

TUSA

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RECEIPTS AND INVOICES

UNIVERSITY of  
TASMANIA

Make the most of your time

These student leaders of tomorrow are with you right now. They are the future of the University of Tasmania. They are the future of the Tasmanian community. They are the future of the world.

UNIVERSITY of  
TASMANIA

# Student Leaders Conference

## Day-1 Workbook

### FOR SESSIONS:

- Getting Sh\*t Done
- Bang for your Buck\$
- Rubric (QPay)
- Promoting your C+S (Social Media)
- C+S Execs Training

Student Leaders Conference is a SSAF funded initiative supported by the TUSA

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# TUSA's Purpose, Vision, and Values

Our TUSA Values have become a key driver of change in our culture...

## OUR PURPOSE

To be the independent voice of students at UTAS, effecting change through leadership and community building

## OUR VISION

A future where the collective voice of the student community enhances their university experience and the world around them.

## OUR VALUES

STUDENT-LED	CONNECTED	BOLD	EFFECTIVE	KIND
Student Promise 1: We'll work with you to make a difference.	Student Promise 2: We'll help you get what you need from your university experience.	Student Promise 3: We'll help you explore and enjoy your time at UTAS.	Student Promise 4: We'll help you develop and grow.	Student Promise 5: We'll create a vibrant and contemporary student representative association.
At the core of our organisation is our students' welfare, support and empowerment. We've got your back and exists to honour our promises to your experience at UTAS.	Together we sustain community through connection, with welcoming places - real and virtual, for all people to grow, flourish, influence, explore and evolve our whole selves and each other.	As an organisation we are courageous and vulnerable, embracing our ambition, pursuing innovation and the unknowable pathway to get there. We are edgy, charming, honest and always authentic.	Our actions are purposeful and dynamic. Our momentum is tempered by responsibility and accountability. We show up with integrity and get sh*t done.	Kindness, compassion, and empathy are the common filters to all our words and actions.

# Day 1 Schedule

Time	Session Name & Details	Location	Notes
8.50-9.00	Registration	The Ref	
9.00 – 9.15	Welcome + Order of the day Planning Session	The Ref	
9.15 – 11.00	Get Sh*t Done Planning, executing, minuting meetings and AGMS, affiliation/reaffiliation	The Ref	CORE* S C E
11.00-11.15	Refresh - coffee, tea, snacks provided		
11.15 – 12.45	Bang for Your Buck\$ Grants — applying for and claiming \$\$\$ for your club/society.	The Ref	CORE* S B E
12.45–1.30	Lunch		
1.30 – 2.30	Promoting your Club or Society	TUSA Boardroom	ELECTIVE
3.00 – 4.00	Rubric (by QPay)	The Ref	ELECTIVE
2.30 – 3.30	Leading Teams Training for incoming C+S Presidents & Vice-Presidents	The Ref	CORE* S C B E K
4.10 – 5.00	Keeping Everyone in Line Training for incoming C+S Secretaries	C&S Room	CORE* S C B E K
4.10 – 5.00	Managing Your C+S Ca\$h Training for incoming C+S Treasurers	The Boardroom	CORE* S C B E K
3.30 – 4.30	Social Session Join us, your friends, and peers to debrief, network and have a few drinks.	The Ref	ELECTIVE^ S C B E K

\*CORE: All C+S executive members, SRC, and TELs need to attend these sessions

^ELECTIVE: Choose your own adventure

S: Student-led; C: Connected; B: Bold; E: Effective; K: Kind



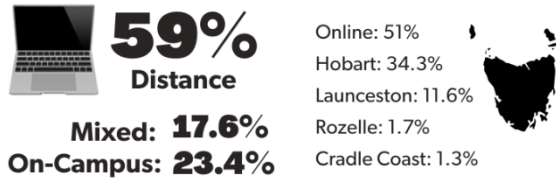
# United Nations Sustainable Development Goals (UNSDGs)



# 2024: What we know about the 30,853 students enrolled at UTAS\*

\*Data sourced on 7 November 2024, extracted from UTAS' EDW Course Enrolment Database

## Study mode and campus location

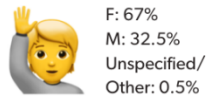


## Let's breakdown our students...

### by age group



### by gender



## Type of attendance\*\*



### by citizenship type



Top 5 highest country of origin:  
 Bangladesh - 15.2%, Nepal - 13.7%,  
 China - 13.5%, India - 13.4%, Vietnam  
 & Sri Lanka - 5.5% each.

### by Aboriginal and Torres Strait Islander Indicator\*



## Enrolment by course\*\*



This includes other courses such as non-awards courses, study abroad one semester, exchange program one semester, open access courses via Open Universities Australia, and Murina (Aboriginal Enabling) Program.



all of which majority are distance students

## Enrolment by college and schools\*\*



### College of Arts, Law & Education (CALE)

- Faculty of Education
- Faculty of Law
- School of Humanities
- School of Social Sciences
- School of Creative Arts and Media
- Unknown CALE School



### College of Business & Economics (COBE)

- University College
- Tasmanian School of Business and Economics (TSBE)
- Australian Institute of Health Service Management (AIHSM)



### College of Sciences & Engineering (COSE)

- School of Natural Sciences
- School of Information and Communication Technology
- Australian Maritime College
- School of Engineering
- Institute for Marine & Antarctic Studies
- School of Geography, Planning, and Spatial Sciences
- School of Architecture and Design
- Tasmanian Institute of Agriculture



### College of Health & Medicine (COHM)

- School of Nursing
- Tasmanian School of Medicine
- Wicking Dementia Research & Education Centre
- School of Psychological Sciences
- School of Pharmacy and Pharmacology
- School of Health Sciences

\*\*Data is based on 14,308 total course enrolment as it only includes commencing students in 2024.

**TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION**

# 2025 Academic Calendar

Access University Calendars at <https://www.utas.edu.au/key-dates>

2025 Academic Scheduling Calendar - Semesters

	JANUARY					FEBRUARY					MARCH					APRIL					
Calendar Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18			
Semester Weeks									1	2	3	4	5	6	7	8a	8b	9			
Monday		6	13	20	27		3	10 H	17	24		3	10 T	17	24	31		7	14	21	28
Tuesday		7	14	21	28		4	11	18	25		4	11	18	25		1	8	15	22	29
Wednesday	1	8 C	15	22	29		5	12	19	26 L		5	12	19	26		2	9	16	23	30
Thursday	2	9	16	23	30		6	13	20	27		6	13	20	27		3	10	17	24	
Friday	3	10	17	24	31		7	14	21	28		7	14	21	28		4	11	18	25	
Saturday	4	11	18	25		1	8	15	22		1	8	15	22	29		5	12	19	26	
Sunday	5	12	19	26		2	9	16	23		2	9	16	23	30		6	13	20	27	
	MAY					JUNE					JULY					AUGUST					
Calendar Weeks	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35			
Semester Weeks	9	10	11	12	13								1	2	3	4	5	6			
Monday		5	12	19	26		2	9	16	23	30		7	14	21	28		4	11	18	25
Tuesday		6	13	20	27		3	10	17	24		1	8	15	22	29		5	12	19	26
Wednesday		7	14	21	28		4	11	18	25		2	9	16	23	30		6	13	20	27
Thursday	1	8	15	22	29		5	12	19	26		3	10	17	24	31		7	14	21	28
Friday	2	9	16	23	30		6	13	20	27		4	11	18	25		1	8	15	22	29
Saturday	3	10	17	24	31		7	14	21	28		5	12	19	26		2	9	16	23	30
Sunday	4	11	18	25		1	8	15	22	29		6	13	20	27		3	10	17	24	31
	SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER					
Calendar Weeks	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53			
Semester Weeks		7	8	9	10	11	12	13													
Monday	1	8	15	22	29		6 S	13	20	27		3 L, C	10	17	24	1	8	15	22	29	
Tuesday	2	9	16	23	30		7	14	21	28		4	11	18	25	2	9	16	23	30	
Wednesday	3	10	17	24		1	8	15	22	29		5	12	19	26	3	10	17	24	31	
Thursday	4	11	18	25		2	9 L	16	23 H	30		6	13	20	27	4	11	18	25		
Friday	5	12	19	26		3 C	10	17	24	31		7	14	21	28	5	12	19	26		
Saturday	6	13	20	27		4	11	18	25		1	8	15	22	29	6	13	20	27		
Sunday	7	14	21	28		5	12	19	26		2	9	16	23	30	7	14	21	28		

Public Holidays	
T	Tasmania Only
H	Hobart Only
L	Launceston Only
C	Cradle Coast Only
S	Sydney Only

LEGEND	
	Semester 1 24 Feb - 1 June
	Semester 1 weeks
	Semester 2 21 July - 26 October
	Semester 2 weeks
	Study Break
	Exams
	Orientation
	Mid Semester Break



# 2025 Academic Scheduling Calendar - Health Study Periods



JANUARY							FEBRUARY							MARCH							APRIL						
Calendar Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18									
HSP Weeks	8b	9	10	11	12					1	2	3	4	5	6	7a	7b	8									
Monday		6	13	20	27	3	10H	17	24		3	10T	17	24	31			28									
Tuesday		7	14	21	28	4	11	18	25		4	11	18	25		1	8	15	22	29							
Wednesday	1	8C	15	22	29	5	12	19	26L		5	12	19	26		2	9	16	23	30							
Thursday	2	9	16	23	30	6	13	20	27		6	13	20	27		3	10	17	24								
Friday	3	10	17	24	31	7	14	21	28		7	14	21	28		4	11	18	25								
Saturday	4	11	18	25		8	15	22		1	8	15	22	29		5	12	19	26								
Sunday	5	12	19	26		9	16	23		2	9	16	23	30		6	13	20	27								
MAY							JUNE							JULY							AUGUST						
Calendar Weeks	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35									
HSP Weeks	8	9	10	11	12						1	2	3	4	5	6		7									
Monday		5	12	19	26	2	9	16	23	30	7	14	21	28		4	11	18	25								
Tuesday		6	13	20	27	3	10	17	24		8	15	22	29		5	12	19	26								
Wednesday		7	14	21	28	4	11	18	25		9	16	23	30		6	13	20	27								
Thursday	1	8	15	22	29	5	12	19	26		10	17	24	31		7	14	21	28								
Friday	2	9	16	23	30	6	13	20	27		11	18	25		1	8	15	22	29								
Saturday	3	10	17	24	31	7	14	21	28		12	19	26		2	9	16	23	30								
Sunday	4	11	18	25		8	15	22	29		13	20	27		3	10	17	24	31								
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
Calendar Weeks	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53									
HSP Weeks	8	9	10	11	12					1	2	3	4	5	6	7	8a	8b									
Monday	1	8	15	22	29	6S	13	20	27	3L,C	10	17	24	1	8	15	22	29									
Tuesday	2	9	16	23	30	7	14	21	28		11	18	25	2	9	16	23	30									
Wednesday	3	10	17	24		8	15	22	29		12	19	26	3	10	17	24	31									
Thursday	4	11	18	25		9L	16	23H	30		13	20	27	4	11	18	25										
Friday	5	12	19	26		10	17	24	31		14	21	28	5	12	19	26										
Saturday	6	13	20	27		11	18	25		1	8	15	22	6	13	20	27										
Sunday	7	14	21	28		12	19	26		2	9	16	23	7	14	21	28										

LEGEND	
HSP3 2024 4 Nov 24 - 2 Feb 25	
HSP 3 2024 weeks	
HSP 1 3 March - 1 June	
HSP 1 weeks	
HSP 2 7 July - 5 Oct	
HSP 2 weeks	
HSP 3 3 Nov - 1 Feb 26	
HSP 3 weeks	
NB: HSP3 continues into 2026 Only 2025 dates are reflected on this calendar	
Mid Semester Break	
HSP3 2024 exams	
HSP1 & HSP2 exams TBC	
Pharmacy Orientation	
Semester 1 24 Feb - 1 June	
Semester 2 21 July - 26 Oct	

Public Holidays	
T	Tasmania Only
H	Hobart Only
L	Launceston Only
C	Cradle Coast Only
S	Sydney Only
Key dates for 2025 Study Periods can be found at:	
Key Dates	
V1	



# 2025 Academic Scheduling Calendar - Accelerated Study Periods

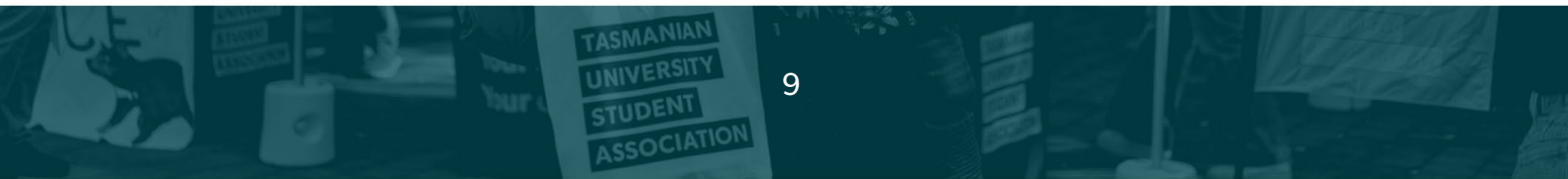


			JANUARY							FEBRUARY							MARCH							APRIL						
Calendar Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18												
ASP Weeks						1	2	3	4	5	6	7	8	9	10	11	12													
Monday		6	13	20	27		3	10 H	17	24																				
Tuesday		7	14	21	28		4	11	18	25					1	8	15	22	29											
Wednesday	1	8 C	15	22	29		5	12	19	26 L																				
Thursday	2	9	16	23	30		6	13	20	27																				
Friday	3	10	17	24	31		7	14	21	28																				
Saturday	4	11	18	25		1	8	15	22																					
Sunday	5	12	19	26		2	9	16	23																					
			MAY							JUNE							JULY							AUGUST						
Calendar Weeks	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35												
ASP Weeks					1	2	3	4	5	6	7	8	9	10	11	12														
Monday		5	12	19	26		2	9	16	23	30																			
Tuesday		6	13	20	27		3	10	17	24					1	8	15	22	29	26										
Wednesday		7	14	21	28		4	11	18	25					2	9	16	23	30	27										
Thursday	1	8 C	15	22	29		5	12	19	26					3	10	17	24	28											
Friday	2	9	16	23	30		6	13	20	27					1	8	15	22	29											
Saturday	3	10	17	24	31		7	14	21	28					2	9	16	23	30											
Sunday	4	11	18	25		1	8	15	22	29					3	10	17	24	31											
			SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
Calendar Weeks	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53												
ASP Weeks			1	2	3	4	5	6	7	8	9	10	11	12																
Monday	1	8	15	22	29		6	13	20	27					1	8	15	22	29											
Tuesday	2	9	16	23	30		7	14	21	28					2	9	16	23	30											
Wednesday	3	10	17	24		1	8	15	22	29					3	10	17	24	31											
Thursday	4	11	18	25		2	9 L	16	23 H	30					4	11	18	25												
Friday	5	12	19	26		3 C	10	17	24	31					5	12	19	26												
Saturday	6	13	20	27		4	11	18	25						6	13	20	27												
Sunday	7	14	21	28		5	12	19	26						7	14	21	28												

LEGEND	
Accelerated Study Period 1 3 Feb - 4 May	
ASP1 weeks	
Accelerated Study Period 2 26 May - 24 August	
ASP2 weeks	
Accelerated Study Period 3 15 Sep - 14 Dec	
ASP3 weeks	
Study Week	
Exams - TBC	
Semester 1 24 Feb - 1 June	
Semester 2 21 July - 26 October	

Public Holidays	
H	Hobart Only
L	Launceston Only
C	Cradle Coast Only

Key dates for 2025 Study Periods can be found at:	
Key Dates	
V1	





# TUSA 2025 Key Dates

## JANUARY

- Lunar New Year, 29<sup>th</sup> January – Statewide
- Nursing Orientation
- 6<sup>th</sup> Jan @ CCC, HBT, LTN & SYD

## FEBRUARY

- Orientation Week - commencing 17<sup>th</sup> Feb
- Unique Tassie Experiences (UTE)
- Various dates, Statewide
- Clubs + Societies Meeting #1
  - 24<sup>th</sup> February (Hobart)
  - 24<sup>th</sup> February (Launceston / Online)
- Paramedicine Orientation, 26<sup>th</sup> Feb (SYD, HBT)
- Clubs + Societies Day
  - 26<sup>th</sup> Feb @ Hobart
  - 28<sup>th</sup> Feb @ Launceston

## MARCH

- Sexual Assault First Aid, 4<sup>th</sup> March (Blended)
- Alcohol & Drug Education, 5<sup>th</sup> March (HBA)
- Clubs + Societies Day, 5<sup>th</sup> March @ Burnie
- Student Life Expo, 6<sup>th</sup> March, Sandy Bay
- ENGL Laneway, 14<sup>th</sup> March Sandy Bay Campus
- Eid Festival, 30<sup>th</sup> March – Statewide
- Unique Tassie Experiences (UTE)  
Various dates - Statewide

## APRIL

- Unique Tassie Experiences (UTE)  
Various dates – Statewide
- Clubs + Societies Meeting #2
  - 14<sup>th</sup> April - Hobart
  - 14<sup>th</sup> April - Online

## MAY

- IDAHOBIT, 17<sup>th</sup> May - State-wide
- Unique Tassie Experiences (UTE)
  - Various dates - Statewide

## JUNE

- Unique Tassie Experiences (UTE)
  - Various dates - Statewide

## JULY

- Orientation Week
- Week commencing 14<sup>th</sup> July
- Mini C&S Day 23<sup>rd</sup> July (Sandy Bay)

- Clubs + Societies Meeting #3
  - 21<sup>st</sup> July - Hobart/Launceston/Online
- SHAG week, 28 July – 1 August
- Sexual Assault First Aid, 29<sup>th</sup> July (Blended)
- Alcohol & Drug Education, 30<sup>th</sup> July (Sandy Bay)
- Unique Tassie Experiences (UTE)
  - Various dates - Statewide

## AUGUST

- Unique Tassie Experiences (UTE)
- Various dates - Statewide
- Malaysian Society Night Market
- Mid-August @ Sandy Bay Campus
- UTAS School Leavers Expo – Statewide
  - Dates TBA

## SEPTEMBER

- Clubs + Societies Meeting #4
  - 29<sup>th</sup> September  
Hobart/Launceston/Online - Week 10
- Unique Tassie Experiences (UTE)
  - Various dates - Statewide
- TUBES Careers Fair, date tbc
- UTAS Open Day – Statewide  
Dates TBC – HBT, LTN, CCC, SYD
- Student Reps Polling + Results
  - TBC - State-wide

## OCTOBER

- Mental Health Week
- Week commencing 10<sup>th</sup> - Statewide
- Stressless week, w/c 17<sup>th</sup> Oct - Statewide
- Unique Tassie Experiences (UTE)
  - Various dates - State-wide

## NOVEMBER

- Unique Tassie Experiences (UTE)
  - Various dates - Statewide
- Student Leaders Conference
  - 19<sup>th</sup> – 20<sup>th</sup> Nov @ Hobart
- Clubs + Societies Awards Night
  - 20<sup>th</sup> Nov @ Hobart

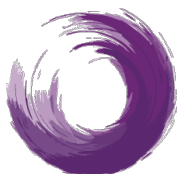




## DECEMBER

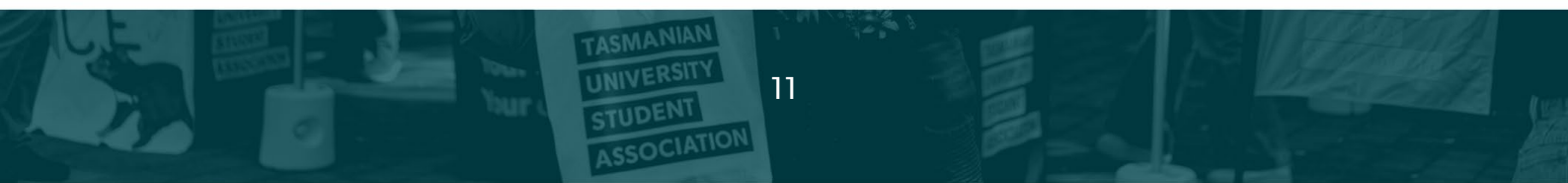
- Unique Tassie Experiences (UTE)
  - Various dates - Statewide



# Key C+S Training Dates 2025

**ALL TRAINING IS MANDATORY FOR ALL CLUBS TO ATTEND.**

<b>4 March</b>	<b>Sexual Assault First Aid</b> <b>Date:</b> Tuesday, 4 <sup>th</sup> March <b>Time:</b> 4.00 pm – 7.00 pm <b>Location:</b> TUU Building, G19, Sandy Bay Campus, (Blended) <b>Delivered by:</b> Sexual Assault Support Service	 <b>Sexual Assault Support Service®</b>
<b>5 March</b>	<b>Drug + Alcohol Awareness*</b> <b>Date:</b> Wednesday, 5 <sup>th</sup> March <b>Time:</b> 4.00 pm – 7.00 pm <b>Location:</b> TUU Building, G19, Sandy Bay Campus (F2F only) <b>Delivered by:</b> Alcohol & Drug Education Specialists	 <b>AD alcohol &amp; drug EDUCATION SPECIALISTS</b>
<b>29 July</b>	<b>Sexual Assault First Aid</b> <b>Date:</b> Tuesday, 29 <sup>th</sup> July <b>Time:</b> 4.00 pm – 7.00 pm <b>Location:</b> TUU Building, G19, Sandy Bay Campus, (Blended) <b>Delivered by:</b> Sexual Assault Support Service	 <b>Sexual Assault Support Service®</b>
<b>30 July</b>	<b>Drug + Alcohol Awareness*</b> <b>Date:</b> Wednesday, 30 <sup>th</sup> March <b>Time:</b> 4.00 pm – 7.00 pm <b>Location:</b> TUU Building, G19, Sandy Bay Campus (F2F only) <b>Delivered by:</b> Alcohol & Drug Education Specialists	 <b>AD alcohol &amp; drug EDUCATION SPECIALISTS</b>
<b>19 - 20 Nov</b>	<b>Student Leaders Conference</b> <b>Date:</b> Wednesday 19 <sup>th</sup> – Thursday 20 <sup>th</sup> November <b>Time:</b> 9.00 – 5.00 pm <b>Location:</b> The Ref, Sandy Bay <b>Delivered by:</b> C&S Executives & TUSA	 <b>TASMANIAN UNIVERSITY STUDENT ASSOCIATION</b>



# 2025 Calendar: Jan – Jun

## JANUARY

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FEBRUARY

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## MARCH

MON	TUE	WED	THU	FRI	SAT	SUN
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## APRIL

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

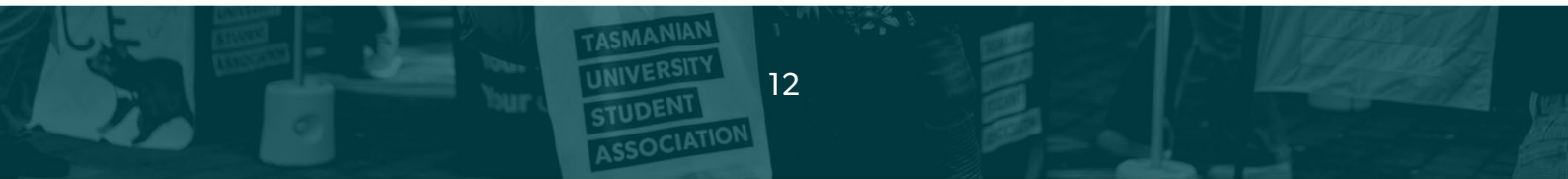
## MAY

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE

MON	TUE	WED	THU	FRI	SAT	SUN
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

NOTES:



# 2025 Calendar: Jul - Dec

## JULY

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## OCTOBER

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

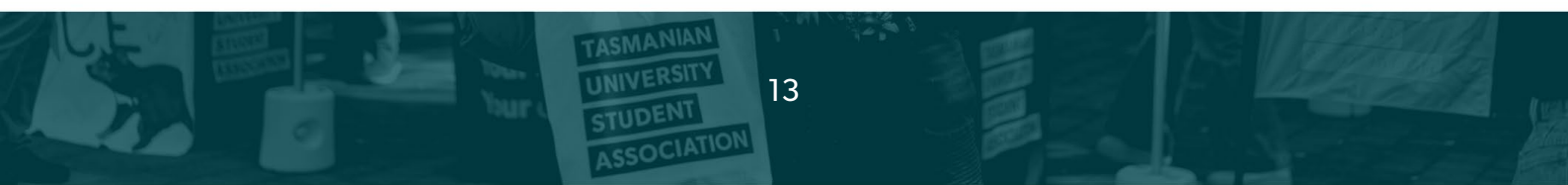
## NOVEMBER

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOTES:



# Getting Sh\*t Done

AGMs, meetings, minutes, and  
affiliation / re-affiliation

## Contents:

- What is Governance?
- Governance of TUSA C+S
- Governance + Operations
- Role of the Committee
- The Constitution
- Risk Management

**CORE**

9AM – 11AM

The Ref, TUSA  
Building

## The Presenter:

Eloise Knuckey, Student Experience & Insight  
Officer

Ingrid Lagerewskij, Clubs & Societies Officer

Student Leaders Conference is a SSAF funded initiative supported by the TUSA



# How to Run an AGM

## PREPARE

- The president should get in touch with the executive to decide on an appropriate time and venue for the AGM (it can be digital, there is also the TUSA Board Room, Clubs and Societies Room, and the Ref on the Sandy Bay Campus which are free to use pending availability, as well as a range of University spaces you can book). When choosing a venue take into consideration the location of the majority of your members. Consider also online accessibility, and if you are locating your AGM online ensure that this is consistent with your Constitution.
- The president should remind the executives that are required to write reports to get those in preferably 14 days before the AGM. It is best practice to circulate papers to Members at least one week in advance of the meeting of an AGM.  
At a minimum the president should write a report summarising the year and the treasurer must write a financial report with incoming and outgoing expenditure as well as a bank account reconciliation.
- The executive should also decide on any changes to the constitution they may want to bring to the AGM.

