CLUBS & SOCIETIES

HANDBOOK
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WELCOME TO OUR CLUBS AND SOCIETIES HANDBOOK

Clubs and societies are a vital part of university life. The Student Representative Council (SRC) is proud to provide you with access to a wide range of clubs and societies in areas like music and dance, education, community, sports and special interest.

If we don’t already have a club or society that draws your attention, you can easily start your own - read through this handbook to find out how!

A NOTE ON THE STUDENT REPRESENTATIVE COUNCIL (SRC)

The University’s SRC was constituted in July 2015. The SRC’s regular meetings allows students to provide feedback and suggestions directly to the University’s executive management. The University actively consults with the SRC regarding important issues such as the allocation of the Student Services and Amenities Fee (SSAF) and consults with Student Council Representatives in a variety of working groups relating to physical, cultural and technological learning environments at CQU University. Visit our page for more information: https://sportal.cqu.edu.au/student-services/student-council-src

The SRC also supports athletes who contribute to some great achievements. In 2016, CQU University’s performance at the Australian University Games was outstanding. In the final result, we placed 26 out of 42 universities. This event allowed our students to meet other students regardless of their mode of study, cultural background, age or study location.

Contact us if you or your sports team want to get involved in the 2017 Games. We’re also on the lookout for volunteers, particularly with respect to assisting with (social) media coverage. Find out more via: http://www.unisport.com.au or www.cqu.edu.au/nug

SRC members also work closely with Campus Life Committees to enhance the university experience through the pursuit of activities, events and social opportunities. We look forward to getting to know you better and value your feedback and suggestions!

STUDENT REPRESENTATIVE COUNCIL MEETING DATES

<table>
<thead>
<tr>
<th>Term 1 - 2017</th>
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<tbody>
<tr>
<td>Tuesday, 07 March</td>
<td></td>
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<tr>
<td>Tuesday, 04 April</td>
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<tr>
<td>Tuesday, 09 May</td>
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<table>
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<tr>
<th>Term 2 - 2017</th>
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<tbody>
<tr>
<td>Tuesday, 19 September</td>
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<tr>
<td>Tuesday, 24 October</td>
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<table>
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<tr>
<th>Term 3 - 2017</th>
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<tr>
<td>Friday, 01 December</td>
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</tbody>
</table>

The SRC meets on a regular basis and all students and staff have an open invitation to attend these meetings.

You can join our meetings in person or through videoconference – just let us know via src@cqu.edu.au and we can book a meeting room on your behalf.

If you’d like to nominate to serve on the Student Representative Council, look for vacancies and instructions here: https://sportal.cqu.edu.au/student-services/student-council-src/elections
## STARTING A CLUB OR SOCIETY

### AFFILIATION

**WHY AFFILIATE?**

Affiliating your club or society with CQU comes with a range of benefits including:

<table>
<thead>
<tr>
<th>Benefit</th>
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<tbody>
<tr>
<td>✔ Access to funding for activities and/or events (subject to application) (up to $2000)</td>
</tr>
<tr>
<td>✔ Listing on Clubs and Societies Directory</td>
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<tr>
<td>✔ Marketing opportunity at orientation days</td>
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<tr>
<td>✔ Access to printing and photocopying services</td>
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<tr>
<td>✔ Advice on event planning and functions</td>
</tr>
<tr>
<td>✔ Assistance with promotional material and information distribution</td>
</tr>
<tr>
<td>✔ Use of BBQ equipment</td>
</tr>
<tr>
<td>✔ Free safe food handling training</td>
</tr>
<tr>
<td>✔ Graphic design assistance</td>
</tr>
<tr>
<td>✔ Access to the University’s resources including meeting rooms, sporting fields and other items (based on agreed schedules and usage protocols)</td>
</tr>
<tr>
<td>✔ Advertising on Student Representative Council club notice boards</td>
</tr>
</tbody>
</table>
HOW DO I AFFILIATE A NEW CLUB OR SOCIETY?

CQUUniversity encourages students and alumni to set up clubs and societies. Our templates and e-forms will help you get up and running – just click on the hyperlinks.

Step 1. Expression of Interest

Firstly, please complete an Expression of Interest e-form. The SRC Coordinator will respond within 3 (three) working days. When thinking of a name for your group, please note that ‘CQU’ is no longer permitted in the name, however ‘CQUni’ or ‘CQUniversity’ is.

