Club Governance

Session outcomes

- Understand what club governance is & why it's important

- Learn some tips for how to implement strong governance

- Acquire a sense of ownership over your position and role as a club committee

- Reflect on the current status of your club and where you might be able to implement some improvements

Challenging but Rewarding

- Being a club leader is lots of fun, but also a big responsibility.

- You are responsible for the administration, events, finances, compliance, risk, meetings, and more.

- Your decisions can have a real impact on students, the club and the community.

- You may experience burn-out, anxiety, or otherwise feel like being a club leader does not live up to your expectations.

Governance is here to help!

What is Governance?

- Definition: The systems, rules, and processes that guide how an organisation operates
- Why it matters:
  - Ethical, safe, and effective running of your club
  - Compliance with UCX and UC policies & legal requirements
  - Stability for day-to-day operation
  - Sustainability

Documents

- Constitution
  - Key club document – describes why the club exists, how it operates, and how it is governed
  - Is adopted by the club at the IGM from the UCX template
  - Template is updated from time to time
  - Any changes must be approved by UCX
- Club Affiliation Rules
  - Describe how a club should interact with UCX and the obligations of clubs that are operating in the UC environment.
- Guidelines, Policies, Procedures from UCX or UC
  - Document processes or support compliance with the obligations outlined in the rules and constitution

Constitution

Objects

4. Object: The club's object is to: [...]

Members

5.2 The club must have minimum number of 10 current students.

6.2 Membership to a club is for one calendar year, and a member is required to renew membership each calendar year.

Committee

23.1 The Executive are responsible for managing and directing the activities of the club to achieve the purpose(s) set out in clause 4.

Constitution

Dispute resolution

7.1 Those involved in the dispute must try to resolve it between themselves within 14 days of knowing about it.

7.2 If those involved in the dispute do not resolve it under clause 7.1, they must within 10 days:
(a) inform the UCX Manager of Clubs about the dispute; and
(b) submit to any requests for a resolution made by the UCX Manager of Clubs.

The Committee

- The committee is elected at the Annual General Meeting (AGM) to oversee the operations of the club
- Collectively, they hold almost all power within the club
- Charged with making decisions in the best interest of the club
- Is accountable to members