## INVITE

- Invite all your members who joined or renewed their membership since the previous AGM. For example, if your AGM is to reaffiliate in 2025 invite your members from 2024.
- In the invitation you should state at a minimum:
  - The date of the AGM
  - The time of the AGM
  - The location of the AGM
  - Positions that are up for nomination
- Ideally you should also release any written reports or motions that will be voted upon at the AGM, so members have the opportunity to read them beforehand.

Your invitations should go out to members at a minimum 7 days before the AGM or as per your constitution. You must attempt to contact all members. It is recommended that you send an invitation via email, but you may also choose to use social media, texting, etc. The more methods you use, the better.

## ON THE DAY

- Assign a chairperson for the meeting (if the president is present, it should be them)
  - They should outline how the meeting will progress, e.g., how voting will be done, when and who is allowed to speak/vote, etc.
  - This person needs to make sure that all reports are moved, seconded, and voted upon to be accepted. For example, you might ask "Can I please have someone to move and second that the 2024 financial report be accepted? Thank you, Joe Blogs, for moving and John Doe for seconding. All those in favour, all those against, all those abstaining."
- Assign someone to take minutes (if the secretary is present, it should be them)
  - In your minutes you should include:
    - The full name of the Club, date, start and end time of meeting and venue.
    - A record of individuals in attendance, absentees and any apologies. You **must** include first and last names of attendees.
    - Jobs/ tasks that were allocated to individuals, and a timeframe for these tasks to be completed.
    - Anything that was voted on. The exact words of the motion, who moved and seconded the motion, and whether it is carried (accepted) or not.

## AFTER THE AGM

1. Undertake a handover (takeover) between the old and new executives.
2. Fill in the Clubs & Societies Reaffiliation/Committee Form for 2025 at <https://portal.getqpay.com/form?fid=105> and attach your AGM minutes & membership list.
3. Have an amazing year!

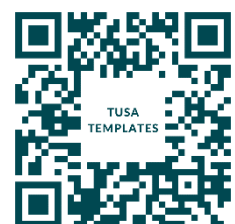
## ASK FOR HELP

Never be afraid to ask for help.

Past or present members of your club's executive are invaluable resources. They will know some of the tricks of the trade specific to your society. The other option is to take advantage of the knowledge of the Clubs and Societies Officer.

Clubs and Societies Team:

[clubs@TUSA.utas.edu.au](mailto:clubs@TUSA.utas.edu.au)



# The Meeting Cycle

## ORGANISE THE MEETING

- [DoodlePoll](#)
- When (date/time)
- Where (online/F2F)
- Zoom Link / [book a meeting room](#)

## The Secretary then...

- Writes the [agenda](#)
- Circulates it via email (or other preferred means)

## Previous Minutes + Matters Arising

- Motion that the previous minutes are accepted as correct
- Moved - Seconded - Endorsed (voted upon)

## Reports

- Verbally given / read out
- Debated (if needed)
- Motion that reports are accepted
- Moved-Seconded-Endorsed (voted upon)

## MEETING IS CLOSED

- [Learn more about running a Club or Society](#)
- [Download templates to help you run your Club or Society](#)



## The Secretary then...

- Invites Members
- Calls for items
- Reports
- Apologies

## AT THE MEETING

- The Chair / [President](#) opens the meeting
- [Acknowledgement of Country](#)
- Welcome attendees
- Read Apologies from those who can't attend

## Correspondance

- Secretary or Chair to inform the attendees of any incoming + outgoing emails / information

## General Business

- Items listed, debated, motions moved for action

## Other Business

- Items not included on the agenda that may be brought up

## After the Meeting

The Secretary

- Writes up the [minutes](#)
- Circulates them via email (or other preferred means) within 4 days of the meeting.

# AGM Agenda Template



Download “[AGM Agenda Template](https://tusa.org.au/cs-resources-and-info-library/)” at [tusa.org.au/cs-resources-and-info-library/](https://tusa.org.au/cs-resources-and-info-library/)

When completing the template, remove the **RED** instructions.

**TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION**

**Club/Society Name**

*(Orange writing is only to guide you in  
adding relevant details/actions (please  
remove this)*

**ANNUAL GENERAL MEETING  
AGENDA**

---

For the Annual General Meeting to be held on **date** at **meeting venue** at **time**

---

## SECTION 1 – INTRODUCTORY ITEMS

### 1. ACKNOWLEDGEMENT OF COUNTRY

We pay our respects to elders’ past and present, to the many Aboriginal people that did not make elder status, and to the Tasmanian Aboriginal community that continue to care for Country. We recognise a history of truth which acknowledges the impacts of invasion and colonisation upon Aboriginal people resulting in the genocide and forcible removal from their lands. Our Islands are deeply unique, with spectacular landscapes with our cities and towns surrounded by bushland, wilderness, mountain ranges and beaches. We stand for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language, and history; and a continued effort to fight for Aboriginal justice and rights paving the way for a strong future

#### 1.2 PRESENT

#### 1.3 APOLOGIES

#### 1.4 ABSENT

#### 1.5 OBSERVERS

## SECTION 2 – MINUTES AND MATTERS ARISING

### 2.1 AMENDMENTS

### 2.2 MINUTES

**MOTION** Moved:    Seconded:    that the following minutes are accepted as a true and accurate record of that meeting.

Annual General Meeting Minutes add date of previous AGM minutes  
(attach a copy of the **previous** AGM minutes to agenda as Appendix A)

**APPENDIX A**

## 2.3 MATTERS ARISING

### SECTION 3 – CORRESPONDENCE

#### 3.1 INWARD CORRESPONDENCE

APPENDIX B

#### 3.2 OUTWARD CORRESPONDENCE

APPENDIX C

(List & attach any received/sent correspondence to agenda relating to AGM (add name of sender, date, brief heading if applicable). Remove APPENDIX if there are no attachments & update lettering (this applies to whole document)

### SECTION 4 – MATTERS FOR NOTING

(It's good practice to submit written reports instead of giving verbal reports as they can be read prior to the meeting - saves time)

#### 4.1 PRESIDENT'S REPORT

APPENDIX D

(attach copy of President's report to the agenda)

#### 4.2 TREASURER'S REPORT

APPENDIX E

(attach copy of Treasurer's report & annual financial statements to the agenda) start date to end date

#### 4.3 SUBCOMMITTEE) AND OTHER REPORTS (IF APPLICABLE) APPENDIX F

(attach a copy of each report to the agenda if relevant add position name - eg. Education Officer)

Receive the Reports

### SECTION 5 – GENERAL BUSINESS

#### 5.1 ELECTION OF COMMITTEE MEMBERS

Nominations are called for the following Executive Committee positions

President Nominated by: Seconded by:

Treasurer Nominated by: Seconded by:

Secretary Nominated by: Seconded by:

Other role Nominated by: Seconded by:

Other role Nominated by: Seconded by:

Other role Nominated by: Seconded by:

**MOTION** Moved: Seconded: that the above nominees are elected as the Executive office bearers

#### 5.2 BANK SIGNATORIES

**MOTION** Moved: Seconded: that elected executives name and name and name are endorsed as the new bank signatories for the club/society name

#### 5.3 CONSTITUTIONAL AMENDMENTS (if applicable)

APPENDIX G

Any proposed changes to the constitution must be provided to the secretary a couple of weeks before the meeting agenda is to be circulated so that written notice of the proposed changes can



be provided to members. Attach constitution as Appendix showing the tracked proposed changes.

**MOTION**    **Moved:**    **Seconded:**    that the club/society adopts the proposed changes to its constitution as per Appendix G

#### 5.4 MEMBERSHIP FEES

The annual payable membership fee by members of the club/society is the following amount:

(a) \$\_\_ for UTAS Student members

(b) \$\_\_ for \_\_ Associate members

**MOTION**    **Moved:**    **Seconded:**    that the membership fees for year be set as above.

#### 5.5 COMMITTEE HANDOVER

*Outgoing committee to handover all important documents (digital and hard copy), club property and contact lists, TUSA website - Club/Societies portal, details to incoming committee. Outgoing committee to grant admin access to the club/society's social media pages, cloud data storage, updating ABN, financial management information, asset register and any relevant tools used by the club/society and arrange a time and date to changeover bank account access. As well as general discussion on club/society traditions, provide advice on what went well during the year and what could be improved.*

### SECTION 6 – OTHER BUSINESS

**Meeting closed:**

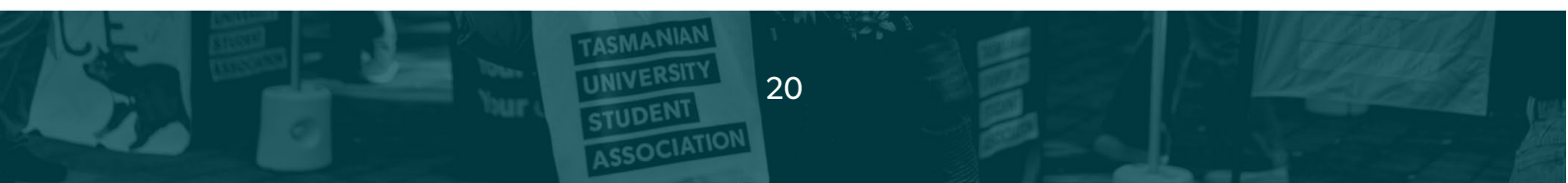
**Date of next meeting:**

***NOTE:*** The AGM is a formal meeting that usually runs for up to 1 hour, subject to the use of a set agenda, good preparation by members and deferring operational and general business discussions to a separate meeting. Meetings require a commitment of time by attendees, so every effort should be made to make the best use of that valuable time.

Use this AGM Agenda Template in conjunction with the AGM Minute Keeping Template.

This document is a general guide and should be used in conjunction with your constitution's rules, bylaws, and reasonable judgement.

Refer to your constitution to ensure you are aware of your meeting quorum.



# Complete the Agenda – Fill Me In!

**TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION**

ANNUAL GENERAL MEETING  
AGENDA

For the Annual General Meeting to be held on      at      at

---

## SECTION 1 – INTRODUCTORY ITEMS

### 1.1 ACKNOWLEDGEMENT OF COUNTRY

We pay our respects to elders' past and present, to the many Aboriginal people that did not make elder status, and to the Tasmanian Aboriginal community that continue to care for Country. We recognise a history of truth which acknowledges the impacts of invasion and colonisation upon Aboriginal people resulting in the genocide and forcible removal from their lands. Our Islands are deeply unique, with spectacular landscapes with our cities and towns surrounded by bushland, wilderness, mountain ranges and beaches. We stand for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language, and history; and a continued effort to fight for Aboriginal justice and rights paving the way for a strong future

### 1.2 PRESENT

### 1.3 APOLOGIES

### 1.4 ABSENT

### 1.5 OBSERVERS

## SECTION 2 – MINUTES AND MATTERS ARISING

### 2.1 AMENDMENTS

### 2.2 MINUTES

**MOTION**   **Moved:**                      **Seconded:**                      that the following minutes are accepted as  
a true and accurate record of that meeting.

Annual General Meeting Minutes

APPENDIX A

## 2.3   MATTERS ARISING

### SECTION 3 – CORRESPONDENCE

#### 3.1   INWARD CORRESPONDENCE

APPENDIX B

#### 3.2   OUTWARD CORRESPONDENCE

APPENDIX C

### SECTION 4 – MATTERS FOR NOTING

#### 4.1   PRESIDENT'S REPORT

APPENDIX D

#### 4.2   TREASURER'S REPORT

APPENDIX E

#### 4.3   SUBCOMITTEE) AND OTHER REPORTS (IF APPLICABLE)

APPENDIX F

Receive the Reports

### SECTION 5 – GENERAL BUSINESS

#### 5.1   ELECTION OF COMMITTEE MEMBERS

Nominations are called for the following Executive Committee positions

President	Nominated by:	Seconded by:
Treasurer	Nominated by:	Seconded by:
Secretary	Nominated by:	Seconded by:
Other role	Nominated by:	Seconded by:
Other role	Nominated by:	Seconded by:
Other role	Nominated by:	Seconded by:

**MOTION**   **Moved:**                      **Seconded:**                      that the above nominees are elected as  
the Executive office bearers

#### 5.2   BANK SIGNATORIES

**MOTION**   **Moved:**                      **Seconded:**                      that elected executives                      and  
and                      are endorsed as the new bank signatories for the

### 5.3 CONSTITUTIONAL AMENDMENTS

### APPENDIX G

**MOTION**    **Moved:**                      **Seconded:**                      that the adopts the proposed changes to  
its constitution as per Appendix G

### 5.4 MEMBERSHIP FEES

The annual payable membership fee by members of the is the following amount:

- (a) for UTAS Student members
- (b) for Associate members

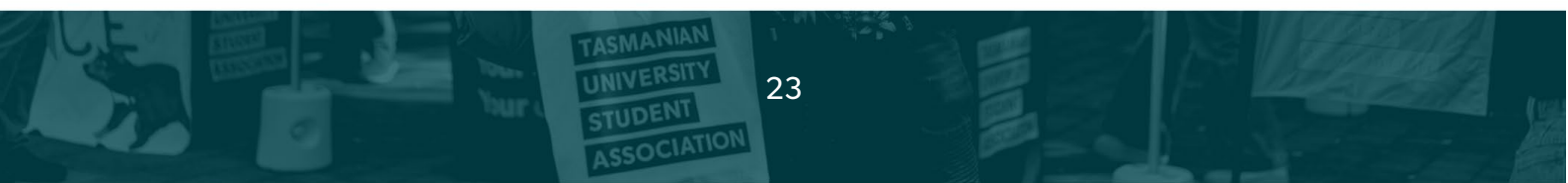
**MOTION**    **Moved:**                      **Seconded:**                      that the membership fees for be set as  
above.

### 5.5 COMMITTEE HANDOVER

## SECTION 6 – OTHER BUSINESS

Meeting closed:

Date of next meeting:



# AGM Minute Keeping Template

Download “[AGM Minute Keeping Template](https://tusa.org.au/cs-resources-and-info-library/)” at [tusa.org.au/cs-resources-and-info-library/](https://tusa.org.au/cs-resources-and-info-library/)

**TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION**

**Club/Society Name**

*(Orange writing is only to guide you in adding relevant details/actions (please remove this))*

**ANNUAL GENERAL MEETING  
MINUTES**

For the Annual General Meeting held on **date** at **meeting venue**, at **time**

## SECTION 1 – INTRODUCTORY ITEMS

### 1.1 ACKNOWLEDGMENT OF COUNTRY

### 1.2 PRESENT

*(Record first & surnames of club/society members who are present at meeting)*

### 1.3 APOLOGIES

*(Record first & surnames of any apologies received from members)*

### 1.4 ABSENT

*(Record those members who have not attended and who have not sent apologies via correspondence)*

### 1.5 OBSERVERS

*(Record attendees observing meeting who are not members of your club/society)*

## SECTION 2 – MINUTES AND MATTERS ARISING

### 2.1 AMENDMENTS

*(Note any amendments made to the previous year's AGM minutes here, if applicable)*

### 2.2 MINUTES

**MOTION**   **Moved:**   **Mover's name**   **Seconded:**   **Seconder's name**   that the following minutes are accepted as a true and accurate record of that meeting.

Annual General Meeting Minutes add date of **previous** AGM minutes

## APPENDIX A

*(Confirm that the minutes of the **previous** AGM are a true and accurate record of the proceedings of that meeting)*

*Record Motion outcome here – if majority is **FOR** (in favour of motion) then motion is*

**CARRIED**

*If majority is **AGAINST**, (not in favour of motion) then motion is*

**DENIED**

*Note name of any member/s who wish to state they are **AGAINST** the motion or who*



**ABSTAIN** from voting/

### 2.3 MATTERS ARISING

*Record follow-up on action items from the previous AGM if applicable. If nothing to add here, write: No Matters arising*

## SECTION 3 – CORRESPONDENCE

### 3.1 INWARD CORRESPONDENCE

APPENDIX B

*Discuss any correspondence received if relevant*

### 3.2 OUTWARD CORRESPONDENCE

APPENDIX C

*Discuss any correspondence sent if relevant.*

*If any correspondence was received or sent, write what is relevant, such as:*

*The Inward and Outward Correspondence was received, or Nil.*

## SECTION 4 – MATTERS FOR NOTING

*It's good practice to submit written reports instead of giving verbal reports. Reports can then be read prior to the meeting (saves time)*

### 4.1 PRESIDENT'S REPORT

APPENDIX D

*Capture the main points of discussion/verbal report*

### 4.2 TREASURER'S REPORT

APPENDIX E

*Capture the main points of discussion/verbal report*

### 4.3 SUBCOMMITTEE AND OTHER REPORTS

APPENDIX F

*Capture the main points of discussion/verbal reports (if applicable, & if not remove 4.3 or write: Nil*

*After all Reports have been read/discussed, check that all attendees are happy to accept reports, & if so write:*

*The Reports were received*

## SECTION 5 – GENERAL BUSINESS

### 5.1 ELECTION OF COMMITTEE MEMBERS

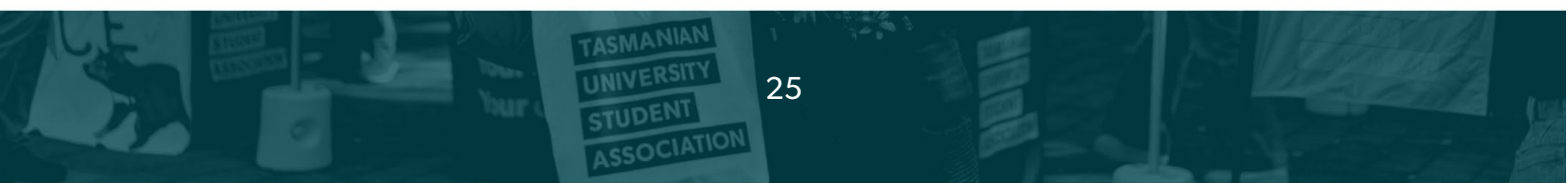
Nominations are called for the following Executive Committee positions

President add nominee Nominated by: add name Seconded by: add name

Treasurer add nominee Nominated by: add name Seconded by: add name

Secretary add nominee Nominated by: add name Seconded by: add name

Other Role add nominee Nominated by: add name Seconded by: add name





**ABSTAIN** from voting.

#### 5.4 MEMBERSHIP FEES

The annual subscription payable by members of the **club/society** is the following amount:

(a) \$ \_ for UTAS Student members

(b) \$ \_ for \_ Associate members

**MOTION**    **Moved:** Mover's name    **Seconded:** Seconder's name that the prices for year membership fees be set as above

Record Motion outcome here – if majority is **FOR** (in favour of motion) then motion is

**CARRIED**

If majority is **AGAINST**, (not in favour of motion) then motion is

**DENIED**

Note name of any member/s who wish to state they are **AGAINST** the motion or who **ABSTAIN** from voting

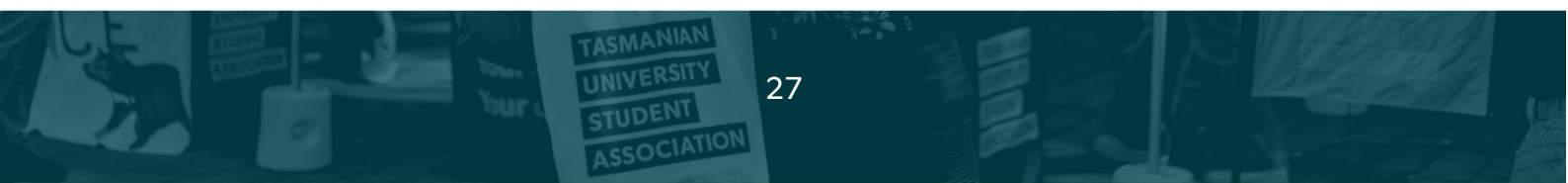
#### 5.5 COMMITTEE HANDOVER

Capture any actions arising from discussion

### SECTION 6 – OTHER BUSINESS

**Meeting closed:** (time the meeting finished)

**Date of next meeting:** (If your club/society has a specific date planned to hold the following year's AGM, place here or add TBC)



# Blank Meeting Minutes – Fill Me In!

**TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION**

**ANNUAL GENERAL MEETING  
MINUTES**

---

## SECTION 1 – INTRODUCTORY ITEMS

We pay our respects to elders' past and present, to the many Aboriginal people that did not make elder status, and to the Tasmanian Aboriginal community that continue to care for Country. We recognise a history of truth which acknowledges the impacts of invasion and colonisation upon Aboriginal people resulting in the genocide and forcible removal from their lands. Our Islands are deeply unique, with spectacular landscapes with our cities and towns surrounded by bushland, wilderness, mountain ranges and beaches. We stand for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language, and history; and a continued effort to fight for Aboriginal justice and rights paving the way for a strong future.

**1.2 PRESENT**

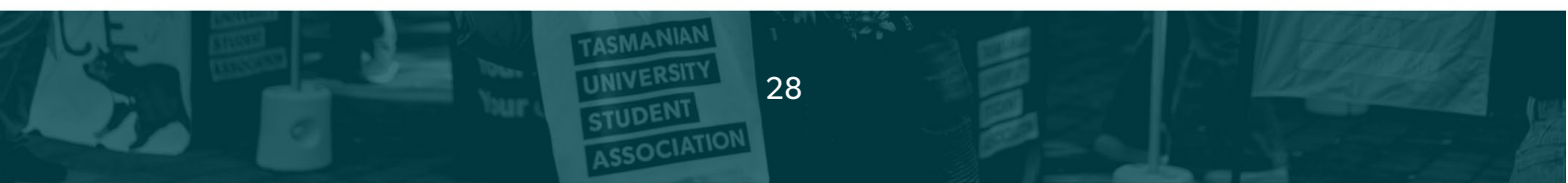
**1.3 APOLOGIES**

**1.4 ABSENT**

**1.5 OBSERVERS**

## SECTION 2 – MINUTES AND MATTERS ARISING

**2.1 AMENDMENTS**



## 2.2 MINUTES

APPENDIX A

Date of relevant minutes:

MOTION      Moved:      Seconded:

CARRIED

## 2.3 MATTERS ARISING

### SECTION 3 – CORRESPONDENCE

#### 3.1 INWARD CORRESPONDENCE

APPENDIX B

#### 3.2 OUTWARD CORRESPONDENCE

APPENDIX C

### SECTION 4 – MATTERS FOR NOTING

#### 4.1 PRESIDENT’S REPORT

APPENDIX D

#### 4.2 TREASURER’S REPORT

APPENDIX E

.