Step 2. Inaugural Meeting

Organise an inaugural meeting so your club or society can work together to:

- Set clear aims and objectives for your club or society by developing a draft constitution.
- Develop a timetable of events and meetings that you’d like to hold throughout the year.
- Discuss what kind of support you will need to make these events happen, including a preliminary budget if applicable.

Meetings may be held face-to-face, by telephone or by other electronic means. They can be formal or informal, but should always be documented in Minutes.

Step 3. Annual General Meeting (AGM)

Your club or society will need to hold an Annual General Meeting to consider the following:

- Adopt the club or society’s constitution, as drafted at the inaugural meeting.
- Elect club roles, such as President etc.
- Create an central email address (such as gmail, with logins provided to the managers)
- Create a membership list
  - Clubs and societies must have a minimum number of 6 members with at least 50% of members being enrolled or alumni students of CQUUniversity.
- Collect membership fees (only if required).
- Discuss opening a community bank account and nominate signatories (only if required)
- Undertake the necessary financial acquittal (only if required).

As before, meetings may be held face-to-face, by telephone or by other electronic means. They can be formal or informal, but should always be documented in Minutes.

Step 4. Submit Documentation

The following completed documents will need to be returned to the SRC src@cqu.edu.au:

- Membership list
- Schedule of planned activities and events
- Annual General Meeting minutes
- Copy of agreed constitution
RE-AFFILIATING AN EXISTING CLUB OR SOCIETY

Clubs and societies must reaffiliate each year to access benefits.

Re-affiliation is as easy as 1-2-3!

Step 1. Clubs and Societies Re-affiliation Form

Complete the quick online Clubs and Societies Re-affiliation e-Form.

Step 2. Annual General Meeting (AGM)

Your club or society will need to hold an Annual General Meeting to consider the following:

- Re-adopt the existing constitution.
- Elect club roles, such as President etc.
- Update the membership list
  - Clubs and societies must have a minimum number of 6 members with at least 50% of members being enrolled or alumni students of CQUniversity.
- Collect membership fees (if required)
- Undertake the necessary financial acquittal (Treasurer’s report).

Meetings may be held face-to-face, by telephone or by other electronic means. They can be formal or informal, but should always be documented in Minutes.

Step 3. Submit Documentation

The following completed documents will need to be returned to the SRC src@cqu.edu.au:

- Updated membership list
- Schedule of planned activities and events.
- Annual General Meeting minutes
- Copy of agreed constitution if different to year before.

CLUB AND SOCIETY AFFILIATION AND RE-AFFILIATION DATES

Club and society affiliations for 2017 open from Monday, 1 February 2017 and close Friday, 28 April 2017. Any applications received after this date will need to be directed to the Coordinator, Student Representative Council for decision src@cqu.edu.au
MANAGING A CLUB OR SOCIETY

GOVERNANCE

To provide you with some professional development and to guide those who may be new to running a club or society, the following section is aimed at giving you a general overview of club and society management as well as meeting organisation. Please note, we don’t want to overwhelm you, so it’s best to use your own judgement on what you think will work best for your club and society. Perhaps use this section as a basic reference point to help you out when needed. Please talk to the SRC if you need help or want to discuss further.

MEMBERSHIP ROLES

A clearly defined structure within a club or society is imperative to good governance and operational effectiveness. Certain roles oversee the management of a club or society and monitor task delegations to fulfil objectives. It is also helpful for succession planning. Please note a person can have more than one role. Examples include:

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Managing the meeting and ensuring the club or society adheres to its aims and responsibilities.</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Managing the meeting and ensuring the club or society fulfils its duties when the President is unavailable.</td>
</tr>
<tr>
<td>Chair</td>
<td>The chairperson (known as the Chair), is elected by club or society members to lead meetings in a way that encourages decisions to meet outcomes. The Chair ensures that discussions are aligned with the agenda and keep the meeting running efficiently and effectively. A factsheet with handy hints on the role of the Chair has been provided for you, please see Appendix 01: Factsheet – The Role of the Chair. Sometimes this is the President.</td>
</tr>
<tr>
<td>Secretary</td>
<td>Administrative support of the club or society, such as organising meetings, preparing agendas, conducting research, maintaining records, producing and receiving correspondence and writing minutes of the meeting. The Secretary is crucial to the smooth running of a meeting and involves activities before, during and after meetings. Please see the factsheet for tips and tricks for the role of Secretary in Appendix 02: Factsheet – The Role of the Secretary.</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Managing the clubs finances, applying for funding grants, recording all cash purchases, collecting receipts and assisting executives with club or society financial affairs.</td>
</tr>
</tbody>
</table>
MEETING TYPES

Club or society meetings may be held face-to-face, by telephone or by other electronic means. They can be formal or informal, but should always be documented. You can hold several meetings a year, but one should be the Annual General Meeting (AGM).

