Returning Officer (returning.officer@ozemail.com.au) before voting closes on Friday 10 April 2026.

Contacts
Philip Binns - Returning Officer
returning.officer@ozemail.com.au

Relevant Documents

The Arc Regulations and Constitution contain detailed information about the elections. These can be found on the Arc website.