#### 4.3 SUBCOMITTEE AND OTHER REPORTS

APPENDIX F

### SECTION 5 – GENERAL BUSINESS

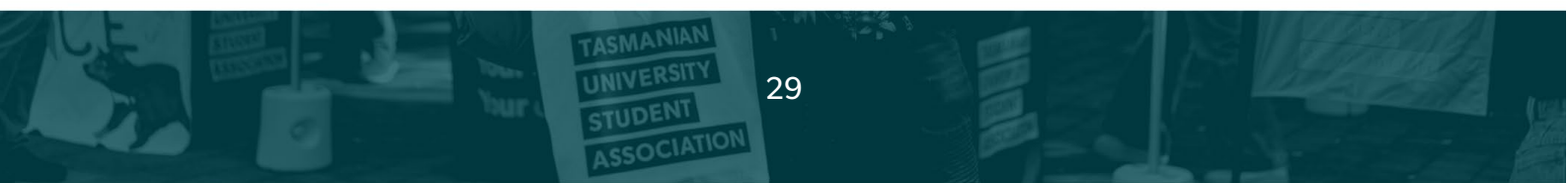
#### 5.1 ELECTION OF COMMITTEE MEMBERS

Nominations are called for the following Executive Council positions for 2025

**President:**

**Nominated by:**

**Seconded by:**



## Treasurer

**Nominated by:**

Seconded by:

## Secretary

**Nominated by:**

Seconded by:

## Vice President

**Nominated by:**

Seconded by:

## General Representative

**Nominated by:**

Seconded by:

## General Representative

**Nominated by:**

Seconded by:

## General Representative

**Nominated by:**

Seconded by:

**MOTION**

**Moved:**

**Seconded:**

**CARRIED**

## 5.2 BANK SIGNATORIES

Signatory 1:

Signatory 2:

Signatory 3:

**MOTION**

**Moved:**

**Seconded:**

CARRIED

### 5.3 CONSTITUTIONAL AMENDMENTS (IF APPLICABLE)

## APPENDIX E

**MOTION**

**Moved:**

**Seconded:**

**CARRIED**



#### 5.4 MEMBERSHIP FEES

The annual subscription payable by members of the \_\_\_\_\_ is the following amount:

(a) \$ \_\_\_\_\_ for UTAS Student members

(b) \$ \_\_\_\_\_ for \_\_\_\_\_ Associate members

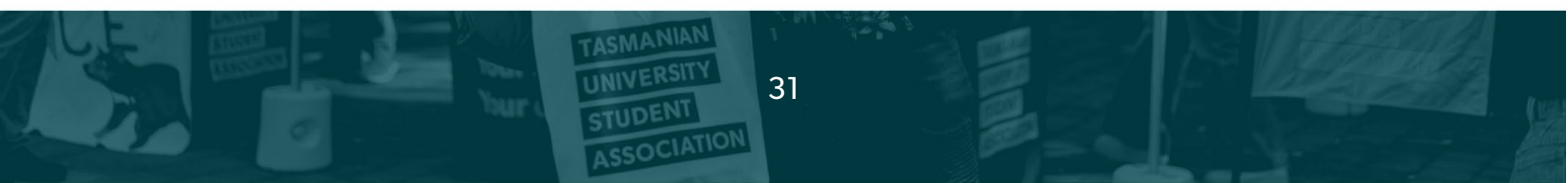
MOTION      Moved: \_\_\_\_\_      Seconded: \_\_\_\_\_      CARRIED

#### 6.5 COMMITTEE HANDOVER

### SECTION 6 – OTHER BUSINESS

Meeting closed:

Date of next meeting:



# General Meeting Agenda Template

Download "[General Meeting Agenda Template](https://tusa.org.au/cs-resources-and-info-library/)" at [tusa.org.au/cs-resources-and-info-library/](https://tusa.org.au/cs-resources-and-info-library/)

**TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION**

**Club/Society Name**

*(Orange writing is only to guide you in  
adding relevant details/actions (please  
remove this)*

**GENERAL MEETING AGENDA**

---

For the General Meeting to be held on **date** at **meeting venue** at **time**

---

## SECTION 1 – INTRODUCTORY ITEMS

### 1.1 ACKNOWLEDGMENT OF COUNTRY

We pay our respects to elders' past and present, to the many Aboriginal people that did not make elder status, and to the Tasmanian Aboriginal community that continue to care for Country. We recognise a history of truth which acknowledges the impacts of invasion and colonisation upon Aboriginal people resulting in the genocide and forcible removal from their lands. Our Islands are deeply unique, with spectacular landscapes with our cities and towns surrounded by bushland, wilderness, mountain ranges and beaches. We stand for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language, and history; and a continued effort to fight for Aboriginal justice and rights paving the way for a strong future.

### 1.2 PRESENT

### 1.3 APOLOGIES

### 1.4 ABSENT

### 1.5 OBSERVERS

## SECTION 2 – MINUTES AND MATTERS ARISING

### 2.1 AMENDMENTS

### 2.2 MINUTES

**MOTION** Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ that the following  
minutes are accepted as a true and accurate record of that meeting

General Meeting Minutes add date of **previous** General Meeting minutes

**APPENDIX A**

### 2.3 MATTERS ARISING

## SECTION 3 – CORRESPONDENCE

### 3.1 INWARD CORRESPONDENCE

APPENDIX B

### 3.2 OUTWARD CORRESPONDENCE

APPENDIX C

(List & attach any received/sent correspondence to agenda relating to GM (add name of sender, date, brief heading if applicable). *Remove APPENDIX if there are no attachments & update lettering (this applies to whole document)*

## SECTION 4 – MATTERS FOR DISCUSSION

(This is where events, initiatives, capital purchases, fundraising, grant applications and any other relevant matters can be brought to the attention of the committee and discussed).

### 4.1 MATTER 1

APPENDIX D

List main points of discussion

### 4.2 MATTER 2

APPENDIX E

List main points of discussion

### 4.3 MATTER 3

APPENDIX F

List main points of discussion

*(Attach any relevant documents as appendices, otherwise remove APPENDIX if there are no attachments & update lettering (this applies to whole document))*

## SECTION 5 – MATTERS FOR NOTING

(It's good practice to submit written reports instead of giving verbal reports as they can be read prior to the meeting - saves time)

### 5.1 PRESIDENT'S REPORT

APPENDIX G

(Attach report (note if to be given verbal))

### 5.2 TREASURER'S REPORT

APPENDIX H

(Attach report (note if to be given verbal))

### 5.3 SUBCOMMITTEE AND OTHER REPORTS (IF APPLICABLE) APPENDIX I

(Attach report(s) as appendices if received or note if to be given verbally, otherwise remove APPENDIX if there are no attachments & update lettering (this applies to whole document))

## SECTION 6 – OTHER BUSINESS

(This is the space for items that are not on the agenda. (These will need to be recorded for the minutes. It is good practice to get a list of all those wishing to speak and the topics they want to cover at the start of this section))

Meeting closed: (time the meeting finished)

Date of next meeting: (date and time of next meeting)

# General Meeting Agenda (Blank)

Download "[General Meeting Agenda Template](https://tusa.org.au/cs-resources-and-info-library/) at [tusa.org.au/cs-resources-and-info-library/](https://tusa.org.au/cs-resources-and-info-library/)

ACTIVITY: Complete the Minutes + Action Items List for the meeting we're holding during the session

**TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION**

## GENERAL MEETING AGENDA

For the General Meeting to be held on \_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_

---

### SECTION 1 – INTRODUCTORY ITEMS

- 1.1 ACKNOWLEDGMENT OF COUNTRY
- 1.2 PRESENT
- 1.3 APOLOGIES
- 1.4 ABSENT
- 1.5 OBSERVERS

### SECTION 2 – MINUTES AND MATTERS ARISING

- 2.1 AMENDMENTS
- 2.2 MINUTES \_\_\_\_\_

**MOTION** Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ that the following minutes are accepted as a true and accurate record of that meeting

General Meeting Minutes

### APPENDIX A

- 2.3 MATTERS ARISING

### SECTION 3 – CORRESPONDENCE

- 3.1 INWARD CORRESPONDENCE APPENDIX B
- 3.2 OUTWARD CORRESPONDENCE APPENDIX C

#### SECTION 4 – MATTERS FOR DISCUSSION

- 4.1 MATTER 1 APPENDIX D
- 4.2 MATTER 2 APPENDIX E
- 4.3 MATTER 3 APPENDIX F

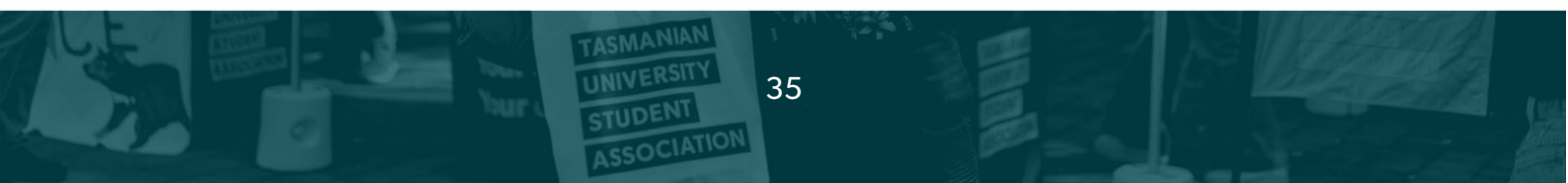
#### SECTION 5 – MATTERS FOR NOTING

- 5.1 PRESIDENT'S REPORT APPENDIX G
- 5.2 TREASURER'S REPORT APPENDIX H
- 5.3 SUBCOMITTEE AND OTHER REPORTS (IF APPLICABLE) APPENDIX I

#### SECTION 6 – OTHER BUSINESS

Meeting closed:

Date of next meeting:



# Action Item List Template (Example)

Download "[Action List Template](https://tusa.org.au/cs-resources-and-info-library/)" at [tusa.org.au/cs-resources-and-info-library/](https://tusa.org.au/cs-resources-and-info-library/)

**TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION**

**Club/Society Name**  
**MATTERS REQUIRING ACTION**  
**As at DATE**

	<i>Date of Meeting</i>	<i>Action Item</i>	<i>Responsible Party</i>	<i>Action</i>	<i>Progress to Date or Further Action Required</i>	<i>Status</i>
1.	1.6.20	Clubs and Societies Day 2021	J. Bloggs / S. Stan	Explore discount vouchers from local businesses	Approached 2 businesses – received vouchers. Letters to be sent to other businesses	Ongoing
2.	1.6.20	Constitutional Changes	J. Bloggs / M. Brown	Committee to review membership pricing and quorum	Constitution circulated to committee.  Committee discussed pricing for UTAS student members and associate members  Changes drafted – to be considered at AGM in October	Open
3.	21.3.20	Bank Signatories	J. Bloggs/ D. Hill	Committee to change over bank signatories	Bank form completed. New signatories collected letter, finalised changeover at bank	Completed
4.	21.3.20	Proposed Sports Day	D. Hill / S. Gall	Contact other clubs and societies re interest in holding a bubble soccer day	Unigym contacted re oval hire and costs.  S. Gall to work out budget.  Emailed several clubs and societies – some interest.  Set up working party to organise	Open
5.	21.3.20	Affiliation Paperwork	S. Gall / P. Rule	Copy of AGM minutes to be sent to Ingrid	Minutes prepared – President has signed & dated. Emailed to Ingrid	Completed
6.						
7.						

**TUSA**

Page 1 of 1

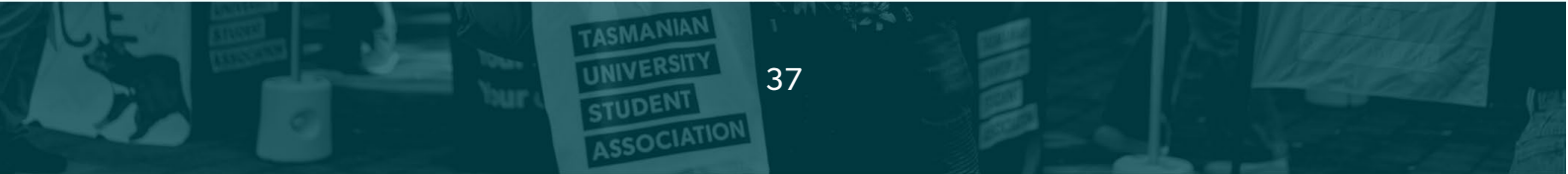


# Action Item List Template (Blank)

TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION

Club/Society Name  
MATTERS REQUIRING ACTION  
As at DATE

	Date of Meeting	Action Item	Responsible Party	Action	Progress to Date (or) Further Action Required	Status
1						
2						
3						
4						
5						
6						
7						



# Acknowledgement of Country

## Welcome to Country

Welcome to Country ceremonies are an important ceremony to be conducted by a Tasmanian Aboriginal Elder or Cultural Educator to welcome people onto *lutruwita* Aboriginal land.

A Welcome to Country always occurs at the opening of an event and is the first item on the Program. The Welcome may be done through a speech, song, dance or smoking ceremony.

A Welcome to Country ceremony acknowledges the traditional owners and shows respect for the Tasmanian Aboriginal community. More information can be found here: [Riawunna Culture and Connections](#).

## Acknowledgement to Country — Orientation Program

Acknowledgement to Country can be given by an Aboriginal person or a non-Aboriginal person. Below are suggested wordings for an Acknowledgement to Country.

### SANDY BAY CAMPUS

Today we are meeting on *lutruwita* (Tasmania) Aboriginal land, sea and waterways. I acknowledge, with deep respect the traditional owners of this land, the muwinina people, which we meet today.

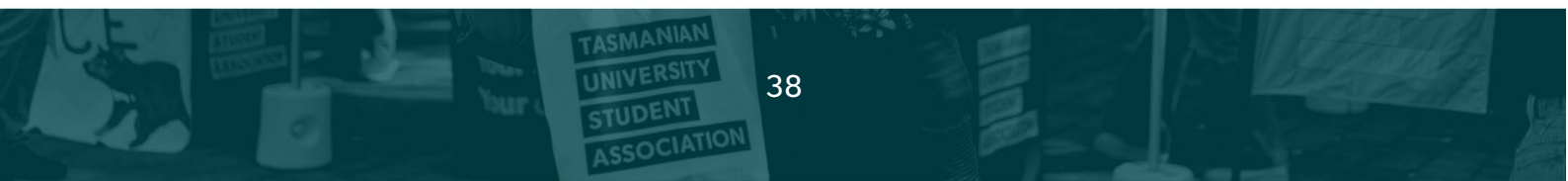
The muwinina people belong to the oldest continuing culture in the world. They cared and protected Country for thousands of years. They knew this land, they lived on the land, and they died on these lands. I honour them.

For the muwinina people, the area around nipaluna (Hobart) was their Country and they called Mount Wellington kunanyi.

I acknowledge that it is a privilege to stand on Country and walk in the footsteps of those before us. Beneath the mountain, among the gums and waterways that continue to run through the veins of the Tasmanian Aboriginal community.

I pay my respects to elders past and present and to the many Aboriginal people that did not make elder status and to the Tasmanian Aboriginal community that continue to care for Country.

I recognise a history of truth which acknowledges the impacts of invasion and colonisation upon Aboriginal people resulting in the forcible removal from their lands.



Our Island is deeply unique, with spectacular landscapes with our cities and towns surrounded by bushland, wilderness, mountain ranges and beaches.

I stand for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language and history. And a continued effort to fight for Aboriginal justice and rights paving the way for a strong future.

### NEWNHAM CAMPUS

Today we are meeting on *lutruwita* (Tasmania) Aboriginal land, sea and waterways. I acknowledge, with deep respect the traditional owners of this land, the palawa people, which we meet today.

The palawa people belong to the oldest continuing culture in the world. They cared and protected Country for thousands of years. They knew this land, they lived on the land, and they died on these lands. I honour them.

For many years the palawa people referred to this land as palanwina lurini kanamaluka meaning 'the town near river Tamar'.

I acknowledge that it is a privilege to stand on Country and walk in the footsteps of those before us. Along the river banks, among the gums and seas that continue to run through the veins of the Tasmanian Aboriginal community.

I pay my respects to elders past and present and to the many Aboriginal people that did not make elder status and to the Tasmanian Aboriginal community that continue to care for Country.

I recognise a history of truth which acknowledges the impacts of invasion and colonisation upon Aboriginal people resulting in the forcible removal from their lands.

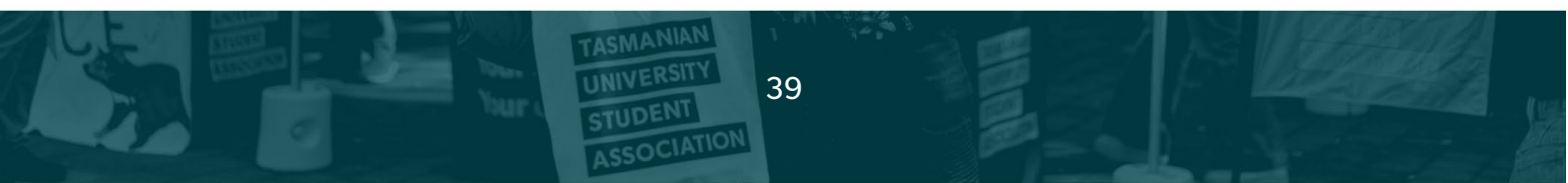
Our Island is deeply unique, with spectacular landscapes with our cities and towns surrounded by bushland, wilderness, mountain ranges and beaches.

I stand for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language and history. And a continued effort to fight for Aboriginal justice and rights paving the way for a strong future.

### CRADLE COAST CAMPUS

Today we are meeting on *lutruwita* (Tasmania) Aboriginal land, sea and waterways. I acknowledge, with deep respect the traditional owners of this land, the palawa people, which we meet today.

The palawa people belong to the oldest continuing culture in the world. They cared and protected Country for thousands of years. They knew this land, they lived on the land, and they died on these lands. I honour them.



Originally named *pataway* in palawa kani, ancestors from this salt-water Country produced the kelp water carrier - a gift between groups to replenish the mind and cleanse the system. We stand on those shores today as they once did.

I acknowledge that it is a privilege to stand on Country and walk in the footsteps of those before us. Beside the tides, among the gums and the waterways that continue to run through the veins of the Tasmanian Aboriginal community.

I pay my respects to elders past and present and to the many Aboriginal people that did not make elder status and to the Tasmanian Aboriginal community that continue to care for Country.

I recognise a history of truth which acknowledges the impacts of invasion and colonisation upon Aboriginal people resulting in the forcible removal from their lands.

Our Island is deeply unique, with spectacular landscapes with our cities and towns surrounded by bushland, wilderness, mountain ranges and beaches.

I stand for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language and history. And a continued effort to fight for Aboriginal justice and rights paving the way for a strong future.

## ONLINE ACKNOWLEDGEMENT

Today we are meeting across *lutruwita* (Tasmania) Aboriginal land, sea and waterways online. I acknowledge, with deep respect the traditional owners of this land, the palawa people.

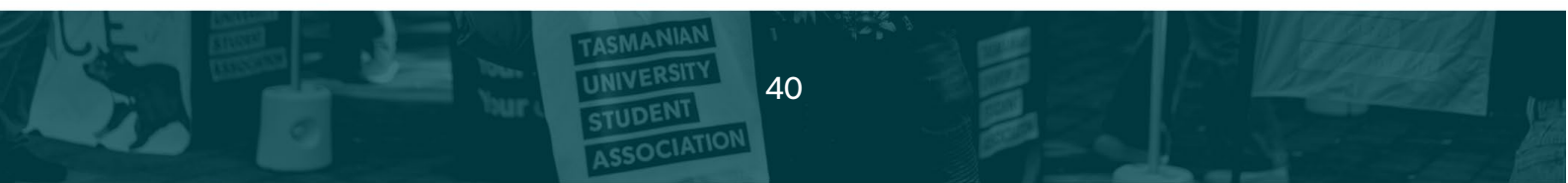
The palawa people belong to the oldest continuing culture in the world. They cared and protected Country for thousands of years. They knew this land, they lived on the land, and they died on these lands. I honour them.

I pay my respects to elders past and present and to the many Aboriginal people that did not make elder status and to the Tasmanian Aboriginal community that continue to care for Country.

I recognise a history of truth which acknowledges the impacts of invasion and colonisation upon Aboriginal people resulting in the forcible removal from their lands.

Our Island is deeply unique, with spectacular landscapes with our cities and towns surrounded by bushland, wilderness, mountain ranges and beaches.

I stand for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language and history. And a continued effort to fight for Aboriginal justice and rights paving the way for a strong future.



## SYDNEY CAMPUSES

Today we meet on the land of the Gadigal/Wangal people of the Eora nation the Traditional Owners of the Sydney area.

There are about 29 clan groups of the Sydney metropolitan area, referred to collectively as the Eora Nation.

I pay my deepest respects to their Elders past, present and emerging and to the Gadigal/Wangal people that died before making elder status, they remain in the thoughts of family and Community.

I acknowledge and pay my respects to the Aboriginal Gadiga/wangal community. I honour them.

The Gadigal/Wangal people cared and protected Country through ceremonies, stories, song, and fire. They knew this land very well, they gave birth, and died on this land. I acknowledge that it is a privilege to stand on their Country.

I recognise their continuing connection to land, waters, and sea. Many places around the harbour were important hunting, fishing, and camping grounds and are culturally significant today.

Connection to Country, Community and Family runs through the veins of the Gadigal/Wangal people.

I recognise a history of truth which acknowledges the impacts of invasion and colonisation upon the Gadigal/Wangal, and they have survived.

I stand for a future that profoundly respects and acknowledges Gadigal/Wangal views, culture, languages, and history. And a continued effort to fight for Aboriginal justice and rights paving the way for a strong future.



Source: [utas.edu.au/riawunna/welcome-ceremony-protocols](https://utas.edu.au/riawunna/welcome-ceremony-protocols)

# C+S Affiliation / Reaffiliation Committee Information Form



Complete the Affiliation / Reaffiliation form on Rubric: [portal.getqpay.com/form?fid=105](https://portal.getqpay.com/form?fid=105)

To be completed BEFORE March 31<sup>st</sup> every year

**TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION**

### Club/Society Affiliation / Re-affiliation Committee Information Form

Please fill out the following form for your AGM (if you are an existing society/previously affiliated with TUSA) or an IGM (if you are a new society) information

**1. Are you a new club or are you reaffiliating your existing club?\***

☐ Affiliating new club  
☐ Reaffiliating existing club

**2. Club/Society Generic Email \***

Enter answer

**PRESIDENT OR SECRETARY MOBILE NUMBER\***

Enter answer

**3. Club/Society Category:\***

☐ Adventure  
☐ Community Service  
☐ Course Related  
☐ International and Culture  
☐ Political and Social Justice  
☐ Recreational  
☐ Residential  
☐ Social Sports and Games  
☐ Special Interests and Hobbies  
☐ Spiritual and Faith Based

**4. Location:\***

☐ Burnie  
☐ Hobart  
☐ Launceston  
☐ Statewide  
☐ Sydney

**5. Committee List (Note: The President, Secretary and Treasurer Roles MUST be filled. Click on the + icon to add another position)**

Position	Full Name	Student ID	Email	Mobile	Bank Signatory (Y/N)	Postal Address	Course	Faculty/School
Enter ans.	Enter an	Enter an	Enter an	Enter an	Enter an	Enter an	Enter an	Enter answer

+ -

Save Draft
Submit Form

**6. AGM or IGM Minutes - please upload a copy of your AGM or IGM minutes\***

For re-affiliating club or society, please attach your Annual General Meeting (AGM) minutes  
For new affiliations, please attach your Inaugural General Meeting (IGM) minutes

Drag & Drop your files or [Browse](#)

**7. DECLARATION**

By submitting this affiliation request, I can confirm that we:

**7. DECLARATION**

By submitting this affiliation request, I can confirm that we:

☐ Understand our obligations and agree to abide by the Tasmanian University Student Association (TUSA) and the Clubs and Societies Policies (located in the Resources & Info Library on the tusa.org.au website)

**8. By submitting this affiliation request, I can confirm that we:\***

☐ We will uphold TUSA values and standards and agree to not bring the University of Tasmania (UTAS) into disrepute in any way

**9. By submitting this affiliation request, I can confirm that we:\***

☐ That breaches to these rules and regulations may result in disciplinary actions

**10. By submitting this affiliation request, I can confirm that we:\***

☐ We understand that TUSA and UTAS expect a level of responsibility and we will work to foster a mutually beneficial relationship.

**11. Membership List - please upload your list\***

Please ensure to have a separate tab indicating number of current UTAS students and non-students. Ensure to add Student IDs.

Drag & Drop your files or [Browse](#)

**12. Your Club/Society Branding & Promotion**

**YOUR CLUB/SOCIETY BLURB**

Please tell us more about your Club/Society including a short blurb, regular meeting dates and times and any other information you would like to share about your Club/Society

Enter answer

**13. CLUB/SOCIETY LOGO (Max. file size: 2 MB.)**

**13. CLUB/SOCIETY LOGO (Max. file size: 2 MB.)**

Please upload a copy of your club/society logo:

Drag & Drop your files or [Browse](#)

Save Draft
Submit Form



**14. CLUB/SOCIETY PHOTOS (Max. file size: 1 GB, Max. files: 4.)** ~~##~~ Please

14. CLUB/SOCIETY PHOTOS (Max. file size: 1 GB, Max. files: 4.)

Please upload 3-4 photos that best represent your society if you have some. These will be used to build out your profile

Photo 1:

Drag & Drop your files or [Browse](#)

**15. Photo 2**

Drag & Drop your files or [Browse](#)

**16. Photo 3**

Drag & Drop your files or [Browse](#)

**17. Photo 4**

Drag & Drop your files or [Browse](#)

**18. FACEBOOK PAGE** ~~##~~ Please provide your Club/Society Facebook page URL if you

18. FACEBOOK PAGE

Please provide your Club/Society Facebook page URL if you have one

Enter answer

**20. WEBSITE** ~~##~~ Please provide your Club/Society Website URL if you have one

20. WEBSITE

Please provide your Club/Society Website URL if you have one

Enter answer

**22. OTHER SOCIAL MEDIA/LINKS** ~~##~~ Please provide any additional social media accounts, Google

22. OTHER SOCIAL MEDIA/LINKS

Please provide any additional social media accounts, Google forms etc. you'd like to feature

Enter answer

**23. Additional information for Clubs/Societies holding reoccurring activities (eg. weekly/fortnightly)\***

23. Additional Information for Clubs/Societies holding reoccurring activities (eg. weekly/fortnightly recreational / religious / sports / training sessions, etc.)

(this will assist TUSA with reporting requirements)

Please tell us how many activities you expect to hold weekly, fortnightly, monthly and how many people you expect to attend each session?

Start & finish dates of activities (eg. 15/1/24 to 8/11/24).