MEETING SCHEDULE

Meetings should be held regularly and determined annually in advance by members.

Consider timelines that apply to the matters before the club or society (such as registration for events). Also consider the Academic Calendar - events such as O-Week and Graduation are great weeks for celebrations. Avoid meetings in exam weeks! Have the dates circulated to members as early as possible or listed in an online/public location.

MEETING AGENDA

An agenda is simply a ‘list of things that need to be discussed’. Agendas should:
- Include the date, starting time and location. An expected finishing time can be helpful too.
- Include details of the club or society’s next meeting.
- Provide adequate time for members to read the papers in advance of the meeting.

Depending on your club or society, the usual timeline for calling for agenda items (items to be discussed at the meeting) will occur about four weeks prior to the meeting date. Example:

<table>
<thead>
<tr>
<th>Call for Agenda Items</th>
<th>Documents Required</th>
<th>Agenda Available</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 March</td>
<td>23 March</td>
<td>27 March</td>
<td>1 April</td>
</tr>
</tbody>
</table>

It is the role of the Secretary to do everything possible to obtain the documents for inclusion in the agenda. Except with the express permission of the Chair, late papers should not be accepted for addition to the agenda after it has been published.

MEETING MINUTES

Minutes of a meeting are an official and accurate record of that meeting’s proceedings. They are not a transcript of the dialogue that occurs. Minutes should encompass the following:
- Information about the topic of discussion, and maybe some background information.
- What were the issues/discussion about – what are the reasons for the decision?
- What was the outcome/decision?

The most important protection for members, beyond skills and diligence, is ensuring accurate recording of the minutes of the meeting. Although we don’t attend meetings with the possibility of legal action at the top of our minds, it may be increasingly pertinent to consider the possibility of either close regulatory scrutiny during normal inspections or even potential legal proceedings at some point in the future.
DOCUMENT TEMPLATES

We have templates to help you manage your club or society! Want to add some other useful documents or suggest changes? Just email us at src@cqu.edu.au

<table>
<thead>
<tr>
<th>Constitution</th>
<th>Membership list</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance list</td>
<td>Agenda</td>
<td>Funding request</td>
</tr>
<tr>
<td>Action sheets</td>
<td>Event and Activity Form</td>
<td>Funding application</td>
</tr>
</tbody>
</table>

FINANCE

BANK ACCOUNT

If your club or society expects to handle any money, you may need to open a community bank account in the club's name. Personal bank accounts should not be used. You may only select Australian banking institutions that are registered with Australian Securities and Investments Commission (ASIC). Make sure there are two signatories.

As clubs and societies are recognised forms or organisation within Australia there are legal obligations that must be met. For more information on what is required by the Australian Taxation Office, visit https://www.ato.gov.au/Non-profit/.

FUNDRAISING

Any fundraising done by students may impact on the University’s reputation and should be conducted with the best interests of the student body, donors and the University in mind. It is the responsibility of students to ensure fundraising is conducted legally and with moral integrity.

Donations are more likely if donors understand the impact their support will make; they believe the fundraising is well managed; and the ‘ask’ is relevant to them and their interests. For example, it is unlikely that a hairdressing business would want to donate towards new engineering equipment – unless there is a personal relationship.

When considering who to ask, also consider why they would want to give. Some possible reasons may be that the prospective donor – hires graduates; wants students to support their business; loved their time at university; or shares an interest in the purpose of the fundraising.

Best practice fundraising involves thanking and reporting back to donors about the impact and success of the initiative – they will be more likely to give again in the future.