Elects

MEMBER

COMMITTEE

Is accountable to
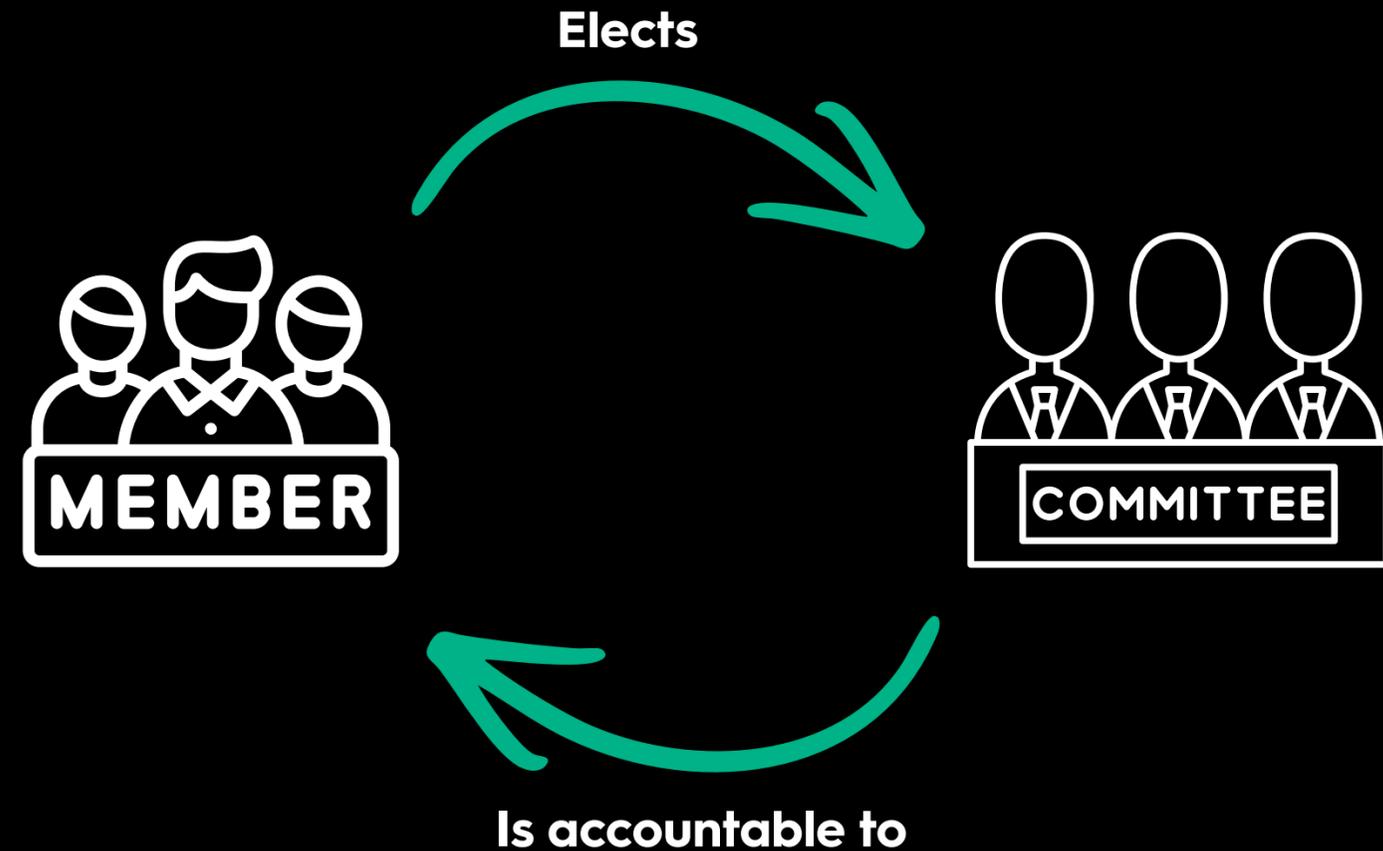
Committee Roles

- President
  - Chairperson of meetings
  - Leads the committee and club
  - Main contact for UCX
  - Signatory on bank account
- Vice-President
  - Supports president
  - Secondary contact for UCX
- Treasurer
  - Maintains financial records
  - Signatory on bank account

- Secretary
  - Maintains club records
  - Takes minutes of meetings
- Other supporting roles as determined by the club at an annual general meeting. For example:
  - Social Media officer
  - Year group reps
  - Sponsorship officer
  - Event officer

Running a Committee

- President is to be chairperson

- Committee must meet 3 times per year

- Quorum is more than half of the elected committee members (i.e. half plus one)

- Decisions made by majority vote of those present. If equal, decision is to maintain status quo

- Set meeting and engagement expectations early
  - What platforms will the committee use?
  - When will it meet? how will it meet?
  - What is expected response time?
  - How will you address when something isn't going right?

- Committee should be a united front

Manage finance

- Each club is provided with an individual bank account by UCX. This enables strong autonomy while also ensuring appropriate oversight and sustainability.

- 2 signatories are required to sign off on all expenditure - this is to protect you and the club

- At least 2 members of the committee should be listed on the bank account

- Your club is required to keep financial records of all income and expenditure. The bank statement is not enough. Your records should show what each transaction relates to and who approved it.

- We strongly discourage the use of cash.

- Do not commit to something financially that may put the club at risk

- Finance can be tricky, set up processes that support and protect the committee

Record keeping

- Keep your information secure and accessible to those who need it
- Your club should have a central email account that any members of the committee that require it can access and should maintain a cloud storage solution as well.
- Passwords, key contacts, agreements, minutes, financials should all be stored somewhere that can be accessed by other members of the committee. Not in your personal account.
- UCX could choose to "audit" your club at any point and would expect you to have all the information on hand to provide.
- Record keeping protects members, the committee, and the club.
- You are in a position of privileged access and are expected to maintain the privacy of student and club data

Risk and Safety

- As club leaders and a committee you are expected to ensure that your club, events, and community are safe, welcoming, and inclusive to all.
- You must consider the risks associated with any action or decisions you make. While this might be done informally most of the time, there are times that a formal risk assessment should be compelted.
- All students are bound by the Student Charter and Student Code of Conduct
- Any and all incidents that occur must be reported to the University. Report incident
- Gender-based Violence

Reporting an Incident

- Any and all incidents that occur must be reported to the University.
- UCX can provide support and advice on reporting an incident or assist you to deal with this in your club
- Further training is coming for the new SafeUC reporting tool

Report to SafeUC

Reporting means securely sharing details of an incident so that you can access support or request action from the University. You can choose whether or not to progress the report for formal actions. SafeUC is the University's reporting platform, helping us build a safer and more supportive community.

Incidents reported into SafeUC include Gender-based Violence, as well as situations that impact psychological safety, dignity, or wellbeing.

Health and safety report

Report your health or safety concerns on campus. Examples include personal injury in class or at a placement site, hazards, spills, broken equipment, unsafe behaviour, injuries, or near misses. Your report helps the university respond quickly and maintain a safe environment for everyone.

Manage the club

Getting the governance right means you and your committee can move on to the more fun aspects of running a club including:

- Planning and running great events for your community
- Building a welcoming and supporting community of like-minded students
- Collaborating with and building relationships with sponsors, other clubs, UC teams and more.
- Setting up the best club at UC!

Wrap up

You have been given a Club Health Checklist Handout.

- Take a couple minutes now to think about how your club scores on this checklist.

- You are not being graded or assessed on this, it is purely a reflective tool

- How did you do?