Enter answer

# C+S Membership List Template

Available to download from the [TUSA website](https://tusa.org.au/cs-resources-and-info-library/) under "C+S Admin" tusa.org.au/cs-resources-and-info-library/

	First Name	Surname	Email Address	Phone Number	Current UTAS Student (S) Associate* (A) Under 18 (J)	Student ID Number (if applicable)	Membership Type	Paid	International (I) Domestic (D)	Year of Study (if applicable)	Course (if applicable)
Example	Sam	Smith	<a href="mailto:Sam@utas.edu.au">Sam@utas.edu.au</a>	0412 345 678	S	546789	Full	Y	Domestic	2nd	Sport Mgmt
1											
2											
3											
4											
5											
6											
7											

# Rubric Membership Management

Through QPay you will have access to membership management tools

[portal.getqpay.com/memberships\\_list](https://portal.getqpay.com/memberships_list)

Memberships • Membership Management

Membership Sales

Search...

Import List

Add Member

Export List

Edit Membership	Remove Membership	Membership ID	Full Name	Mobile Number	Members
Edit	Mark as Unpaid				
Edit	Refund				
Edit	Refund				
Edit	Refund				
Edit	Refund				

## Rubric Privacy Policy, Terms of Use

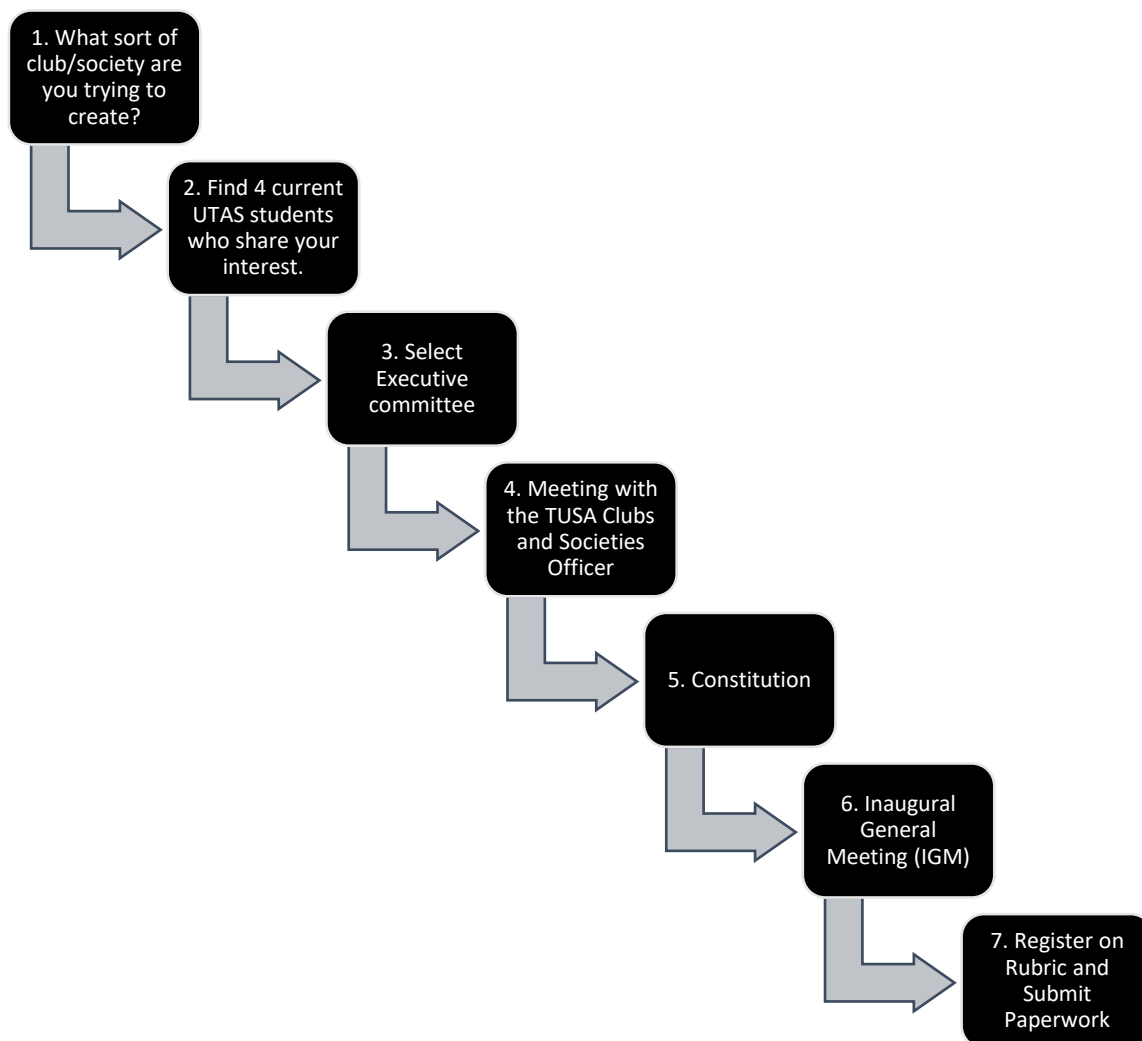
QPay never solicits messages any of its users, and never shares the data with third parties. They are entirely (and voluntarily) GDPR compliant. Communication between societies and their members is also controlled by their members - they can opt out at any stage, disabling all communication to them, through all means (i.e. email, SMS, etc). Any user can also delete their account at any time, as per GDPR guidelines.

QPay Data privacy and policy can be found here <https://getqpay.com/terms>

# 7 Simple Steps to Start a New C/S

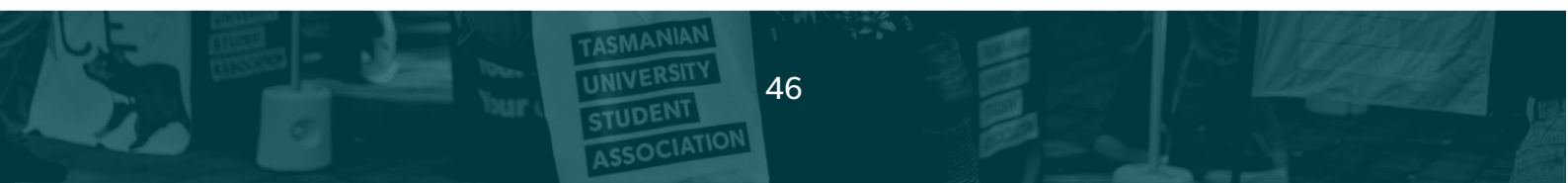
Had a look through the A-Z listings but couldn't find a club/society you liked? Why not start your own and create a new community of like-minded friends? TUSA has around 100 Clubs and Societies but there's always room for more. Follow our '7 Simple Steps to Starting a New Club/Society' to help you get set up and going.

## 7 Simple Steps to Starting a New Club/Society



### Step 1 – What Club/Society Are You Looking to Create?

What sparked your interest to start your club/society? Are you trying to bring together students interested in karaoke saving the Tasmanian Devil or setting up a craft club? The first thing you need to decide is what the aim of your club/society is and what you are looking to do.



## Step 2 – Find 4 People Who Share Your Interest

To start a club/society, you need to have a least 4 other people (5 including you) who want to become a member of the club/society (these must be currently enrolled UTAS students). These might be your friends, people from your course or from your accommodation. We would recommend having at least 10 current UTAS students as this will then allow you to also apply for funding grants from the TUSA for events and activities. Make a record of the people who wish to become members by recording their name, student ID number or if they are an associate (non UTAS student) member and email address in this document so the TUSA can see you have people ready to become members. You can use our template to do this [click here](#).

## Step 3 – Select Your Executive

Each club/society is run by an executive:

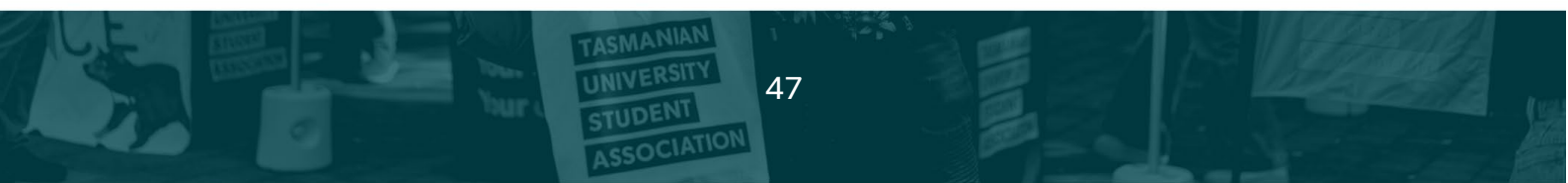


These roles are in place for the academic year and there to lead and guide the club/society. In the first instance when setting up a new club/society you can pick who will take these roles. As a group decide who will hold each role, you can talk this through with the TUSA for help on understanding what each role does. You can also choose to have additional positions e.g., Vice President, Women's or Equity Officer, Activities Officer, or Education Officer if you think they would be helpful to run your club/society. At the end of the academic year, they will become internally elected at your AGM.

## Step 4 – Meet with the TUSA (Clubs and Societies Officer and the relevant Campus President)

The Clubs and Societies Officer is a member of staff who works for the TUSA who is there to help grow and develop all clubs and societies. Email [Clubs@TUSA.utas.edu.au](mailto:Clubs@TUSA.utas.edu.au) and arrange a time to meet with them in person or via Zoom and make a list of all the questions you might have.

## Step 5 – Complete the Paperwork



To become an official TUSA Club/Society you need to write a [constitution](#). The constitution is the document that outlines your aims and objectives and governs the club/society. Once this is drafted, send it back to the Clubs and Societies Officer so they can look over it and offer any advice if needed before it goes for approval.

#### Step 6 – Inaugural General Meeting (IGM)

Once your constitution is finalised you need to hold your Inaugural General Meeting (IGM). [Check out the Meeting Flow Chart.](#)

Set a date, time, and venue. The purpose of the IGM is to elect an executive committee (we recommend you elect at least a President, Treasurer and Secretary), and to adopt your constitution and note who will be the signatories on your club's bank account. At this meeting, minutes must be taken.

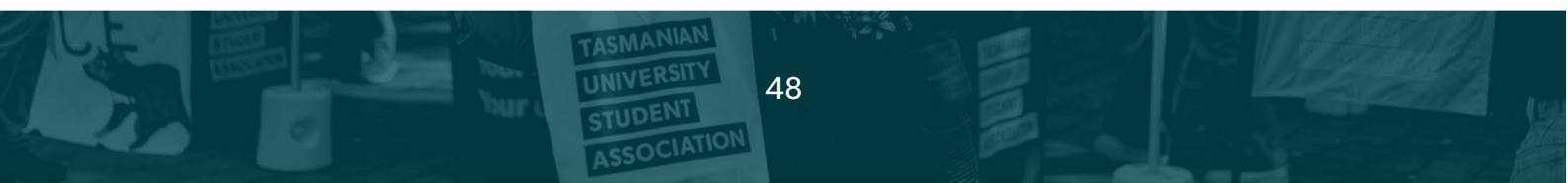
#### Step 7 – Affiliation – Rubric (QPay)

[Register for QPay](#), then lodge your affiliation paperwork (Constitution, Affiliation/Re-affiliation Committee Information form, Inaugural General Meeting minutes and Membership List) through QPay. Information to help you get started on QPay can be found [here](#), along with upcoming training sessions. <https://tusa.org.au/rubric/>.

When all your affiliation paperwork has been received via the QPay Affiliation Form, your affiliation request will be added to the TUSA State Council meeting agenda for discussion. Once the TUSA State Council has considered your affiliation we will let you know the outcome. (State Council is made up of elected UTAS student representatives. UTAS students vote these reps in at the annual student elections).

See our next steps for finishing the set up and setting up your first meeting or activity.

### Your Club/Society Has Been Ratified (approved) – Final Steps of Set Up





**Apply for an ABN Number** - Every Club/Society must have an Australian Business Number (ABN). This is so the TUSA can make any payments to your club/society. We will send you specific instructions on how to register.

Remember that you need to list a TUSA Clubs and Societies Team Officer as an authorised contact person as well as a member of your Executive (preferably the President). The Executive member who fills out the ABN application must also give their details as the Office Bearer of a Club/association.

**Set Up a Bank Account** – Your club/society will need to set up a Commonwealth Bank account in the name of your Club/Society. This is where all your money will go from membership fees and any money you save/receive as a club/society.

The Clubs and Societies Officer (CSO) will send information to assist with setting up a bank account and filling in the A153 bank form.

You are required to have at least two executive members as signatories on the bank account including your President and Treasurer.

Collect an authority to operate a business account ([A153 form](#)) from the Commonwealth Bank or online.

Once you have filled in your signatories' details and signed the A153 form, all signatories need to go to the bank together and show their ID.

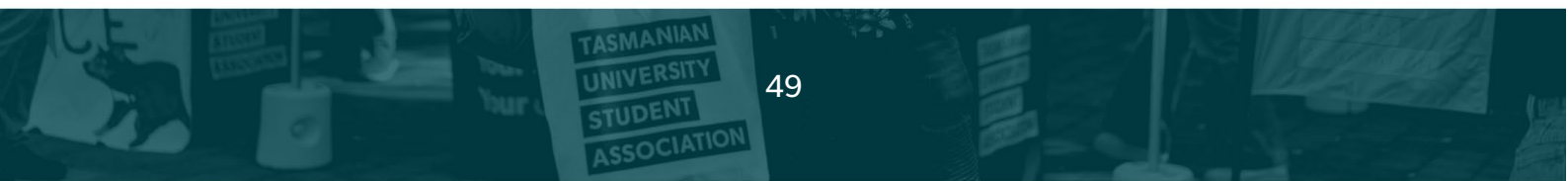
Your account must also have the Clubs and Societies Officer listed as an authorised person on the A153 bank form so they can make enquiries if required but please note they are not a signatory on the account. Remember, as an affiliated club or society the money in your club or society's account belongs to the TUSA.

**Remember to use the TUSA postal address:**

**Hobart based;** TUSA Club/Society name, Tasmanian University Student Association Inc. P.O. Box 5055, University of Tasmania LPO, SANDY BAY, TAS 7005

**Launceston/Cradle Coast/Rozelle based;** TUSA Club/Society name, Tasmanian University Student Association Inc. Locked Bag 1333, LAUNCESTON, TAS 7250

Bank statements must not be sent to private addresses. This causes problems when the executive members move on. All Hobart based Clubs and Societies have pigeonholes near the elevators in the TUSA Building in Sandy Bay, and you can collect mail during business hours. Launceston, Burnie & Sydney clubs & societies mail is sent to the Launceston address



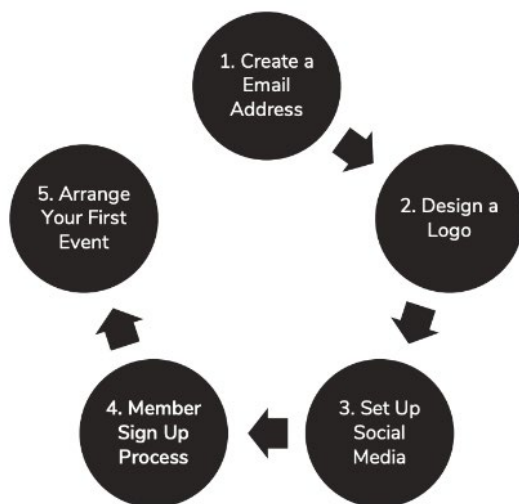
& Launceston based clubs/societies can collect any expected mail from the Hub on Newnham Campus. We will notify you if anything arrives that needs collection.

If you need help with setting up your Club or Society, contact the Clubs and Societies Officer.

## Ready to Go

Your club/society is approved, and everything is set up - you are ready to go! This is a super exciting time, and we know it can also be a little scary and daunting. The TUSA is here to help you, so if you have any concerns reach out to your Clubs and Societies Officer or Campus President.

## Things to Think About Next:



**Email Address** – Are you going to have a generic email address for your club/society? e.g., [savethedevilTUSA@gmail.com](mailto:savethedevilTUSA@gmail.com). Having an email specific for the club/society can be very useful as it doesn't clog your UTAS account and increases your professionalism. You can easily set one up with multiple providers, we would recommend a google account so you can use the [Google Drive](#) for file sharing and saving committee documents etc.

*\* TIP – Make sure you make a note of the email and use a password you can share with your committee*

**Create a Logo** – If you are great with design or have a friend who is, it's good to have a logo for your club/society. There are also lots of sites you can use online to help with the process including [Canva](#). Make sure you adhere to the [UTAS brand guidelines](#) when you're creating. If you need any advice or want to check your logo, please email Clubs and Societies Officer [Clubs@TUSA.utas.edu.au](mailto:Clubs@TUSA.utas.edu.au)

**Set Up Your Social Media Accounts** – social media is a great way to make people aware your club/society exists and to help you communicate with your members. Will you use Facebook, Instagram, and Twitter? Which are the best options for you?

Facebook offer the '[Facebook Blueprint](#)' which guides you through everything you could ever want to know across the Facebook suite (Facebook, messenger, Instagram) and you can become an expert.

*\*TIP – Remember your social accounts reflect on your club/society and you, so be smart and consistent with what and how you post*

**Signing Up Members** – Please use QPay to sign up all your members. The TUSA also has a template membership list you can use to do this [link](#).

*\*TIP – Keeping your membership list up to date is important, so make sure you stay on top of it. You will be required to provide it to the TUSA for insurance purposes.*

**Arrange Your First Event** – Time to plan your first meeting or welcome event to make people aware your club/society now exists. This could be a sausage sizzle on campus, a guest lecturer, a pizza party whatever fits with what your club/society is about. All new clubs/societies can apply for our 'New Society Start Up Grant' to help get you going 'click here to apply'.

*\*TIP – Give yourself time to plan your first activity/event/meeting. You want it to be great and it's the first impression your new members will have of your club/society. We know you're excited but don't rush into it too quickly. See our guide on running an event for everything you need to consider.*

If you have any questions or need some help, please reach out to the Clubs and Societies Team at [Clubs@TUSA.utas.edu.au](mailto:Clubs@TUSA.utas.edu.au)

## Clubs and Societies Resources

Below is a list of resources that will help you kick off setting up your club and/or society:

### 7 Simple Steps to Create a New Club/Society

- [tusa.org.au/creating-a-club-or-society/](https://tusa.org.au/creating-a-club-or-society/)
- <https://tusa.org.au/wp-content/uploads/2022/10/7-Simple-Steps-to-Create-a-New-Cub-or-Society-Finished.pdf>

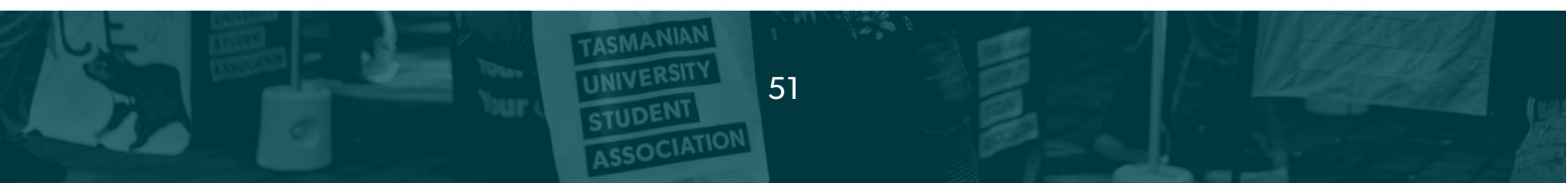
### Running a Club or Society

- [tusa.org.au/running-a-club-or-society/](https://tusa.org.au/running-a-club-or-society/)

### Promoting a Club or Society

- [tusa.org.au/promoting-a-club-or-society/](https://tusa.org.au/promoting-a-club-or-society/)

### Clubs and Societies Policies



- [tusa.org.au/wp-content/uploads/2022/07/Club-and-Society-Policies-TUSA-1-FINAL-V4.pdf](https://tusa.org.au/wp-content/uploads/2022/07/Club-and-Society-Policies-TUSA-1-FINAL-V4.pdf)

### Clubs and Societies Constitution (Sample)

- <https://tusa.org.au/wp-content/uploads/2024/05/Club-and-Society-Model-Constitution-Draft-Template-29.10.24.docx>

### Clubs and Societies Membership List Template

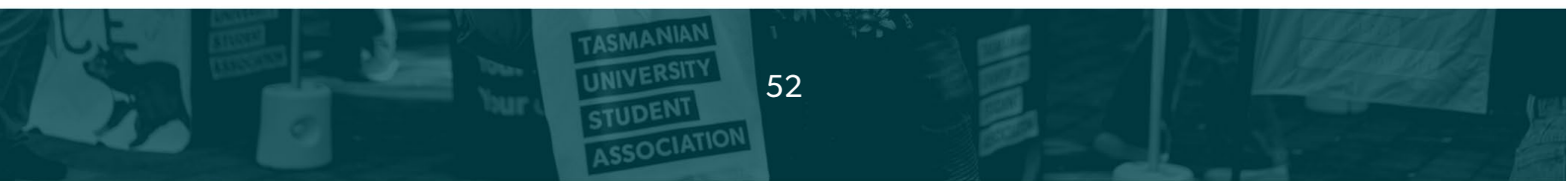
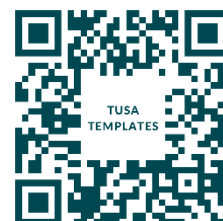
- [tusa.org.au/wp-content/uploads/2021/01/Clubs-and-Societies-Membership-List-Template.xlsx](https://tusa.org.au/wp-content/uploads/2021/01/Clubs-and-Societies-Membership-List-Template.xlsx)

### Resources & Info Library

- [tusa.org.au/cs-resources-and-info-library/](https://tusa.org.au/cs-resources-and-info-library/)

### Check out our new Clubs and Societies Handbook!

- <https://www.tusa.org.au/club-society/>



# Bang for Your Buck\$

Grants & SSAF guidelines,  
applications + claims

## Contents:

- Grant System Flowchart
- Grant Application Form
- Grant Claim Form
- Grant Application Schedule



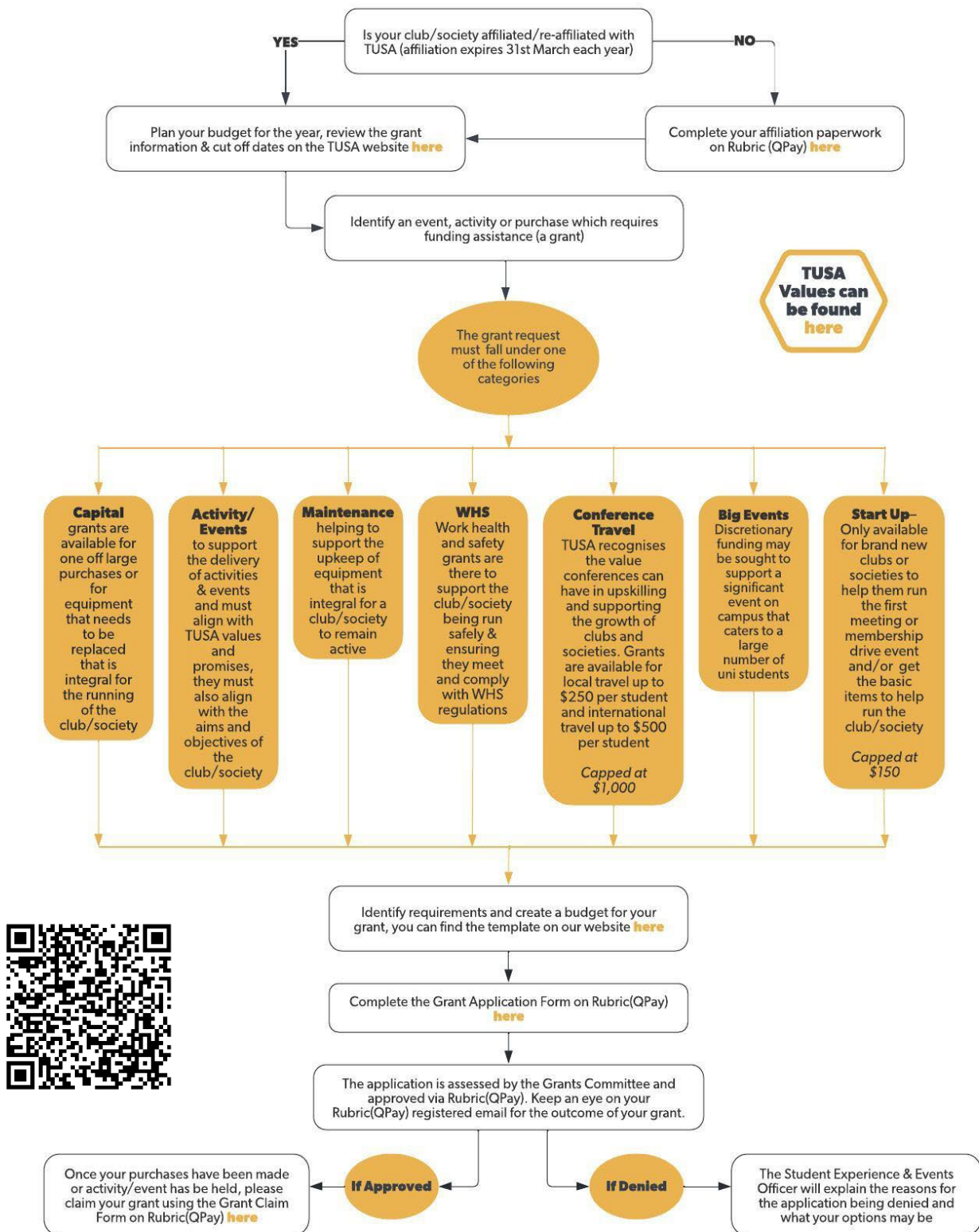
## The Presenter:

Liam McLaren, 2024 TUSA President

Bronwyn Brown, Student Experience & Events Officer



# Grant Process Flowchart



THE 2023 SCHEDULE FOR [Grant Applications](#) IS AS FOLLOWS -



ROUND	APPLICATION CLOSE DATE	GRANT COMMITTEE MEETING
1	Tuesday 11th March 2025	Tuesday 18th March 2025
2	Tuesday 22nd April 2025	Tuesday 29th April 2025
3	Tuesday 20th May 2025	Tuesday 27th May 2025
4	Tuesday 22nd July 2025	Tuesday 29th July 2025
5	Tuesday 19th August 2025	Tuesday 26th August 2025
6	Tuesday 16th September 2025	Tuesday 23rd September 2025
7	Tuesday 14th October 2025	Tuesday 21st October 2025

## KEY POINTS TO REMEMBER

- Prior to applying for a grant, you need to have submitted the following
  - Your application for an event / purchase cannot be retrospective
  - Event Application
  - Risk Assessment

Both the *Event Application* and *Risk Assessment* need to be approved before applying for a grant

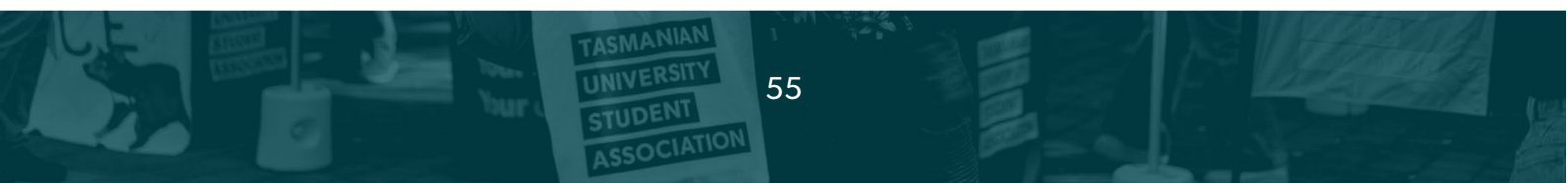
- 1 grant per event
- 1 claim per grant
- Invoices + Receipts need to include the providers ABN and/or a statement by supplier needs to be provided, It can be found on the ATO website:

<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

# Grants Guidelines

The TUSA has grants available to clubs and societies to help them grow the student experience at UTAS providing quality events, services, and programs. Grants are available under the following categories.