Students should seek support from the Development and Alumni Relations Directorate advancement@cqu.edu.au to ensure safe receipt and custodianship of funds, especially if the clubs does not have its own bank account. They have processes in place to help with invoices etc. However, please note that the Directorate cannot undertake fundraising on behalf of student initiatives.
CLUBS AND SOCIETIES FUNDING ALLOCATION COMMITTEE

In March 2016, the Student Representative Council authorised the establishment of a Clubs and Societies Funding Allocation Committee. The function of this Committee is to assess funding applications submitted by affiliated University clubs and societies, as outlined below.

FUNDING APPLICATIONS

As a benefit of affiliating your club or society, you may be eligible for funding. Make sure information provided in your funding application is clear and concise. Please access the student club or society Funding Guidelines and Application Process.

PURCHASING REQUESTS

The Student Representative Council has the capacity to assist clubs and societies with purchasing items for events and activities, just contact src@cqu.edu.au with your request. A minimum of three weeks’ notice should be given to avoid disappointment, though urgent requests are considered. Purchasing requests are subject to approval.

INSURANCE

Insurance cover is not automatically provided under the University’s insurance policies and is not intended, and should not be relied upon, to replace appropriate risk management.

Any club or society activities which may result in personal injury to SRC members, or to the public, should be discussed in advance with the Coordinator, SRC so that proper advice can be taken about risk management and insurance cover.

It is the responsibility of all club’s and society’s to undertake activities in a safe and responsible manner which will need to comply with risk requirements and timelines for review. The club or society have a duty to take reasonably practicable steps to ensure the health and safety of students and others, which means that the club or society needs to identify the hazards and assess the risks associated with the all types of activity that is carried out. All activities and the appropriate risk assessment must be then approved by the SRC and campus Associate Vice-Chancellor.

Ensure you know what insurance your club or society has, what it covers and if this is sufficient for your activities. Inform your members so they can decide if they want to take out additional insurance. You may need to organise specific insurance for your activity.

Like all insureds, the University has a ‘duty of disclosure’, i.e. a duty to provide full information to the insurer of any acts which might not ordinarily be anticipated from the description of the insured’s standard activities e.g. education and research activities. So skydiving and scuba diving are activities that will require notification to Insurance.

Therefore, any Clubs or Societies contemplating holding an event which they believe to be usually hazardous e.g. rock climbing, or not within the sphere of their usual activities, should provide written details to the Coordinator, SRC who will contact CQU Insurance for further guidance on insurance-related enquiries.
It is acknowledged that a club or society will seek to engage external contractors and consultants, for example, caterers, musicians, cleaners, another sporting team, in the ordinary course of business. These ‘external contractors and consultants’ are not covered by any of the University’s insurance and as a result it is a requirement for the ‘contractor/consultant’ to provide evidence of adequate insurance coverage for Public Liability, Professional Indemnity and Work Cover.

PLANNING EVENTS AND ACTIVITIES

We love seeing and supporting club and society events and activities. Sometimes people underestimate the work involved in getting an event or activity off the ground which can lead to frustration and confusion about why different processes need to be followed. As a very basic starting point to event planning, please note the following:

SAFETY

A Risk Assessment will need to be completed for all events and activities (see below section on Risk Assessment for more details). This is needed so you can help identify and minimise risk at your events – you and your attendees safety should be one of your highest priorities.

VENUE

Book your venue early to avoid disappointment. Work your timeline backwards so you have RSVP’s known/tickets sold before any deposits are due. If you’re planning on hosting it on your local University campus, it’s also a good idea to check with CQUniversity Corporate Events through ceg@cqu.edu.au to double check if there are any other events scheduled that may clash with your preferred date. An online event booking request form is available through [https://www.cqu.edu.au/industry-and-partnerships/services/corporate-events/event-bookings](https://www.cqu.edu.au/industry-and-partnerships/services/corporate-events/event-bookings). A CQUniversity Corporate Events representative will be in touch within 24 hours to discuss your requirements further.

RSVP’S

While we may all hope we will have a high attendance at a planned event, we need to have some sense of an educated estimate of the number of people who may attend for catering and facility purpose. Eventbrite ([https://www.eventbrite.com.au/](https://www.eventbrite.com.au/)) is a great online tool that can help you with online registrations, ticketing and promotions. Ticketing can also be easily managed in UCROO groups.

CONTINGENCY PLAN

Don’t let bad weather ruin your event, always have a back-up plan and keep an eye out on the weather leading up to your event.