- Capital
- Activity



- Maintenance
- WHS/Safety
- Conference Travel
- Events
- Start Up

**Capital** – Capital grants are available for one off large purchase or for equipment that needs to be replaced that is integral for the running of the club/society. These grants aren't capped due to the nature of what they are to support

**Activity** – To support the running of an activity that the club or society is looking to do. It must be related to the aims and objectives of the club/society (capped at \$250).

**Maintenance** – Helping to support the upkeep of equipment that is integral for a club or society to remain active (capped at \$500 or at the discretion of the Clubs and Societies Grant Committee).

**WHS** – Work health and safety grants are there to support the club/society being run safely ensuring they met and comply with WHS regulations.

**Conference Travel** – TUSA recognises the value conferences can have in upskilling and supporting the growth of clubs and societies. Grants are available for local travel up to \$250 per student and international travel up to \$500 per student (capped at \$1,000).

**Events** – Events can play a key part in a club or society. These grants support the delivery or events that support the aims and objectives of the club/society e.g. Chinese New Year Celebrations (capped at \$1,000)

**Balls / End of year dinner invitation etiquette:** – as a courtesy and in recognition of financial support received from your school/college and TUSA, academic societies planning to hold balls and annual dinners should extend an invitation to their Head of School and any other notable key stakeholders from within TUSA and/or the University.

**Start Up** – Only available for brand new clubs or societies to help them run the first meeting or event and get the club/society going (capped at \$150).

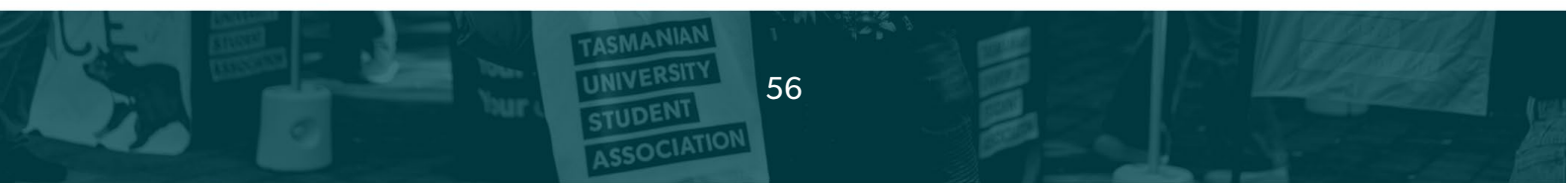
**You will be required to provide the following information:**

Type of grant you are applying for

The details of what you will use the grant for and how this will benefit your club/society

If you are applying for funding for an event, information about the event including; date and time, location, costs, how many people will attend and a detailed budget for the event including all expected income and expenditure

**Who Approves Grant Applications:**



All grants for Clubs and Societies are approved by the Clubs and Societies Grant Committee. The Committee meets regularly and will review applications at every meeting. Once you have applied for your grant, the Clubs and Societies Officer will let you know the outcome of your application.

### Grant Restrictions:

- We only support up to \$250 for food per event (\$5 per head cap)
- Food grants are not given for balls/annual dinners
- \$100 for the purchase of a banner

### What the TUSA Doesn't Support Through Grants:

- Money to purchase alcohol
- Prizes for individual club/society events
- Gambling
- Gifts
- Tobacco in any form whatsoever
- The payment of any fines imposed on a club/society
- Brewing equipment or equipment related to alcohol
- TUSA funds being directly sent to support fundraising donations

### TIPS on Applying

Make sure you provide detail on what you are applying for. The committee will be wanting to know in detail about what the money will be used for and how it will benefit your society and the UTAS student community.

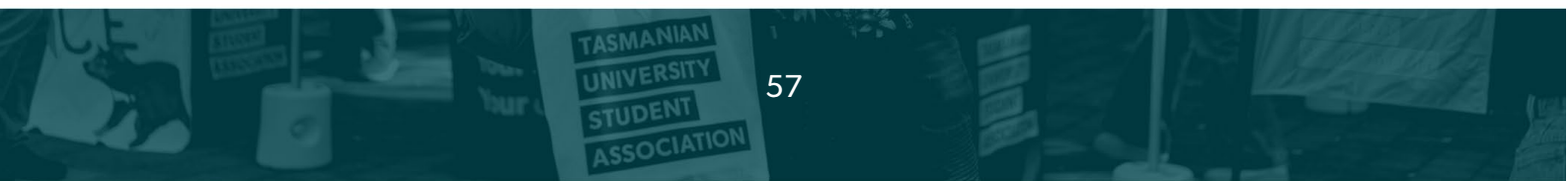
Be realistic – When asking for funding think about how many people the money will benefit? You won't get \$500 if there are only going to be 10 people at your event/activity.

What is your club/society contributing? TUSA won't fully fund every activity/purchase. Clubs and societies need to try to be self-sufficient so consider how much the club/society can contribute from your funds.

### Claiming Your Grant

You will be informed by the Clubs and Societies Officer if your grant application was successful and how much your club/society will receive.

Grants can be claimed once the event/activity has finished, or the item has been purchased using the [Grant Claim Form](#) on the website. You will need to provide receipts of the items the grant is covering (so make sure you keep them) and provide a brief summary of the event or activity.



# Grant Application Form

Access the "[Grant Application Form](#)" via QPay

### Grant Application Form - Clubs & Societies

If your Club/Society requires funding, please complete this form.

**APPLICANT NAME & POSITION HELD \*Must be an executive member of your Club/Society\*:**

**EMAIL OF APPLICANT\*:**

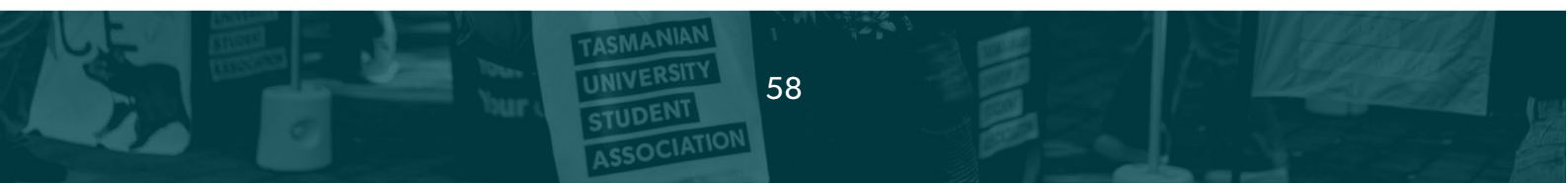
**Please give a short, unique name for this funding application\*:**

**DATE OF APPLICATION (DD/MM/YYYY):\***

**GRANT TYPE YOU ARE APPLYING FOR\*:**

- ☐ Capital / Gear
- ☐ Maintenance
- ☐ WHS / Safety
- ☐ Conference Travel
- ☐ Event / Activity
- ☐ Start Up (\$150 - please attach proof of opening bank account and receipt of ABN application)
- ☐ Big Events
- ☐ Statewide Event/Activity (Across Campus)

**BRIEFLY OUTLINE THE PURPOSE/PROPOSAL FOR WHICH FUNDING IS SOUGHT? (Please give as much detail as possible) :\*:**



**HOW WILL THIS FUNDING BENEFIT YOUR CLUB/SOCIETY MEMBERS?:\***

Enter answer

**ARE YOU RECEIVING ANY EXTERNAL FUNDING? IS YOUR CLUB/SOCIETY CONTRIBUTING FUNDS TO SUPPORT THIS ACTIVITY?\***

(Please include amounts and details)

If running an event, please include information on ticket sales. Are you charging an entry fee? If so, how much per person? If you are not charging a fee please explain why.

Enter answer

**BUDGET (Max. file size: 2 MB)\***

Please upload budget relevant to this GRANT, with estimated income and expenditure. You can use the TUSA Budget template on our website to help you.

Drag & Drop your files or [Browse](#)

**PLEASE ATTACH ANY ADDITIONAL INFORMATION THAT YOU FEEL WILL SUPPORT YOUR APPLICATION (Max. file size: 2 MB)**

Drag & Drop your files or [Browse](#)

**How much funding would you like?\***

\$

Enter Value



# Good Grant Examples

**Select your club/society:\***

UTAS MAPS- executivemaps@outlook.com

**APPLICANT NAME AND POSITION HELD \*Must be an executive member of your Club/Society\*:**

Oliver White (Treasurer)

**EMAIL OF APPLICANT:**

executiveMAPS@outlook.com

**Select your grant\***

[View Selected Claim](#)

Amount Requested: \$188.5

**DATE OF APPLICATION (DD/MM/YYYY):\***

07/05/2024

**GRANT TYPE YOU ARE CLAIMING FOR:\***

Event/ Activity

**NAME OF EVENT/ACTIVITY:\***

MAPS PC Games Night Week 9

**DATE OF EVENT/ACTIVITY:\***

30/04/2024

**LOCATION OF YOUR EVENT (Venue, City, State):\***

The Ref, Sandy Bay Campus

**NUMBER OF ATTENDEES:\***

21

**AMOUNT APPROVED:\***

300

**AMOUNT CLAIMED:**

188.50

**GRANT REPORT - Please provide a brief report showing the**

This was a board games night for members and non-members to relax and socialise. We provided board games, soft drinks and pizza, free for members and –\$2 tickets for non-members. It was a collaborative event between MAPS and PC to foster inter-club relations and gave us the opportunity to run a larger event than usual for our members, especially since it was held at the Ref which had a much larger capacity. The grant allowed us to provide food for members so they could stay for the event and not have to provide their own dinner. It resulted in the best turnout at a games night we've had this year so far.

**RECEIPTS AND INVOICES (Max. file size: 2 MB) Please attach copies**[View Uploaded File](#)**FINAL BUDGET (Max. file size: 2 MB) Please attach the final**[View Uploaded File](#)**Clubs & Societies Event Budget**

Club/Society Name: MAPS  
 Event Name: MAPS PC Week 9 Games Night  
 Date of Event: 30/04/2024

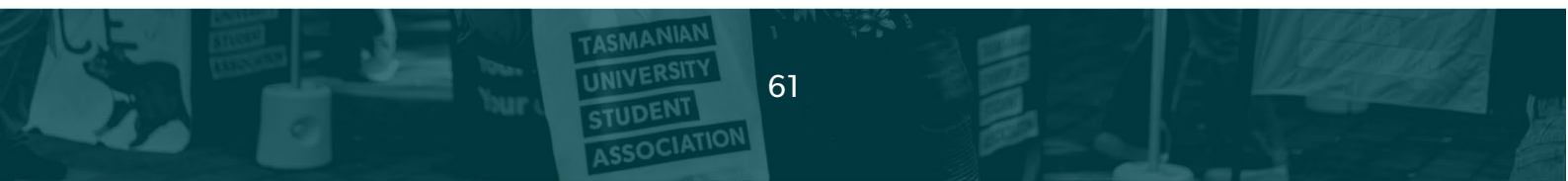
**Event Income**

	Amount
Ticket Sales	\$10
Membership Sales	\$5
<b>Total</b>	<b>\$15</b>

**Expenses**

	Amount
Dominos Pizza	\$204
<b>Total</b>	<b>\$204</b>

<b>Profit/Loss</b>	<b>(\$189)</b>
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**Select your club/society:**

UTAS MAPS- executivemaps@outlook.com

**APPLICANT NAME & POSITION HELD \*Must be an executive member of your Club/Society\*:**

Oliver White (Treasurer)

**EMAIL OF APPLICANT:**

executiveMAPS@outlook.com

**Please give a short, unique name for this funding application:**

MAPS PC Games Night Week 9

**DATE OF APPLICATION (DD/MM/YYYY):**

15/4/2024

**GRANT TYPE YOU ARE APPLYING FOR:**

Event / Activity

**NAME OF YOUR EVENT/ACTIVITY:**

MAPS PC Games Night Week 9

**DATE OF EVENT/ACTIVITY (DD/MM/YY):**

30/04/2024

**START AND END TIME OF EVENT/ACTIVITY (HH:MM):**

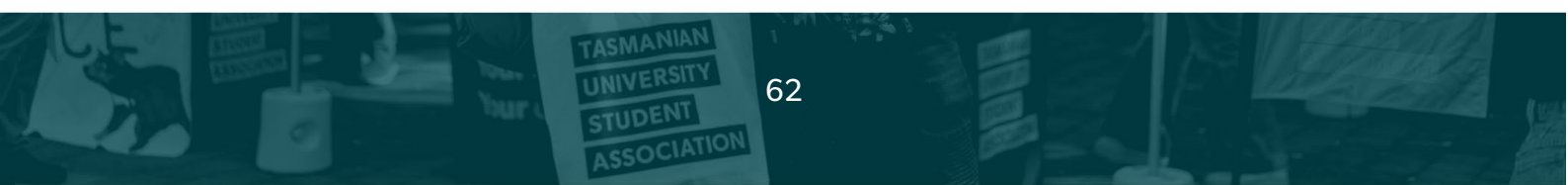
05:00:PM - 09:30:PM

**NAME OF VENUE AND CITY & STATE WHERE HELD:**

The Ref, Sandy Bay Campus

**ATTENDANCE - How many people are expected to attend your**

30-40+



**BRIEFLY OUTLINE THE PURPOSE/PROPOSAL FOR WHICH FUNDING IS SOUGHT? (Please**

This will be a board games night for members and non-members to relax and socialise. We'll provide board games, soft drinks and pizza, free for members and ~\$2 tickets for non-members. It is going to be a collaborative event between MAPS and PC to foster inter-club relations and give us the opportunity to run a larger event than usual for our members, especially if we can hold it at the Ref which has a much larger capacity.

**HOW WILL THIS FUNDING BENEFIT YOUR CLUB/SOCIETY MEMBERS?:**

This will allow us to provide food for members so they can stay for the event and not have to provide their own dinner. As such it is a major selling point of the event as it allows members flexibility to come to the event.

**ARE YOU RECEIVING ANY EXTERNAL FUNDING? IS YOUR CLUB/SOCIETY CONTRIBUTING**

We will sell \$2 tickets to non-members, any other additional costs not covered by the grant will be jointly covered by PC and MAPS.

**BUDGET (Max. file size: 2 MB) ↗ Please upload budget relevant to**

[View Uploaded File](#)

**GRANT APPLICATION AMOUNT:**

250

**Clubs & Societies Event Budget**

Club/Society Name: MAPS  
Event Name: MAPS PC Week 9 Games Night  
Date of Event: 30/04/2024

**Event Income**

	Amount
Ticket Sales	\$30
Total	\$30

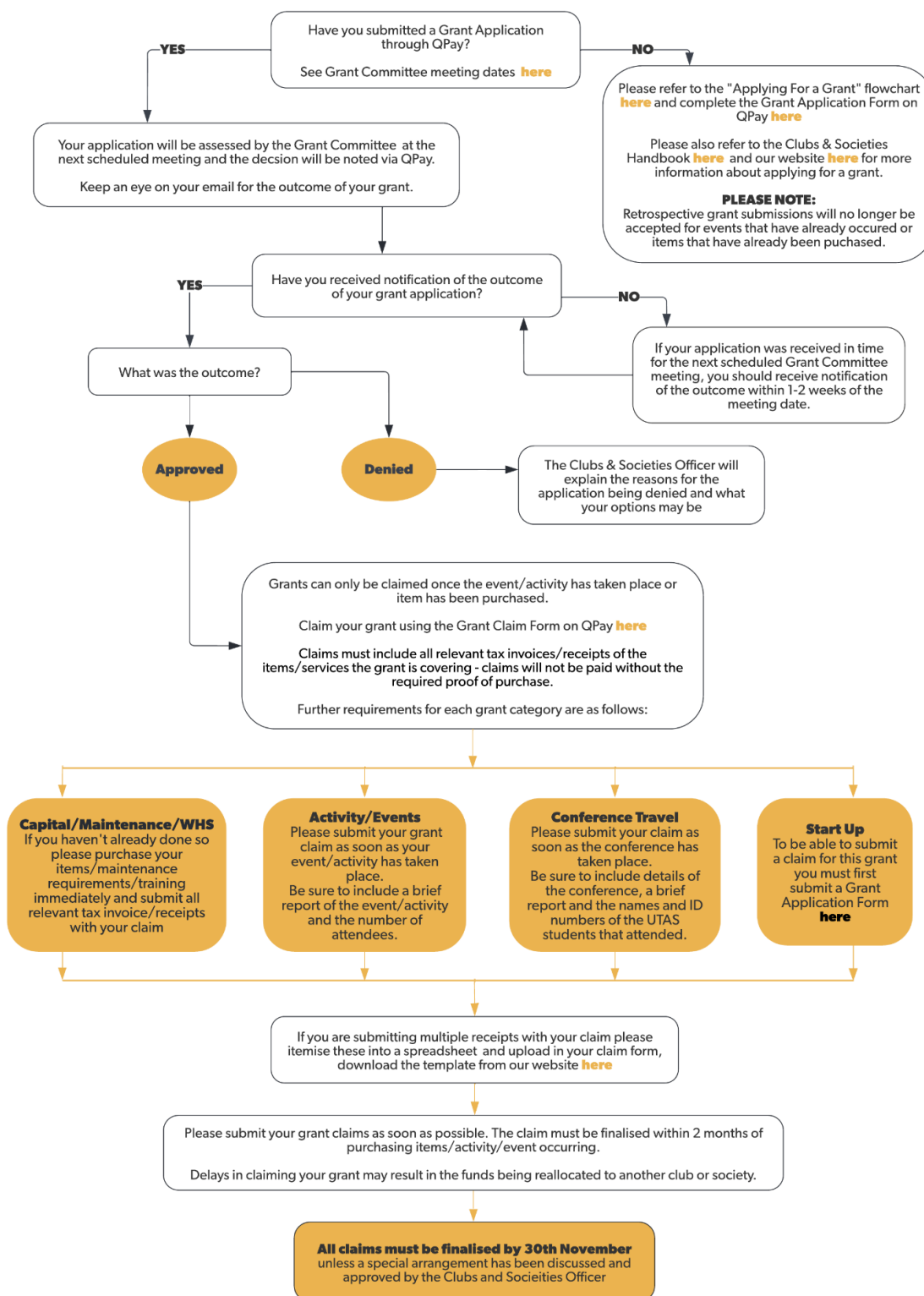
**Expenses**

	Amount
Dominos Pizza	\$280
Total	\$280

Profit/Loss	(\$250)
-------------	---------

# Grant Claim Flowchart

Download the [Grants Flowchart](#) from the TUSA website.



# Being Social

How to promote your club  
and/or society

## Contents:

- Marketing/Branding Canvas
- Quick Content Calendar Template
- Event & Initiative Promotion Checklist
- TUSA Brand Usage Cheat Sheet
- Escalation



## The Presenter:

Chloe Harris, State Council Executive Assistant

# Marketing/Branding Canvas

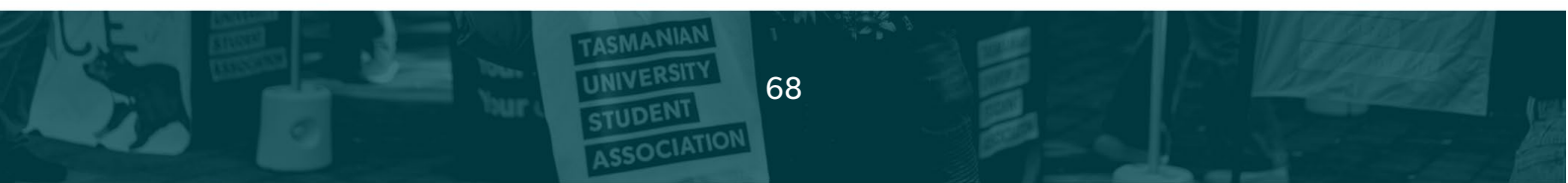
<p><b>BRAND PERSONALITY</b> If your club / society acted and spoke like someone, who would that person be and why?</p>	<p><b>COMPETITORS</b> What other clubs/businesses/ organisations are doing something similar to you?</p>	<p><b>LOGOS</b></p>
<p><b>SIGNATURE EXPERIENCES</b> What is the memorable moment for your members and audience that means they just have to tell other people about your club / society?</p>	<p><b>COLLABORATORS</b> What other clubs / businesses / organisations can you collaborate with and how?</p>	<p><b>COLOURS</b> What colours are you going to use in your club / society?</p>
<p><b>TARGET CUSTOMERS</b> What groups are you focused on marketing / promoting to?</p>		<p><b>FONTS</b> What fonts ( 2 – 3 maximum) will you use across your club / society?</p>
	<p><b>COMPETITIVE ADVANTAGES</b> What makes your club / society unique that can't be copied?</p>	<p><b>KEY IMAGES</b> What type of photos will best showcase your club / society?</p>

# Quick Content Calendar Template

Date		Post 1	Post 2	Post 3	Special event	Notes / Additional posts
<b>FEB</b>	W1; 24 <sup>th</sup> – 28 <sup>th</sup>					
<b>MAR</b>	W2; 3 <sup>rd</sup> – 7 <sup>th</sup>					
	W3; 10 <sup>th</sup> – 14 <sup>th</sup>					
	W4; 17 <sup>th</sup> – 21 <sup>st</sup>					
	W5; 24 <sup>th</sup> – 28 <sup>th</sup>					
	W6; 31 <sup>st</sup> – 4 <sup>th</sup>					
	W7 <sub>a</sub> ; 7 <sup>th</sup> – 11 <sup>th</sup>					
<b>APR</b>	W8a; 14 <sup>th</sup> – 18 <sup>th</sup>					
	W8b; 21 <sup>st</sup> – 28 <sup>th</sup>					
	W9; 28 <sup>th</sup> – 2 <sup>nd</sup>					
	W10; 5 <sup>th</sup> – 9 <sup>th</sup>					
<b>MAY</b>	W11; 12 <sup>th</sup> – 16 <sup>th</sup>					
	W12; 19 <sup>th</sup> – 23 <sup>rd</sup>					
	W13; 26 <sup>th</sup> – 30 <sup>th</sup>					
	SB ; 2 <sup>nd</sup> – 6 <sup>th</sup>					
<b>JUN</b>	E ; 9 <sup>th</sup> – 13 <sup>th</sup>					
	E ; 16 <sup>th</sup> – 20 <sup>th</sup>					
	E ; 23 <sup>rd</sup> – 27 <sup>th</sup>					
	SB ; 30 <sup>th</sup> – 5 <sup>th</sup>					
	SB; 7 <sup>th</sup> – 11 <sup>th</sup>					
<b>JUL</b>	O ; 14 <sup>th</sup> – 18 <sup>th</sup>					
	W1; 21 <sup>st</sup> – 25 <sup>th</sup>					
	W2; 28 <sup>th</sup> – 1 <sup>st</sup>					
	W3; 4 <sup>th</sup> – 8 <sup>th</sup>					

	W4; 11 <sup>th</sup> – 15 <sup>th</sup>					
	W5; 18 <sup>th</sup> – 22 <sup>nd</sup>					
	W6; 25 <sup>th</sup> – 29 <sup>th</sup>					
SEP	MSB ; 1 <sup>st</sup> – 5 <sup>th</sup>					
	W7; 8 <sup>th</sup> – 12 <sup>th</sup>					
	W8; 15 <sup>th</sup> – 19 <sup>th</sup>					
	W9; 22 <sup>nd</sup> – 26 <sup>th</sup>					
	W10; 29 <sup>th</sup> – 3 <sup>rd</sup>					
OCT	W11; 6 <sup>th</sup> – 10 <sup>th</sup>					
	W12; 13 <sup>th</sup> – 17 <sup>th</sup>					
	W13; 20 <sup>th</sup> – 24 <sup>th</sup>					
	SB; 27 <sup>th</sup> – 31 <sup>st</sup>					
NOV	E; 3 <sup>rd</sup> – 7 <sup>th</sup>					
	E ; 10 <sup>th</sup> – 15 <sup>th</sup>					

NOTE: SB: Study Break / Semester Break || E: Exams || O: Orientation week || MSB: Mid Semester Breaks





# Promoting an Event/Initiative? Here's a Checklist

This checklist is designed to help you promote your next event, BUT you should be able to adjust this checklist and use it for pretty much anything you want to promote!

*Yay! You've got your event approved to go, what's next?*

- ☐ Get your event and Risk Assessment approved
- ☐ Add your event to QPay

## PROMOTIONAL MATERIALS

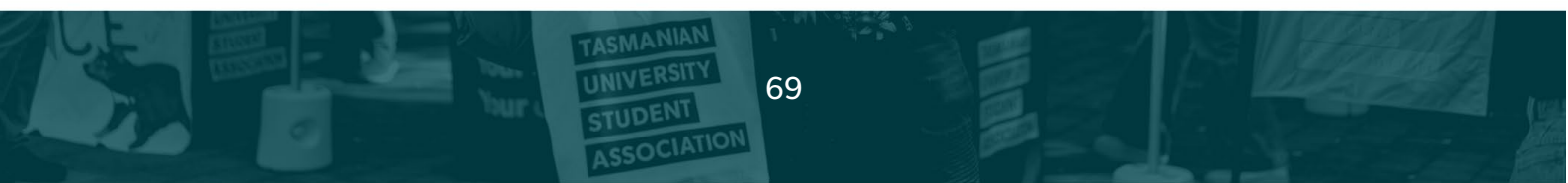
- ☐ Design your promotional materials, this can be:
  - Poster (A4 or A3)
  - Event Banner for QPay and Facebook Event (1920x1080px)
  - Instagram / Facebook post (1080x1080px)
  - Optional: Instagram story (1080x1920px)
- ☐ Ensure you are using the TUSA logo beside your club/society logo.  
Download the TUSA branding at [tusa.org.au/brand](https://tusa.org.au/brand) and refer to the cheat sheet in the next page on how to use our branding.
- ☐ If you have received a grant for the event, you need to include the line *"A SSAF funded initiative supported by the TUSA"* in your promo materials.

## FACEBOOK EVENT

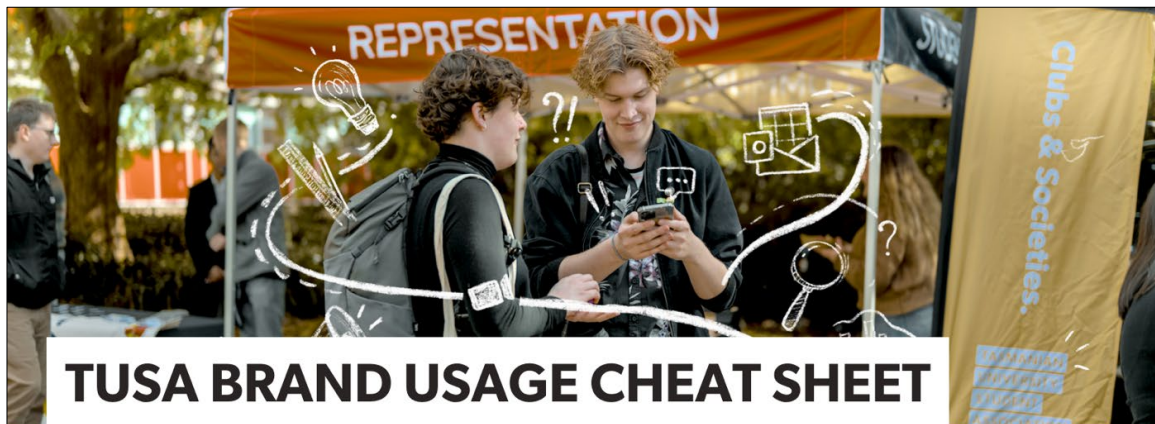
- ☐ Create a Facebook event
- ☐ Add TUSA as a "co-host"
- ☐ Publish your event on Facebook!
- ☐ Optional: Invite your friends and members to the event

## POSTING ON FACEBOOK & INSTAGRAM (OR ANY OTHER CHANNELS)

- ☐ 2-4 weeks before the event: Post on Facebook/Instagram
- ☐ IMPORTANT: tag @tusa.org.au in the post/story OR add us as a "collaborator"
- ☐ Optional: reshare the post as a story and don't forget to add the ticket link
- ☐ Nudge us over socials so we'll remember to re-share and promote your event!
- ☐ Reach out to similar clubs/societies to help promote and share your events, and share the post to relevant Facebook group, pages, etc, spread the word!
- ☐ 1 week before the event: Do another post
- ☐ The week leading up to the event, share the post as a story here and there.  
Time to spam it up but make it cute



# TUSA Brand Usage Cheat Sheet



## TUSA BRAND USAGE CHEAT SHEET

Howdy!

Let's face it, we're sick of having to tell you off that you're not using our logo the "right" way (and you probably are too). So, we created this cheat sheet to help ensure that you are using our logo as we intended.

Got questions? Email [michelle.lutan@utas.edu.au](mailto:michelle.lutan@utas.edu.au)

### Typography / Font

#### Gibson SemiBold

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu  
Vv Ww Xx Yy Zz 1234567890 /()&!@\$

Download font here: [fontsmonts.com/text-fonts/gibson/](http://fontsmonts.com/text-fonts/gibson/)

#### Nunito Sans Regular

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu  
Vv Ww Xx Yy Zz 1234567890 /()&!@\$

Download font here: [fonts.google.com/specimen/Nunito+Sans](https://fonts.google.com/specimen/Nunito+Sans)

### The TUSA Colours

<b>THE TUSA</b>  CMYK 30, 30, 30, 90 RGB 41, 36, 36 HEX #292424	<b>REPRESENTATION</b>  CMYK 12, 83, 89, 2 RGB 211, 80, 52 HEX #d35034	<b>SUPPORT</b>  CMYK 43, 11, 17, 0 RGB 145, 192, 203 HEX #91c0cb
	<b>COMMUNITY</b>  CMYK 7, 31, 80, 0 RGB 235, 279, 79 HEX #ebb34f	<b>GROWTH</b>  CMYK 97, 21, 33, 73 RGB 7, 73, 82 HEX #004851

### The TUSA Logo Usage

We love it when you use our logo in your collateral, but do you know what we love more? When you use our logo the "right" way. We're a sucker for that!

You can download the TUSA logo package [here](#).



File name: TasmanianUniversityStudentAssociation\_Logo.png



File name: TUSA\_Logo.png

How to use the TUSA logo with your logo:



Using our logo is actually easy, as long as there's clear spacing between the two logos, using our PNG file, don't modify it, and ensure that the two logos look roughly the same size, you're good to go!

**TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION**

**Your voice, your experience, your community.**

Student Reps | Clubs & Societies | Advocacy | Events | Careers

[tusa.org.au](http://tusa.org.au)

# Rubric Training

Everything you need to run  
your club/society

## Contents:

- How does Rubric (QPay) help me run my club?
- I'm new to the platform, how do I get started?



## About the Presenter:

Christian Vinaviles, Student Experience Administrator

Ingrid Lagerewskij, Clubs & Societies Officer

# QPay Clubs Handover

Hey new execs, **welcome to QPay**, a platform built specifically for university clubs and societies like yours so you can spend less time on admin and more time connecting... And most importantly, **at no cost!**

## How does QPay help me run my club?

### MEMBERSHIPS



QPay allows you to manage, organise and sell your memberships all in one place!

Parties, panels, paloozas, you name it - every occasion is a good one to host an event. Sell tickets securely and with confidence on QPay!

### EVENTS



### MERCH



Level up your club's game and increase student engagement with merch. Create your merch store and manage orders in a few clicks!

Reach out to your members and event attendees by sending SMSes and emails at no cost!

### COMMUNICATION



2

average number of events  
hosted by large societies  
on QPay monthly

\$53

average price per ticket  
sold on QPay





## I'm new to the platform, how do I get started?

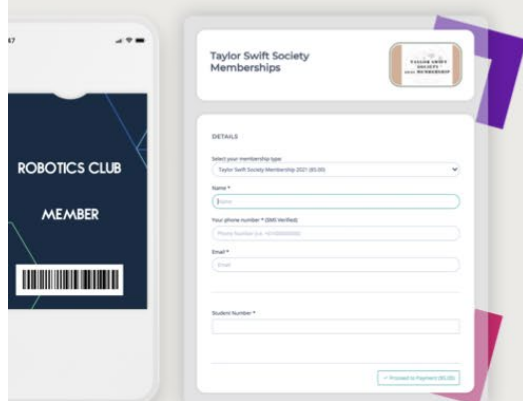
### 1 Sign up to QPay or login with your club's email address

 [portal.getqpay.com/login](https://portal.getqpay.com/login)

We recommend using the same club's account as the previous committee so you have access to past memberships and events. If you don't know what the password is, just click on *recover password* and you'll be prompted to create a new one.

### 2 Set up your memberships

Having memberships on QPay allows you to sell members-only tickets for your events and send emails or SMSes to your members. *Make sure that your members have valid phone numbers to enable these features.*



#### a. Create a new membership type

Most clubs create new membership types yearly to keep their list of members organised and up to date.

1.5

average number of  
membership type  
created per club yearly

\$27

average price per  
membership sold on  
QPay

#### b. Next, it's time to get members onto your list using either one of these methods



##### Sell cash memberships

This is ideal when you sell in-person memberships at a kiosk or during orientation week



##### Share membership link on social media

This is the easiest way to sell memberships online. Collect card payments without lifting a finger



##### Import a spreadsheet

It is easy to import existing membership lists onto QPay



### c. View the membership list

New members will appear under *membership list*. You can edit and refund a membership at any time from here.

### d. Create exclusive deals for your members

Does your club provide deals to members? Using QPay, you can upload your deals for your members to access via the QPay app.

## 3 Create your first event!

Events are one of the best ways to keep your members engaged. Events that are well promoted on social media have the highest participation rate! The **most popular events** on QPay are: **balls, parties, cruises, dinners** and **pub crawls**.



On the day of your event, use our **in-app ticket scanner** to validate tickets in one click!

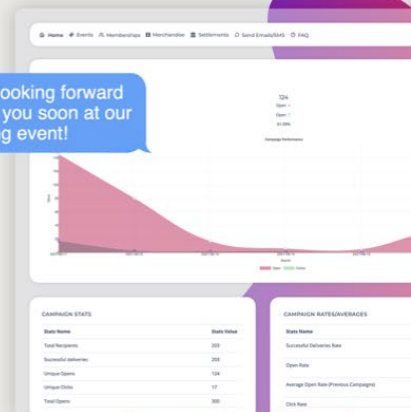
Students can resell their tickets conveniently and securely on the **QPay marketplace**



## 4 Let your members know about your event!

Send free SMSes and email newsletters to your members and event attendees with our simple email builder. Track how well your campaigns perform with analytics built in!

Hi team, looking forward to seeing you soon at our networking event!



## Need help getting started?

- Sign In/Sign Up: <https://portal.getqpay.com/login?r=>
- Website (Clubs Page): <https://getqpay.com/clubs/>
- FAQs: <https://getqpay.com/faq/>
- How-to videos: <https://portal.getqpay.com/faq>
- Email us at [societysupport@quicklypay.it](mailto:societysupport@quicklypay.it)



# Leading Teams

Training for incoming C+S  
Presidents & Vice-Presidents

## Contents:

- Role of the President/Vice-President
- List of Values
- Focusing on Your 2 Key Values
- Organisational Structure Template
- Engaged Feedback
- Wellbeing Actions for Student Leaders
- Effective Communication



## The Presenters:

Liam McLaren, 2024 TUSA President



# Role of the President/Vice-President

It might sound impressive being the President of a club or society, but the position can be stressful and involve a lot of hard work.

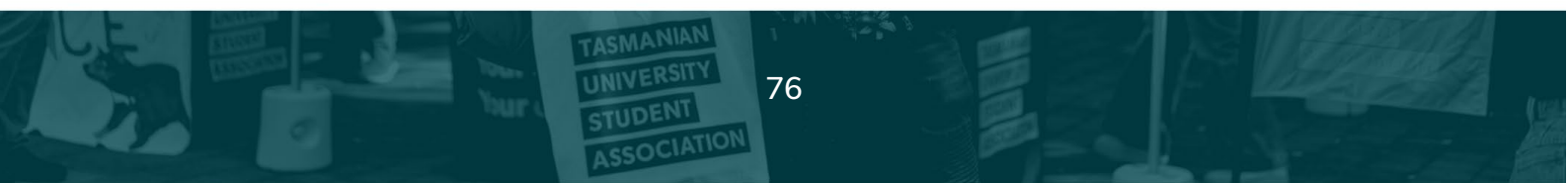
The duties of a President vary greatly according to the club/society, but in general the President acts as chairperson and manager, the responsibilities are summarised below:

## CHAIRPERSON:

- Preside over and run Committee, General, and Annual General Meetings of the Society.
- Be the public interface of the club/society, this being especially important to faculty societies.
- Have knowledge of meeting processes and an ability to phrase motions, run meetings, and coordinate activities.

## MANAGER:

- Have a thorough knowledge of the club/ society's constitution to ensure compliance with its provisions and prepare necessary changes.
- Oversee the administration of the club/society.
- Ensure that the elected officers of the club/ society perform the prescribed duties as laid down in the club/ society's constitution.
- Oversee, plan, and coordinate the year's activities with the club/society Executive and the club/society members.
- Ensure that all other tasks necessary for the running of the activities of the club/society are performed, either through activity or delegation.
- Ensuring the Annual General Meeting takes place at the specified time.
- Making sure that communication is passed on to your club/society members.
- Be familiar with budgeting (for example, to arrive at reasonable and realistic membership fees).
- Being a signatory for the Club/Society's bank account and all financial transactions.
- Helping to advise and support members of the club/ society.



## DECISION MAKING:

- ☐ Be decisive.
- ☐ Listen to all involved.
- ☐ Encourage input from members.
- ☐ Do not become emotive when dealing with issues.
- ☐ Decide on small matters promptly.
- ☐ Make decisions with firmness.
- ☐ Consider if decisions are aligned to the club's purpose.
- ☐ Determine what the implications of the decision are (financial, legal, etc.)
- ☐ Be fair, impartial and transparent.

Information and resources on running effective Annual General Meetings and General/Committee Meetings can be found on the TUSA website under Community/ Clubs & Societies/ Resources & Info Library

Source: [tusa.org.au//wp-content/uploads/2021/02/Factsheet-role-of-president-TUSA.pdf](https://tusa.org.au/wp-content/uploads/2021/02/Factsheet-role-of-president-TUSA.pdf)

PD: [tusa.org.au/wp-content/uploads/2022/08/CS-President-Template.dotx](https://tusa.org.au/wp-content/uploads/2022/08/CS-President-Template.dotx)



## POSITION

## DESCRIPTION

### [Insert Club / Society Name] President

Name:		
Contact Phone:		
Contact Email:		
Location:		
Start Date / End Date:		

## 1.0 Organisation Description

The [Insert the name of your Club or Society] herein referred to as the Club is affiliated with the Tasmanian University Student Association (TUSA) which was founded in 1899, one of the oldest Student Unions in Australia, and is recognised as the peak student body representing all students attending the University of Tasmania.

The overall responsibility for the TUSA is overseen by their Board of Management (BoM), which consists of elected student representatives, external/lay members (appointed by BoM) and university representatives (appointed by UTAS), and is the employer of staff, who work with us to be an organisation 'run by students, for students.

The Club and the TUSA are focused on mobilising and enabling UTAS students to have the best University experience possible through Academic and Special Interest clubs and societies and to be part of a community beyond the confines of the classroom. The Club and the TUSA are focused on realising the potential of our student base and providing opportunities for the cultivation of unique and exciting ideas that create meaningful and sustainable impacts for UTAS students.

## 2.0 Position Summary

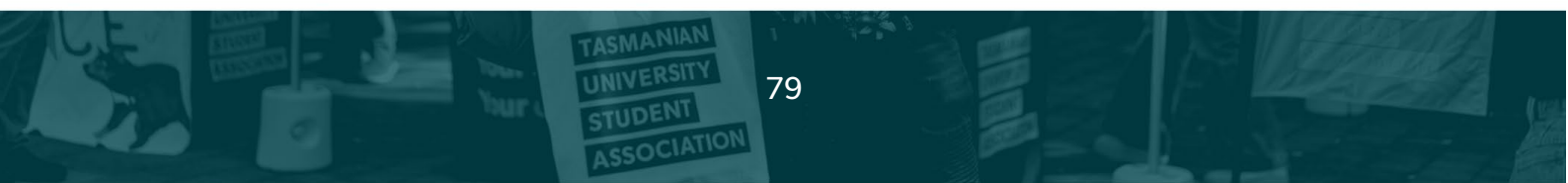
The role of the President is to be the Club ambassador and leader within the TUSA and the University of Tasmania community. The key component of this role is to collaborate with other elected members of the executive committee, sub-committees, and members.

The Club President is a key player in assisting and collaborating with the TUSA in creating a vibrant and contemporary student representative organisation that enables UTAS students to shape their university experience.

## 3.0 Key Performance Areas

### 3.1 Leading a successful Club / Society

1. **AMBASSADOR:** Represents the Club, TUSA and UTAS in a professional and positive manner.
2. **CONSTITUTION, RULES, AND POLICIES:** Has a solid working knowledge of the Club constitution, rules, and policies (including TUSA's policies and codes of conduct), Drives and supports their team to ensure good governance of Club. Has oversight over the actions of their committee and members and ensures that TUSA/UTAS procedures and policies are adhered to including, but not limited to, behaviour, equity, diversity and inclusion, events, activities, risk management and financial management and transparency, keep committee members accountable for the delivery of their roles and prescribed duties.
3. **ENGAGEMENT:** Attends or sends a proxy(ies) to all TUSA-led events, including but not limited to; quarterly C+S Meetings, Clubs and Society Day(s), Student Leaders Conference (SLC), and Learning and Development workshops and TUSA / UTAS collaboration events such as Open Days, Yr. 12 Expo, Orientation and Welcome week events in Sem 1 and Sem 2, as well as any other events/activities where Club/Society attendance is requested
4. **STRATEGIC DIRECTION:** Helps set the club's direction, prioritise goals and oversee the delivery of outcomes, in consultation with relevant parties and consistent with the members' views. Assists the executive committee with succession planning for future roles to facilitate the ongoing success of the Club.
5. **MANAGEMENT:** Ensure that all other tasks necessary to run the activities of the Club are performed, either through activity or delegation. Ensuring the Annual General Meeting takes place at the specified time. Making sure that communication is passed on to club/society members.



Familiar with budgeting (reasonable and realistic membership fees). Being a signatory for the Club/Society's bank account and all financial transactions. Helping to advise and support members of the club/society.

6. **MEETINGS:** Presides over meetings and preserves order, facilitates decision making processes and supports the vice-president, treasurer, and secretary in recording accurate minutes to document all decisions made and motions passed. Ensures the provision of minutes and agendas, financial, and membership records when requested by TUSA.

### 3.2 All Club members

- a. Practices and demonstrate safe work practices to ensure the well-being of executive committee members, students, members, and other stakeholders.

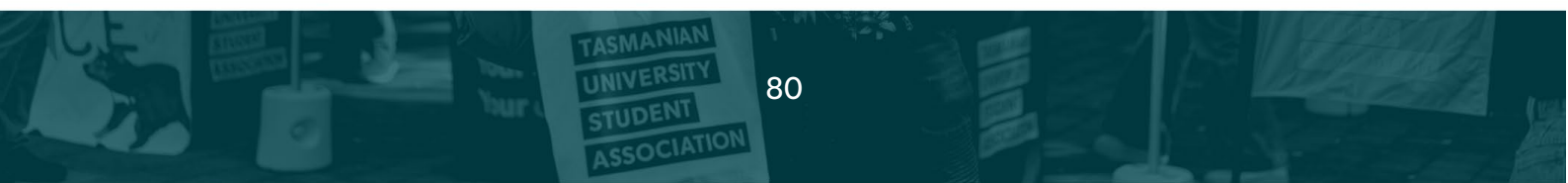
## 4.0 What the Job Requires (Success Profile)

### 4.1 Attributes & Behaviours

- **STUDENT LED:** Understands and empathises with the needs and aspirations of students; maintains a constant focus on improving the student experience and makes decisions informed by student insight and based on the creation of value for the students.
- **CONNECTED:** Demonstrates the drive to develop open, honest, and mutually beneficial relationships with all stakeholders in order to positively impact the Club; Able to build wide and effective networks of contacts inside and outside of the Club.
- **BOLD:** Seeks opportunities to develop the Club and supports others through the change process; produces new and innovative ideas, approaches and insights and produces a range of solutions to challenges.
- **EFFECTIVE:** Seeks to use their attributes to their utmost to enable the Club. to achieve goals while empowering students to learn and grow; sets clear direction and standards and delivers performance by empowering and developing others and recruiting talent.
- **KIND:** Builds capacity by listening and building an understanding of others and supporting their development; able to adapt own interpersonal style and show sensitivity to different cultures or backgrounds.