FOOD SAFETY TRAINING

If you plan to serve food or beverages, a minimum of one attending club member must complete a free online Food Safety Training course. This course is offered though the
Rockhampton Regional Council, however is available for all our students, regardless of location to use.

**RISK ASSESSMENT**

Events must be authorised by all relevant CQUniversity representatives prior to the event being held. Once events have been approved, the relevant CQUniversity Security Office must be given at least 30 days’ notice of all events held at CQUniversity facilities and grounds, and must be consulted during planning for events. Urgent requests will be considered.

The below flowchart illustrates the risk assessment process, while Appendix 05: Event Issues, provides more information on risk assessments. For enquiries regarding risk assessments, please contact OHS-Unit@cqu.edu.au or scan the QR code for Occupational Health and Safety Unit portal site.
PROMOTION

USING THE CQUNIVERSITY LOGO

To use the CQUniversity logo or name in any capacity, you will need approval from the Marketing Directorate. You must not use any other version of the logo or alter it in any way.

BRANDING YOUR CLUB OR SOCIETY

Clubs or societies that have been registered for 12 months or more are encouraged to consider creating a logo. Please refer to Appendix 03 – Branding my Club or Society.

CLUB OR SOCIETY EMAIL ADDRESS

To create a professional impression of your club or society, it’s a good idea to keep in mind what your club or society looks like from the outside. To increase the professionalism of your club or society, you should create a club or society email account which will also improve accessibility and ease of changeover between Executives. Free options available include Yahoo, Gmail and Outlook.

POSTERS

There are a number of public notice boards around CQUniversity campuses and study hubs. When it comes to poster design, you can think of text as having three distinct layers: Headline; Details; and the fine print. Here are some more tips:

- Make sure your poster can be easily read from a distance
- Use high contrast colours for your poster to help grab attention
- To increase visual impact, try using exaggerated spacing between elements
- Be clear and concise – remember to include all of the important information
- Don’t forget contact information! Include names, websites, dates, and times.

ORIENTATION WEEK

O-week is THE event on the student calendar! Hosting a club or society expo stall at orientation (o-week) events is encouraged. To drive promotion and increase membership, please contact the friendly Corporate Events team to book your table: ceg@cqu.edu.au.

Interactive stalls with flyers and merchandise prove popular. Dates can be found on the academic calendar.

ASSOCIATE VICE-CHANCELLOR’S AND CAMPUS LIFE COMMITTEES

These staff members are available on each campus and are ready and waiting to help students enhance their University experience through the support of activities and events. We encourage you to build a strong relationship with your Associate Vice-Chancellor.
SCHOOL SUPPORT

Establishing and maintaining strong relationships with schools faculties for Academic Clubs is very important, and faculties may even provide additional opportunities to promote your club.

LECTURE ANNOUNCEMENT

Speaking briefly before a lecture commences can provide the opportunity to promote your club or society and upcoming events. Discuss this item with your lectures first and if your granted permission, make sure you keep your information clear and concise.

UCROO VS FACEBOOK

UCROO is a great space to collaborate with other students in your club and society, because it is separate from your personal online identity and monitored by CQUniversity for bullying behaviour. Facebook is ubiquitous and helpful for engaging with the wider community and alumni members. It is up to you!

CLUBS AND SOCIETIES DIRECTORY

A full listing of all affiliated clubs and societies is advertised on the MyCQU page.

UNAUTHORISED ACTIVITIES

Please uphold the reputation of your club and your University, and do not:

✔️ graffiti or vandalise CQUniversity property
✔️ use chalk on any surfaces unless pre-approved
✔️ glue posters to anything
✔️ put stickers on any public or university property
✔️ distribute club members’ contact details without permission.

Your club will be held responsible!

END NOTE

We trust that everything you need to know to establish and manage your club and society has been included in this handbook, with all the templates that you’ll need on our SRC portal page.

We welcome your feedback and suggestions and wish you the very best in running your club or society. We look forward to seeing the different events and activities and would love to come along in support, just email us at src@cqu.edu.au.
Factsheet

01 The Role of the Chair.

- Schedule meetings for the Calendar year
- Cancel or adjourn meetings
- Table business items onto the agenda
- Facilitate meeting discussions
- Provide necessary agenda item background details
- Steer members towards a decision
- Ensure decisions are reached
- Approve meeting admission of observers
- Allocate action items appropriately
- Review and approve meeting minutes
- Allocate and ensure responsibility of action items

Tips & Tricks

To being a great Chair!