### 4.2 Experience & Qualifications

**Essential:**



- a. **Demonstrated ability to work with a diverse range of team members and employment arrangements i.e., volunteers and key stakeholders, such as the TUSA, and the University of Tasmania**
- b. **Highly developed written, oral, and interpersonal skills**

**Desirable:**

- **Demonstrated understanding of the current and future needs of students within Higher Education**
- **Experience working with people from various cultural backgrounds and lived experiences**

## 5.0 Relationships

### **Key Relationships Internal:**

**President**

**Vice-President**

**Treasurer**

**Sub Committee(s) Members**

**Members – students and associates**

### **Key Relationships External:**

**TUSA**

**State Council**

**Clubs and Societies' executive committees**

**UTAS**

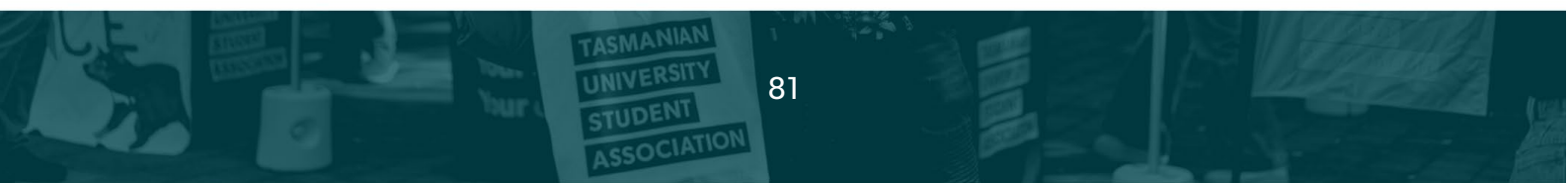
**Local councils, businesses, and organisations**

**State, federal, and international organisations**

## 6.0 Role Acceptance

<b>Incoming President Signature:</b>	
<b>Name:</b>	
<b>Date:</b>	

<b>Outgoing President Signature:</b>	
<b>Name:</b>	
<b>Date:</b>	



# 7.0 TUSA Resources

## 7.1 TUSA C+S Handbook

**TUSA C+S Handbook**

## 7.2 TUSA Website

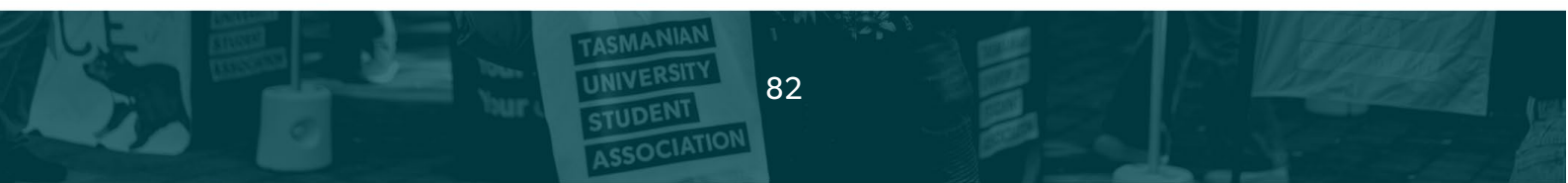
- a. **[www.TUSA.org.au](http://www.TUSA.org.au)**
- b. **Running a Club or Society**

## 7.3 QPay

**[www.GetQPay.com](http://www.GetQPay.com)**



Notes:



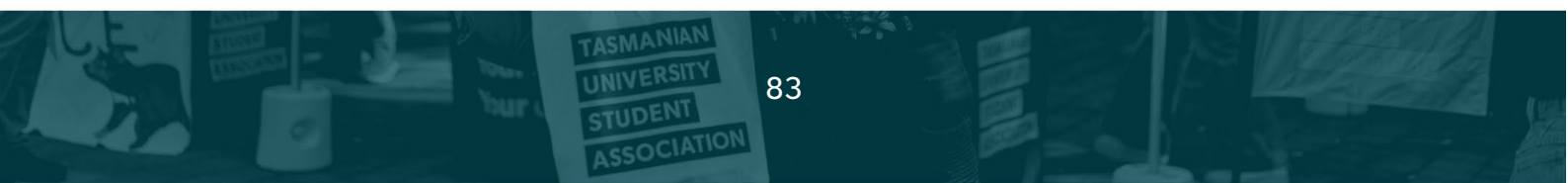


# List of Values

by Dr. Brené Brown, [www.brenebrown.com/daretolead](http://www.brenebrown.com/daretolead)

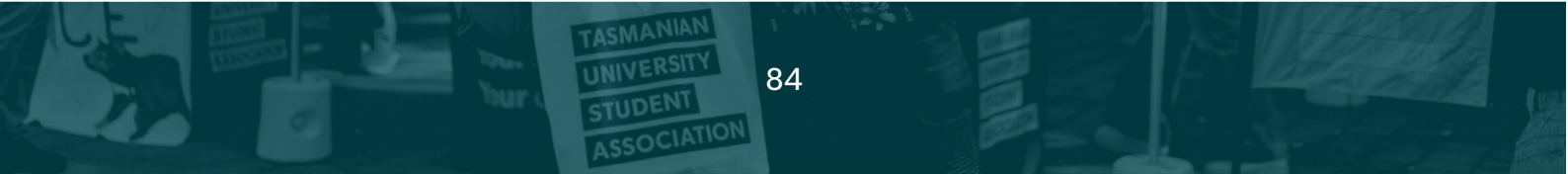
Accountability	Equality	Joy	Security
Achievement	Ethics	Justice	Self-discipline
Adaptability	Excellence	Kindness	Self-expression
Adventure	Fairness	Knowledge	Self-respect
Altruism	Faith	Leadership	Serenity
Ambition	Family	Learning	Service
Authenticity	Financial stability	Legacy	Simplicity
Balance	Forgiveness	Leisure	Spirituality
Beauty	Freedom	Love	Sportsmanship
Being the best	Friendship	Loyalty	Stewardship
Belonging	Fun	Making a difference	Success
Career	Future generations	Nature	Teamwork
Caring	Generosity	Openness	Thrift
Collaboration	Giving back	Optimism	Time
Commitment	Grace	Order	Tradition
Community	Gratitude	Parenting	Travel
Compassion	Growth	Patience	Trust
Competence	Harmony	Patriotism	Truth
Confidence	Health	Peace	Understanding
Connection	Home	Perseverance	Uniqueness
Contentment	Honesty	Personal fulfillment	Usefulness
Contribution	Hope	Power	Vision
Cooperation	Humility	Pride	Vulnerability
Courage	Humour	Recognition	Wealth
Creativity	Inclusion	Reliability	Well-being
Curiosity	Independence	Resourcefulness	Wholeheartedness
Dignity	Initiative	Respect	Wisdom
Diversity	Integrity	Responsibility	
Environment	Intuition	Risk-taking	
Efficiency	Job security	Safety	

Write your own:



# Focusing on Your 2 Key Values

	Value 1:	Value 2:
Leadership Style		
Club & Society Goals		
Projects		



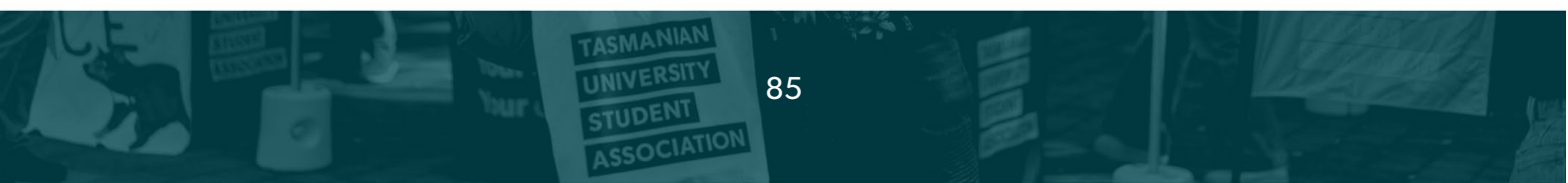
# Engaged Feedback Checklist

by Dr. Brené Brown, [www.brenebrown.com/daretolead](http://www.brenebrown.com/daretolead)

I know I'm ready to give feedback when:

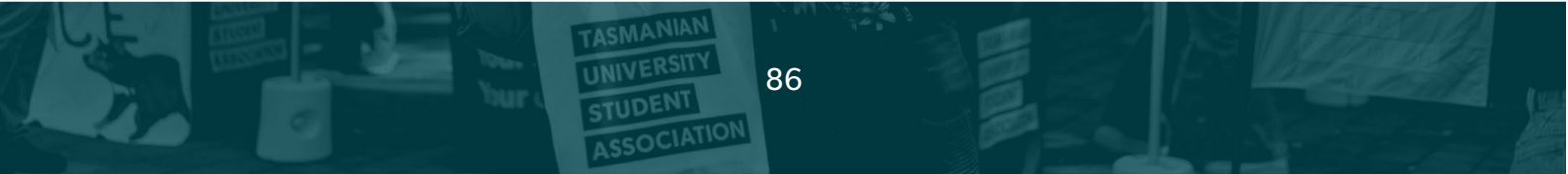
- I'm ready to sit next to you rather than across from you.
- I'm willing to put the problem in front of us rather than between us (or sliding it toward you).
- I'm ready to listen, ask questions, and accept that I may not fully understand the issue.
- I want to acknowledge what you do well instead of picking apart your mistakes.
- I recognize your strengths and how you can use them to address your challenges.
- I can hold you accountable without shaming or blaming you. I'm willing to own my part.
- I can genuinely thank you for your efforts rather than criticize you for your failings.
- I can talk about how resolving these challenges will lead to your growth and opportunity.
- I can model the vulnerability and openness that I expect to see from you.
- I am aware of power dynamics, implicit bias, and stereotypes.

Notes:



# Planning Your Team Structure

Board
Subcommittees
Non-organisers/external parties



## PHYSICAL WELLBEING

### Have you got the energy to get sh\*t done?

Prioritising your physical health is key to wellbeing, making time for regular exercise, healthy balanced food choices and getting enough sleep all contribute to the feeling of wellbeing which results in mental acuity, greater emotional stability and a general sense of feeling happy, healthy and well.

#### • REFLECT:

When I am feeling my best, physically, mentally, emotionally what is the common theme on those days?

How can I do / incorporate more of that into my days / weeks / months...?

#### • ACTION STEPS:

Opt for "walk n talk" meetings rather than sitting down all the time. Put time in your diary / schedule to exercise and make it non-negotiable. Choose to take the stairs or park further away to boost your incidental exercise. Aim for 10,000 steps a day.

## FINANCIAL WELLBEING

### Are you managing (or avoiding) your money?

How are you managing your money and do you need help with this aspect of your life? Are you managing your finances in a way that allows you to have clarity around what you have coming in versus going out.

#### • REFLECT:

What additional help, tools or resources do I need to get a handle on my finances and/or achieve my financial goals?

What financial habits can I adopt to better manage my finances.

#### • ACTION STEPS:

Set up a direct savings deposit so that money is being saved without any conscious effort on your behalf (after it's set up).

Look at starting with 10% of what you have left after bills and living costs.

## WORK WELLBEING

### Are you enjoying what you're doing?

Jumping out of bed and feeling good about how you're going to spend your day has a huge impact on your sense of self, purpose and well being.

#### • REFLECT:

What do I enjoy most about the work that I am doing?

Which aspects of my work give me the most energy / happen naturally / I look forward to doing?

#### • ACTION STEPS:

Identify the aspects of your role that you enjoy / find energising and look for opportunities to do these aspects more, communicate with your peers and seek their feedback on what you do well - and vice versa.

Lean into each others' strengths.

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UNIVERSITY  
STUDENT  
ASSOCIATION**

[www.tusa.org.au](http://www.tusa.org.au)

## COMMUNITY WELLBEING

**Do you feel like you belong and an integral part of the bigger picture?**

Humans are social creatures, and feeling like we belong to a community is key to our success, feeling safe, valued, welcome and included add to our sense of belonging and wellbeing.

### • REFLECT:

How am I contributing to my community?  
What is my community contributing to me that I value highly / adds value to my sense of belonging?

### • ACTION STEPS:

Look for ways in which you can contribute back to your community

- Volunteer
- Fundraise
- Collaborate with others

Give feedback to that community and tell them what they're doing well - share your love!

## SOCIAL WELLBEING

**What meaningful relationships do you have in your life?**

You don't need to be the social butterfly of the world to have social wellbeing. But, being aware of the key people in your life who provide the support, guidance and fun is important as they're the people who will help you up when you're feel flat and encourage you to grow and evolve.

### • REFLECT:

Do they know I recognise and appreciate the value they bring into my life, how do I demonstrate this?  
How can I facilitate our relationship and enable our ongoing connection?  
How am I contributing to this relationship?

### • ACTION STEPS:

Look at your love language, how do you like being acknowledged and seen by your peers and loved ones?  
Ask your friends how they like to be seen and recognised -

- Words of affirmation (verbal feedback)
- Acts of service (doing something to help out)
- Gifts (buying them things / experiences)
- Physical touch (a hug for example)
- Quality time (hanging out / doing things together)



< Scan me to  
make a booking

[www.tusa.org.au](http://www.tusa.org.au)

### Do you need some support?

At TUSA we have our Student Advocacy Team. Whether it's face-to-face or over the phone we are here to listen to you and help with issues you may be facing. Book an appointment: <http://tusa.org.au/meet-the-team-make-a-booking/>

# Effective communication

When you are communicating with someone or a group of people face to face, which part of your communication says the most?

1. Mannerisms - body language, hand gestures and posture
2. Delivery - vocal qualities e.g., style, speed and volume
3. Information - the words we use and content we deliver

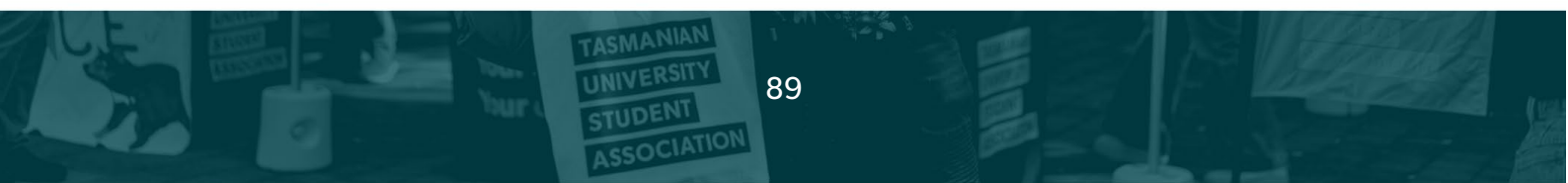
At the start of a conversation, until people know they can trust you or they like you (through your voice and body language), they aren't really evaluating what you say. It's only when you've built a connection that your words and information are important.

Because of the importance of mannerisms and delivery, don't use email or messaging when you are trying to deal with a difficult conversation.

## Principled negotiation

(From *Getting to Yes*, Roger Fisher and William Ury, 1981)

1. Separate people from the problem
  - Understand that the people are not the problem. It could be their behaviour, but it's not actually them
2. Focus on interests, not positions
  - Focus on events or behaviour rather than the positions the parties involved are taking
3. Generate options
  - There are always more than 2 options for a resolution. This step involves generating as big a list of options as you can
4. Agree on an objective standard
  - A set of criteria that both sides can agree on as the best starting point for testing potential agreements. These could be things like policies, your affiliation agreements, University guidelines or case studies





# Keeping Everyone in Line

## Training for incoming C+S Secretaries

### Contents:

- Role of the Secretary
- Activity: Twitter Statement
- General Meeting Agenda Template
- General Meeting Minutes Template
- Activity: Meeting Minutes

**CORE**

2:30PM - 3:30PM  
Room 325 (C&S Room)

### The Presenter:

Eloise Knuckey, Student Experience & Insight Officer

Ingrid Lagerewskij, Clubs & Societies Officer

# Role of the Secretary

The Secretary provides a vital connection between the President, the committee, and the club/society members. The first task of the Secretary is to record and maintain a membership list of all members in order to keep in contact with them electronically.

The list should provide name, email address, mobile number and note if member is a current UTAS student (must note student ID number), associate member, staff or junior (under 18 years of age).

The secretary is responsible for arranging meetings, venues, preparing agendas and taking minutes of the club/society's meetings. The Secretary is generally expected to be the first to arrive at the meeting venue to ensure that all is well and the last to leave to ensure that all is still well. The responsibilities of a secretary are summarised below:

## PREPARING FOR THE MEETING:

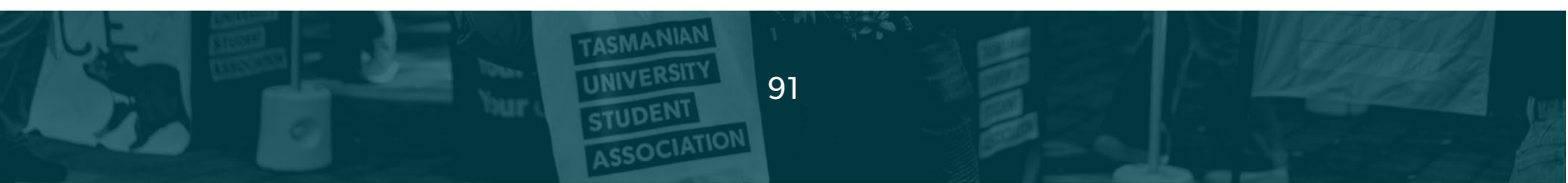
- Send out notice of the meeting to all your members
- Draw up an agenda, in consultation with the President.
- Ensure that Executive committee members that are required to attend meeting tender a report if necessary.
- Arrange and list general business, correspondence, reports, and apologies received for the meeting.
- Email the agenda out to members.
- Make sure that the meeting room is adequate.

## AT THE MEETING:

- Record names (first and surname) of all attendees.
- Note any apologies and record names of any observers attending.
- Distribute copies of agenda (which includes previous minutes for approval) at the meeting, as well as any incoming and outgoing correspondence to be received.
- Note the decisions and actions of the meeting, ensuring they are brief but accurate.
- Record and relate all motions (include first and surnames of members who move and second motions) regardless of their result as well as their count if necessary.

## BETWEEN MEETINGS:

- Ensure that the correct minutes of the meeting held are completed, as these are the official records and are very important for future reference.



- Write all letters as the club/society Executive directs and bring attention to all incoming letters to allow the club/society Executive to keep up to date with all matters arising.
- It is the duty of the Secretary to keep a record of all inward and outward correspondence and to collect the club/society's mail. It is also compulsory to have the TUSA as your mailing address.

Information and resources on running effective Annual General Meetings and General/Committee Meetings can be found on the TUSA website under Community/ Clubs & Societies/ Resources & Info Library

### TUSA Mailing Addresses:

#### **Hobart based Societies**

TUSA (Society name)  
Tasmanian University Student Association  
P.O. Box 5055 University of Tasmania LPO  
SANDY BAY TAS 7005

#### **Launceston/Cradle Coast/Rozelle based Societies**

TUSA (Society name)  
Tasmanian University Student  
Association  
Locked Bag 1333  
LAUNCESTON TAS 7250

Source: [tusa.org.au//wp-content/uploads/2021/02/Factsheet-role-of-secretary-TUSA.pdf](https://tusa.org.au/wp-content/uploads/2021/02/Factsheet-role-of-secretary-TUSA.pdf)



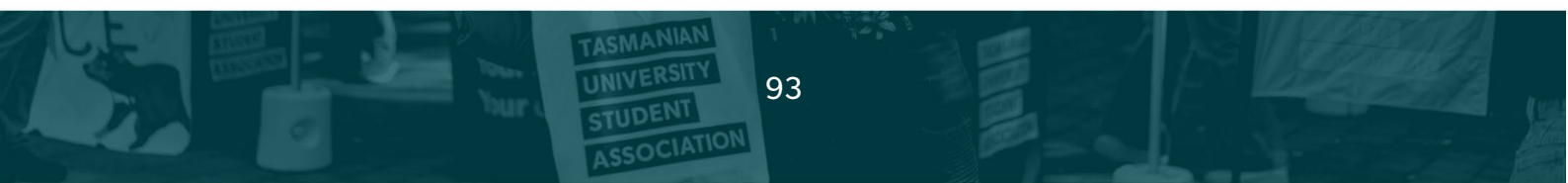
# POSITION DESCRIPTION

## [Insert Club / Society Name] Secretary

<b>Name:</b>		
<b>Contact Phone:</b>		
<b>Contact Email:</b>		
<b>Location:</b>		
<b>Start Date / End Date:</b>		

## Contents

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<b>2.0 Position Summary .....</b>	
<b>3.0 Key Performance Areas .....</b>	
<b>4.0 What the Job Requires (Success Profile).....</b>	
<b>5.0 Relationships.....</b>	
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<b>7.0 TUSA Resources .....</b>	



# 1.0 Organisation Description

**The [Insert the name of your Club or Society] herein referred to as the Club, is affiliated with the Tasmanian University Student Association (TUSA) which was founded in 1899, one of the oldest Student Unions in Australia, and is recognised as the peak student body representing all students attending the University of Tasmania.**

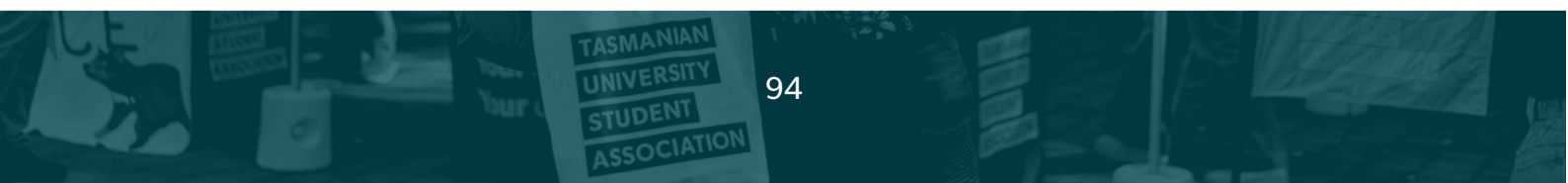
**The overall responsibility for the TUSA is overseen by their Board of Management (BoM), which consists of elected student representatives, external/lay members (appointed by BoM) and university representatives (appointed by UTAS), and is the employer of staff, who work with us to be an organisation run by students, for students.**

**The Club and the TUSA are focused on mobilising and enabling UTAS students to have the best University experience possible through Academic and Special Interest clubs and societies and to be part of a community beyond the confines of the classroom. The Club and the TUSA are focused on realising the potential of our student base and providing opportunities for the cultivation of unique and exciting ideas that create meaningful and sustainable impacts for UTAS students.**

## 2.0 Position Summary

**The role of the Secretary is to be the Club ambassador and leader within the TUSA and the University of Tasmania community. The key component of this role is to collaborate with other elected members of the executive committee, sub-committees, and members.**

**The Club Secretary is a key player in assisting and collaborating with the TUSA in creating a vibrant and contemporary student representative organisation that enables UTAS students to shape their university experience.**





## 3.0 Key Performance Areas

### 3.1 Leading a successful Club / Society

1. **AMBASSADOR:** Represents the Club, TUSA and UTAS in a professional and positive manner.
2. **CONSTITUTION, RULES, AND POLICIES:** Has a solid working knowledge of the Club constitution, rules, and policies (including TUSA's policies and codes of conduct), Drives and supports their team to ensure good governance of the Club. Has oversight of their committee and members and ensures that TUSA/UTAS procedures and policies are adhered to including, but not limited to, behaviour, equity, diversity and inclusion, events, activities, risk management, record keeping (minutes, agendas) and financial management and transparency, keep committee members accountable for the delivery of their roles and prescribed duties.
3. **ENGAGEMENT:** Attends or sends a proxy(ies) to all TUSA-led events, including but not limited to; quarterly C+S Meetings, Clubs and Society Day(s), Student Leaders Conference (SLC), and Learning and Development workshops and where possible attend TUSA / UTAS collaboration events such as Open Days, Yr. 12 Expo, Orientation and Welcome week events in Sem 1 and Sem 2, as well as any other events / activities where Club/Society attendance is requested.
4. **COMMUNICATION:** Attends to correspondence on behalf of the President and ensures that all committee members and members are up to date on Club news. Acts as a sounding board for the President so that ideas can be safely bounced around and challenges explored.
5. **STRATEGIC DIRECTION:** Helps set and monitor the direction of the club and those day-to-day functions and goals are being progressed and remain consistent with the views of members. Assists the executive committee with succession planning for future roles to facilitate the ongoing success of the Club.
6. **MANAGEMENT:** Ensure that all other tasks necessary to run the activities of the Club are performed, either through activity or delegation. Ensuring the Annual General Meeting takes place at the specified time. Making sure that communication and key information is passed on to club/society members. Familiar with budgeting (e.g., reasonable, and realistic membership fees). Being a signatory for the Club/Society's bank account and all financial transactions. Helping to advise and support members of the club/society.
7. **MEETINGS:** Coordinates meetings of the committee and members, including the AGM. Works with the President / Vice-President / Treasurer to draft the

agenda, distribute notices and take formal minutes to document all decisions made and motions passed. Ensures the provision of minutes and agenda records when requested by TUSA in a timely manner.

### 3.2 All Club Members

- a. Practices and demonstrate safe work practices to ensure the well-being of executive committee members, students, members, and other stakeholders.

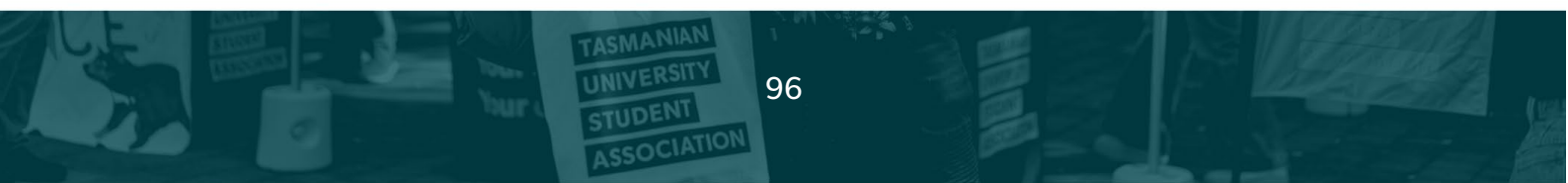
## 4.0 What the Job Requires (Success Profile)

### 4.1 Attributes & Behaviours

- **STUDENT LED:** Understands and empathises with the needs and aspirations of students; maintains a constant focus on improving the student experience and makes decisions informed by student insight and based on the creation of value for the students.
- **CONNECTED:** Demonstrates the drive to develop open, honest, and mutually beneficial relationships with all stakeholders in order to positively impact the Club; Able to build wide and effective networks of contacts inside and outside the Club.
- **BOLD:** Seeks opportunities to develop the Club and supports others through the change process; produces new and innovative ideas, approaches and insights and produces a range of solutions to challenges.
- **EFFECTIVE:** Seeks to use their attributes to their utmost to enable the Club to achieve goals while empowering students to learn and grow; sets clear direction and standards and delivers performance by empowering and developing others and recruiting talent.
- **KIND:** Builds capacity by listening and building an understanding of others and supporting their development; able to adapt own interpersonal style and show sensitivity to different cultures or backgrounds.

### 4.2 Experience & Qualifications

**Essential:**





- c. **Demonstrated ability to work with a diverse range of team members and employment arrangements i.e., volunteers and key stakeholders, such as the TUSA, and the University of Tasmania.**
- d. **Highly developed written, oral, and interpersonal skills.**

**Desirable:**

- **Demonstrated understanding of the current and future needs of students within Higher Education.**
- **Experience working with people from various cultural backgrounds and lived experiences.**

## **5.0 Relationships**

### **Key Relationships Internal:**

**President**

**Vice-President**

**Treasurer**

**Sub Committee(s) Members**

**Members – students and associates**

### **Key Relationships External:**

**TUSA**

**State Council**

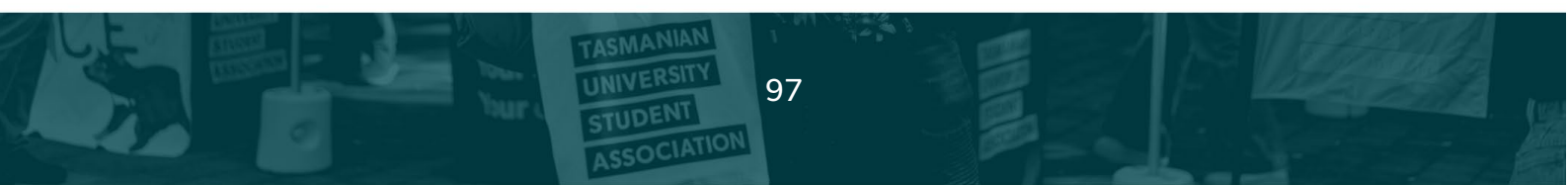
**Clubs and Societies' executive committees**

**UTAS**

**Local councils, businesses, and organisations**

**State, federal, and international**

**organisations**



## 6.0 Role Acceptance

Incoming Secretary Signature:	
Name:	
Date:	

Outgoing Secretary Signature:	
Name:	
Date:	

## 7.0 TUSA Resources

### 7.1 TUSA C+S Handbook

**TUSA C+S Handbook**

### 7.2 TUSA Website

c. **[www.TUSA.org.au](http://www.TUSA.org.au)**

d. **Running a Club or Society**

### 7.3 QPay

**[www.GetQPay.com](http://www.GetQPay.com)**



## Twitter Statement

*Make it simple but significant* – Don Draper

As we start the session, it is important for us to focus our attention – and we're going to do that in a simple but significant way.