Well-run meetings are fun memorable, streamlined, and purposeful, while a poorly run meeting can be very frustrating.

As Chair, treat all members as fair and equal and develop respect by being knowledgeable, approachable and encouraging - not by raising your voice or by banging on tables.

Great Chair's communicate in a clear and consistent manner and set reasonable expectations of both members and themselves.

Warmly introduce and welcome new members to help them feel comfortable and to give them the confidence to speak up at meetings.

Ask your quieter members for their opinions on matters. It's important everyone gets to have a say and some members may need a gentle prompting.

Being enthusiastic will help distinguish you as a memorable Chair!
Factsheet

The Role of the Secretary

- Ensures that the club or society runs effectively
- Reports and provides assistance to the Chair
- Ensures technical equipment is operational
- Prepares and distributes agenda documentation
- Maintain membership and attendance lists
- Takes accurate meeting notes
- Drafts meeting minutes for the Chairs review
- Maintain an up-to-date Action Sheet for meetings
- Circulate Chair approved minutes to all members

Tips & Tricks

To being a great Secretary!

The role of the Secretary is very important as you’ll be the critical point of contact between club and society members and the Chair.

A great Secretary is very well organised and has a high attention to detail. Secretary’s can learn some excellent skills like event planning and promotion and will be in a prominent networking position to meet some great new connections.

When taking notes at a meeting, don’t worry about writing notes word-for-word, rather grasp the key message and translate that into concise, professional and accurate minutes.

You’ll need to help the Chair to efficiently run the meeting, offering advice and guidance in line with your club or societies constitution.

If you have a ‘can-do’ enthusiastic and confident attitude you’ll do fantastic as a Secretary!
BRANDING MY CLUB OR SOCIETY

Clubs and societies that have been registered for 12 months or more are encouraged to consider creating a logo.

1. Consider your logo and the CQU brand
design concept, send
to Coordinator.SRC@cqu.edu.au
2. If you have a design concept, send
3. We can also work with you to create a
design concept
4. The proposed logo is then sent to our
Marketing team for approval.

Once finalised, your logo will be registered
with the SRC and approved for promotion.
Logos should be reviewed every 12 months.

STUDENT REPRESENTATIVE COUNCIL
Help with
Understanding Insurance for Clubs & Societies

General Liability

When an activity is social or recreational in nature, CQUniversity's insurer, QBE, are comfortable extending cover to the student services activity provided that CQU sanction the event and perform a risk assessment prior to giving the individuals/group/club etc. permission to proceed.

In order to comply with the insurance requirements above, a high level of governance over student services and activities is imperative. As the administrator for clubs and societies (C&S), the Student Representative Council (SRC) has established an affiliation process for new and existing C&S and does not endorse "spur of the moment" or dangerous activities and does not support clubs or societies in which have not completed the required internal affiliation process. The SRC reviews C&S activities throughout the year periodically to ensure that safety standards are adhered to.

The SRC is comfortable pushing back and withdrawing support when a project, event or activity does not meet the minimum criteria for risk assessments. This means that there are a series of considerations that will be reviewed which may include:

- First aid facilities
- Supervision
- Safety Equipment
- licence/permit

In instances where student services are engaging a third party (e.g. a sporting association / external venue and fields etc.) it is preferable to have an agreement in place between CQU and the third party. As a minimum, steps should be taken to ensure that the third party is carrying adequate levels of their own insurance, should their negligence cause damage or injury to the participants or public.

Group Personal Accident

CQUniversity does have Group Personal Accident (GPA) insurance policy for students which provides cover for students on or off campus for approved University sporting activities. It is important to note however, the University does not however, have a GPA policy covering associate members (aka the general public who participate in these clubs and groups.

If a CQUniversity student were to become injured, suffer loss of income, become partially or totally disabled or even lose their life as a result of their participation in any of these activities - having a GPA in place does allow the University to respond quickly to such events and provide some relief. This policy helps to diffuse tensions that might otherwise escalate into a liability claim against the University.

For further information on insurance and C&S, please refer to the SRC Clubs and Societies Handbook.
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