You have to sum this up in a single tweet of 140 characters (the old Twitter limit - 280 characters makes it too easy!) to convey your perspective and thoughts.

The boxes to the left help you to calculate the number of characters and/or punctuation you use, and there are multiple boxes there for you to have several attempts at the exercise.

[illegible][illegible][illegible][illegible][illegible]

# General Meeting Agenda Template

**TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION**

**Club/Society Name**  
**GENERAL MEETING**  
**AGENDA**

For the General Meeting to be held on **date** at **meeting venue** at **time**

## SECTION 1 – INTRODUCTORY ITEMS

### 1.1 ACKNOWLEDGMENT OF COUNTRY

We pay our respects to elders' past and present, to the many Aboriginal people that did not make elder status, and to the Tasmanian Aboriginal community that continue to care for Country. We recognise a history of truth which acknowledges the impacts of invasion and colonisation upon Aboriginal people resulting in the genocide and forcible removal from their lands. Our Islands are deeply unique, with spectacular landscapes with our cities and towns surrounded by bushland, wilderness, mountain ranges and beaches. We stand for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language, and history; and a continued effort to fight for Aboriginal justice and rights paving the way for a strong future.

### 1.2 PRESENT

List of attendees first & surnames of club/society member

### 1.2 APOLOGIES

List of apologies received

### 1.3 ABSENT

List of those who are not in attendance without correspondence (exec members)

### 1.4 OBSERVERS

List of those who are observed meeting

## SECTION 2 – MINUTES AND MATTERS ARISING

### 2.1 AMENDMENTS

List amendments to the previous GM minutes here if applicable

### 2.2 MINUTES

Date of relevant minutes:

Confirm that the minutes of the previous GM are a true and accurate record of the proceedings of that meeting.

## APPENDIX

**MOTION** Moved: **Mover's name** Seconded: **Seconder's name**



that the following minutes are accepted as a true and accurate record of the **date** General Meeting. Record Motion outcome here – if majority is **FOR** then motion is **CARRIED**. If majority is **AGAINST**, then motion is **DENIED**. Note name of any member who is **AGAINST** or **ABSTAINS** from voting.

### 2.3 MATTERS ARISING

List follow-up on action items from the previous GM if applicable

## SECTION 3 – CORRESPONDENCE

### 3.1 INWARD CORRESPONDENCE

APPENDIX B

List any correspondence received relating to GM (name of sender, date, brief heading)

### 3.2 OUTWARD CORRESPONDENCE

APPENDIX C

List any correspondence sent relating to GM (name of sender, date, brief heading). The Inward and Outward Correspondence was received (or Nil)

## SECTION 4 – MATTERS FOR DISCUSSION

Record matters for discussion is where matters seeking input can be brought to the attention of the committee such as events, initiatives, capital purchases, fundraising, and grant applications.

### 5.1 MATTER 1

APPENDIX D

List main points of discussion

### 5.2 MATTER 2

APPENDIX E

List main points of discussion

### 5.3 MATTER 3

APPENDIX F

List main points of discussion

## SECTION 5 – MATTERS FOR NOTING

It is good practice to submit written reports instead of giving verbal reports. Reports can then be read prior to the meeting. This saves time and work.

### 5.1 PRESIDENT'S REPORT

APPENDIX G

Attach report (note if to be given verbal)

### 5.2 TREASURER'S REPORT

APPENDIX H

Attach report (note if to be given verbal)

### 5.3 SUBCOMMITTEE AND OTHER REPORTS (IF APPLICABLE) APPENDIX I

Attach report(s) (note if to be given verbal)

## SECTION 6 – OTHER BUSINESS

This is the space where things that are not on the agenda. (These will need to be recorded for the minutes. It is good practice to get a list of all those wishing to speak and the topics they want to cover at the start of this section.

**Meeting closed:** (time the meeting finished) **Date of next meeting:** (date and time of next meeting)

# General Meeting Minutes Template

**TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION**

Club/Society Name

GENERAL MEETING

MINUTES

For the General Meeting to be held on **date** at **meeting venue** at **time**

---

## SECTION 1 – INTRODUCTORY ITEMS

### 1.1 ACKNOWLEDGMENT OF COUNTRY

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### 1.2 PRESENT

record attendance. Record first & surnames of club/society member attendees

### 1.2 APOLOGIES

These will be in the agenda (record any late apologies)

### 1.3 ABSENT

Record those who are not in attendance without correspondence

### 1.4 OBSERVERS

Record attendees who are observing meeting (not members of your club/society)

## SECTION 2 – MINUTES AND MATTERS ARISING

### 2.1 AMENDMENTS

Note any amendments to the previous GM minutes here if applicable

### 2.2 MINUTES

Date of relevant minutes:

APPENDIX A

Confirm that the minutes of the previous GM are a true and accurate record of the proceedings of that meeting.



**MOTION** Moved: **Mover's name** Seconded: **Seconded's name**  
that the following minutes are accepted as a true  
and accurate record of the **date** General Meeting

Record Motion outcome here – if majority is **FOR** then motion is. **CARRIED**.  
If majority is **AGAINST**, then motion is **DENIED**. Note name of any member who is **AGAINST**  
or **ABSTAINS** from voting.

### 2.3 MATTERS ARISING

Record follow-up on action items from the previous GM if applicable

## SECTION 3 – CORRESPONDENCE

### 3.1 INWARD CORRESPONDENCE

#### APPENDIX B

List any correspondence received relating to GM (name of sender, date, brief heading)

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List any correspondence sent relating to GM (name of sender, date, brief heading). The  
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Record matters for discussion is where matters seeking input can be brought to the  
attention of the committee such as events, initiatives, capital purchases, fundraising, and  
grant applications.

### 5.1 MATTER 1

#### APPENDIX D

Capture the main points of discussion

### 5.2 MATTER 2

#### APPENDIX E

Capture the main points of discussion

### 5.3 MATTER 3

#### APPENDIX F

Capture the main points of discussion

## SECTION 5 – MATTERS FOR NOTING

Capture the main points of verbal reports. It is good practice to submit written reports  
instead of giving verbal reports. Reports can then be read prior to the meeting. This saves  
time and work.

### 5.1 PRESIDENT'S REPORT

#### APPENDIX G

Capture the main points of discussion/ Capture the main points of verbal reports

### 5.2 TREASURER'S REPORT

#### APPENDIX H

Capture the main points of discussion/ Capture the main points of verbal reports

### 5.3 SUBCOMMITTEE AND OTHER REPORTS (IF APPLICABLE) APPENDIX I

Capture the main points of verbal reports/ Capture the main points of verbal reports

Download template at <https://www.tusa.org.au/cs-resources-and-info-library/>

# Activity: Fix the Sh\*t Minutes

Example 1:

Meeting #2

Sunday

**Confirmed:** Eric

1pm on Thursday, drop in session at the society staffroom for workshop

- Who can do the training and who is paying?

**EVENTS:** Ash

- Details confirmed by venue for the barefoot bowls

Event Report: BBQ + BEERS – last weekend

- Cool night, had about 50 people, didn't know many of them
- Need help apply for a grant for BBQ and beers
  - Can everyone send in receipts, the beers were expensive
  - Does anyone know the cost of the place we had the BBQ?

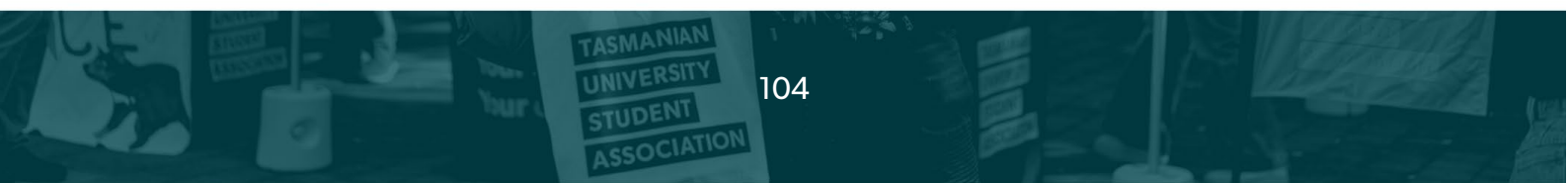
**Need to reaffiliate:** post on FB group so everyone can give their Student ID numbers for TUSA

**TO DO**

- Posters
- FB Event
- QPay Tkts
- Mass email to members

Present: Ash, Eric, Sim, Jack, Jo

9.00 – 9.30am



Example 2:



# CC Student Club Executive 2016 General



Meeting NO. 1 (14/2/2017,  
9:03pm)

## SECTION 1- INTRODUCTORY ITEMS

1. **Present and absent executive members** Present: Ruby, Maggie, Nick, Eleanor, Emma, Brayden, Sreelu Absent: - Late:-

## SECTION 2- COMMITTEE REPORTS

### **2.1 President Report: Ruby**

**Campbell** Communication Representative-  
two choices- re elect/ vote for someone new.

For re-electing Maggie

Nick

Emma

Ruby

Vote to re elect – passed

Extend the sports comp to Uni city apartments

Mingle with the Red Frogs for dessert

Admin fees- free rent will be done at the end of the week

O week- may not get free rent during o week and p week

### **2.2 Vice-President Report: Maggie Trewin**

receipts- please give me all of these!!! You wont get money if you don't have receipts

### **2.3 Social Convenor Report: Nick Bennett**

uni bar has been closed..... Calling Nick back asap  
could call the ref

### **2.4 Communication Report:**

### **2.5 Cultural Report: Eleanor Snibson**

- Done all the event planning
- has made all the posters

- no bbq for move in day
  - sponsors- \$800 from soho
  - 800\$ 10% at zamberos - \$5 drinks totals
- soho are keen to sponsor us all year

### **2.6 Sports Report: Emma Allwright, Brayden Viney**

softball is booked with an umpire

first 4 weeks of female rugby we are training with fisher coaches are all done

### **2.7 Diversity Liaison Report: Sreelu Chintakindi**

block buddies- need to have a meeting international

page- do we need it?

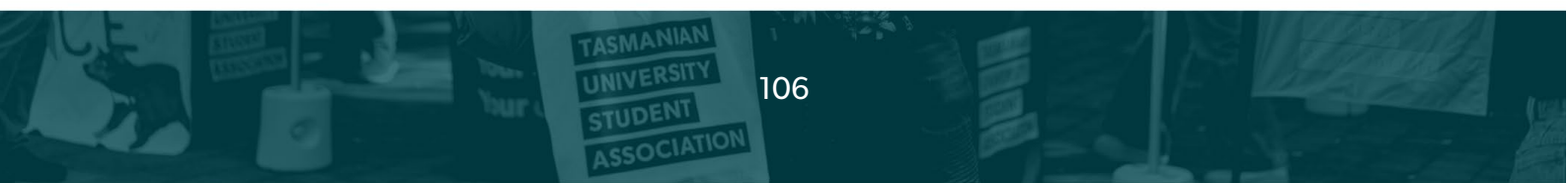
## SECTION 3- GENERAL BUSINESS

Jerseys- new sets of footy jumpers

## SECTION 4- ANY OTHER BUSINESS

## SECTION 5- MEETING CLOSURE

NOTES:



# General Meeting Minutes (Blank)

**TASMANIAN  
UNIVERSITY  
STUDENT  
ASSOCIATION**

\_\_\_\_\_  
GENERAL MEETING  
MINUTES

For the General Meeting to be held on \_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_

## SECTION 1 – INTRODUCTORY ITEMS

1.1 ACKNOWLEDGMENT OF COUNTRY

1.2 PRESENT

1.2 APOLOGIES

1.3 ABSENT

1.4 OBSERVERS

## SECTION 2 – MINUTES AND MATTERS ARISING

2.1 AMENDMENTS

2.2 MINUTES

APPENDIX

Date of relevant minutes:

### MOTION

Moved:

Seconded:

that the following minutes are accepted as a true and accurate record of the  
\_\_\_\_\_ General Meeting

2.3 MATTERS ARISING

### SECTION 3 – CORRESPONDENCE

3.1 INWARD CORRESPONDENCE APPENDIX

3.2 OUTWARD CORRESPONDENCE APPENDIX

### SECTION 4 – MATTERS FOR DISCUSSION

5.1 MATTER 1 APPENDIX

5.2 MATTER 2 APPENDIX

5.3 MATTER 3 APPENDIX

### SECTION 5 – MATTERS FOR NOTING

5.1 PRESIDENT'S REPORT APPENDIX

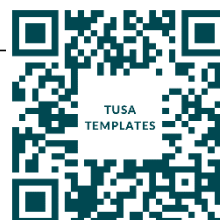
5.2 TREASURER'S REPORT APPENDIX

5.3 SUBCOMITTEE AND OTHER REPORTS (IF APPLICABLE) APPENDIX

### SECTION 6 – OTHER BUSINESS

Meeting closed: \_\_\_\_\_ Date of next meeting: \_\_\_\_\_

Download template at <https://www.tusa.org.au/resources-and-info-library/>





# Managing Your C+S Ca\$h

## Training for incoming C+S Treasurers

### Contents:

- Role of the Treasurer
- Bank Signatories Form
- Commonwealth Bank A153 Form
- C&S Finance Template
- Income + Expenditure Reconciliation
- Reconciliation
- Grant Submission Dates 2025
- TUSA Grant Guidelines

**CORE**

2:30PM – 3:30PM

TUSA Boardroom  
# 2

### The Presenter:

Bronwyn Brown, Student Experience & Events Officer (Grants Secretary)



# Role of the Treasurer

The treasurer is one of the most important positions in the Club or Society. It is you who has the ultimate financial responsibility and thus an extreme element of diligence and honesty is essential. This is a job that could potentially see anything up to \$50,000 going through the books in one year.

This guide is to provide some extra guidance and details of a few tasks you might come across during the year. As always if you need any extra help please don't hesitate to reach out to the Club and Societies Officer who will be happy to assist. This guide is going to look at:

- Money going in and out of the account
- Petty cash
- Invoicing and Receipts
- TUSA Finance Template (Income, Expenditure and Reconciliation)
- Bank Account
- Grants

## TWO GOLDEN RULES:

### 1. Account for Money Going In (income) and Out (expenditure)

All money going into and out of the Club/Society, must be receipted and recorded. The TUSA provides a [Club/Society Finance Income and Expenditure Template](#) to help you record all this information and make your job super simple.

In the case of expenditure (money going out), this involves a reasonable and genuine receipt plus an entry in the Club/Society Finance Template. On the other side, any money received must also be recorded in the Club/Society Finance Template.

The TUSA Finance Income and Expenditure Template is very simple to use and all you must do is enter the figures of the money you have paid into your account and any money you have spent. It has been set up so it will calculate all the totals, etc. for you and should make

The image shows a screenshot of the TUSA Finance Template with several red boxes and arrows pointing to specific fields, each with an explanatory label:

- Income – Money coming in**: Points to the 'Income' section of the template.
- Add in the amount**: Points to the numerical values entered in the income rows.
- Description**: Points to the 'Description' column header.
- Expenditure – Money going out**: Points to the 'Expenditure' section of the template.
- It will add up automatically**: Points to the 'Total income' row, which shows the sum of the income entries.

BANK ACCOUNT		
1 CLUB/SOCIETY NAME:		
2 Date Period: JAN 1st 202Y - DEC 31st 202Y		
3 Income \$ Additional Comments		
4	MEMBERSHIP FEES	400
5	SPONSORSHIP	1000
6	GRANT FUNDING	500
7	BANK INTEREST	5
22		
23		
24	Total income	1905
25		
26		
27 Expenditure \$ Additional Comments		
28	BBQ EXPENSES	100
29	TSHIRTS	250
30	EQUIPMENT	300
43		
44		
45	Total Expenditure	650
46		
47		
48		
49		
50		

your role as treasurer very simple.

## 2. Bank Money as Soon as Possible

ALWAYS bank any money received from the Club/Society as soon as possible.

### Petty Cash System:

Most Clubs/Societies keep a petty cash system in addition to the main account. To establish a petty cash system, we suggest the following:

#### Step 1: Using your Club/Society Finance Template

The TUSA Finance Template has a section where you can include all the debits and credits for petty cash.

#### Step 2: When cash is needed

People will either want money before they purchase good(s) or will require reimbursement for incurred expenditure. These should be set out in the petty cash account as either advances or reimbursements and relevant receipts should always be obtained, as the petty cash account will be audited. Thus, you should try to limit the use of the petty cash system and make sure you are aware of all payments and reimbursements.

#### Step 3: Reimbursing Petty Cash

Whenever funds are running low, you can transfer money from the bank account into the petty cash account. Normal practice is to draw as much money into petty cash as is required to bring it to a set amount. For example, when the set amount is \$50, and the petty cash is at \$2.35, you would draw \$47.65 from your bank account to bring petty cash back up to \$50.

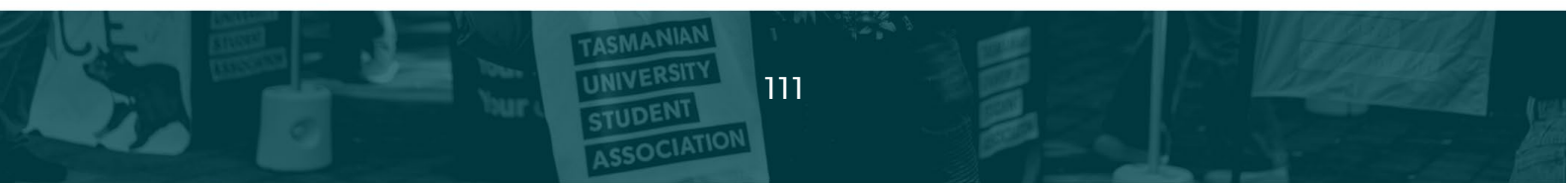
	A	B	C	D
1	PETTY CASH			
2	CLUB/SOCIETY NAME:			
3	Date Period:	January 1st YY - December 31st YY		
4	Income	\$	Additional Comments	
5	MEMBERSHIP FEES	400		
6	SOCIAL EVENT TAKINGS	10		
19				
20				
21				
22	Total Income	410		
23				
24				
25	Expenditure	\$	Additional Comments	
26	BBQ FOOD	100		
27	SOFT DRINKS	50		
28	COFFEE AND TEA	30		
29				
30				
41				
42				
43	Total Expenditure	180		
44				
45				
46				
47				
48				

### Invoicing:

An invoice is a formal statement issued by supplier for money owing for goods or service. In some instances, you will be required to pay the invoice up front and for some services the invoice will be sent after the activity.

You should ensure that the invoice:

- Lists the supplier's ABN number



- If you are making a purchase and the supplier does not have an ABN number, you will need to ask them to complete an ATO [Statement by Supplier form](#). You are obligated by the Australian Taxation Office to withhold payment until the supplier presents with the 'Statement by Supplier' form
- Details of what is being supplied
- Total and any tax included

### Receipts:

It is important that you get and keep the receipts for all your payments (these can be paper or electronic).

- All invoices/receipts must include the suppliers ABN number.
- Receipts must be kept for 5 years (remember you can keep them electronically and save them in your Google drive).

### TUSA Finance Template:

The TUSA have an excel spreadsheet template for all clubs and societies to use to help keep track of income and expenditure. The spreadsheet is broken down into 4 tabs:

#### - Overview

This gives you all the balances for income and expenditure for both your bank account and petty cash. The totals automatically formulate from the other tabs. It should give you a quick overview of your finances.

#### - Income and expenditure bank account

You can use this tab to input everything you are spending money on and to log all the money you have paid into your account.

#### - Income and expenditure petty cash

This logs the money you are spending from petty cash and money paid into petty cash.

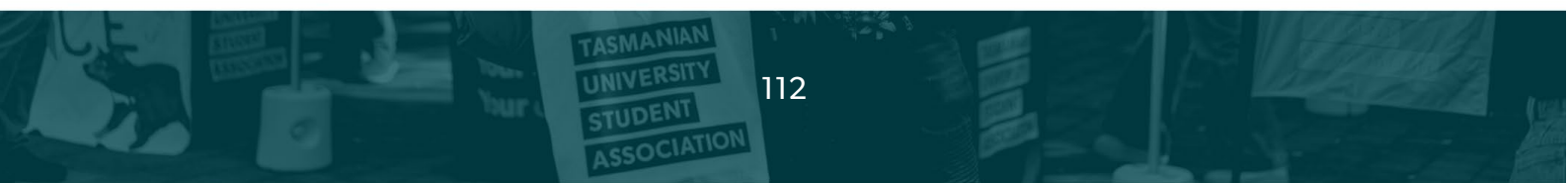
#### - Reconciliation

This tab will be used at the end of the year to provide the Club and Societies Office an overview of your spending for the year and the club or society's current financial situation.

It is very important you regularly update this spread sheet. The spreadsheet is only useful if you keep inputting the data.

### Bank Accounts:

Every club and society have their own bank account with the Commonwealth Bank. Each year when the new executive committee is elected as part of the handover, you'll need to change your signatories on your bank account.



- Request the Change of bank Signatory Form via Qpay and the Clubs and Societies Officer will send you specific information on changing the bank signatories, which include filling in a bank A153 form.

Remember you must have at least 2 signatories on the account (President and Treasurer) for transparency and accountability. The address used for the bank account must be the TUSA address and not a personal address.

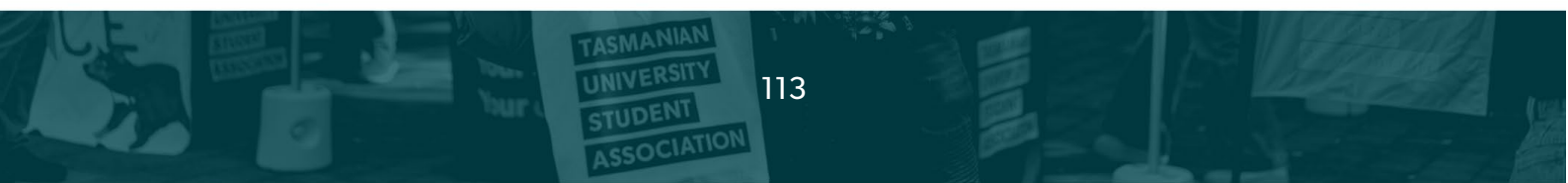
#### Hobart based Societies:

TUSA (Society name)  
Tasmanian University Student Association  
P.O. Box 5055 University of Tasmania LPO  
SANDY BAY TAS 7005

#### Launceston/Cradle Coast/Rozelle

##### Societies:

TUSA (Society name)  
Tasmanian University Student  
Association  
Locked Bag 1333  
LAUNCESTON TAS 7250



# Grants

The TUSA has grants available to clubs and societies to help them grow the student experience at UTAS providing quality events, services and programs. Grants are available under the following categories.

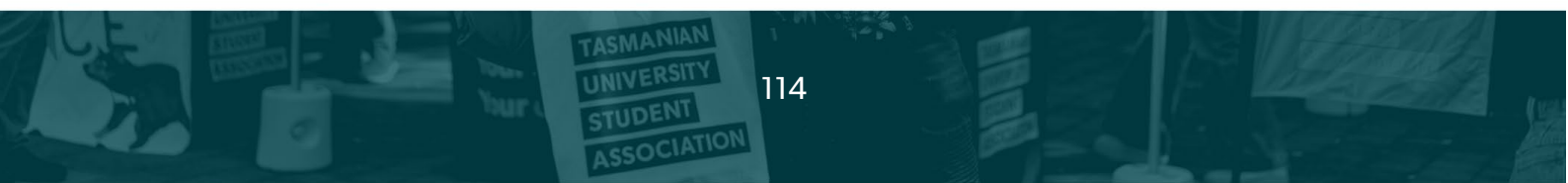
- Capital – Capital grants are available for one off large purchase or for equipment that needs to be replaced that is integral for the running of the club/society. These grants aren't capped due to the nature of what they are to support.
- Activity – To support the running of an activity that the club or society is looking to do. It must be related to the aims and objectives of the club/society (capped at \$250).
- Maintenance – Helping to support the upkeep of equipment that is integral for a club or society to remain active.
- WHS – Work health and safety grants are there to support the club/society being run safely ensuring they met and comply with WHS regulations.
- Conference Travel – TUSA recognises the value conferences can have in upskilling and supporting the growth of clubs and societies. Grants are available for local travel up to \$250 per student and international travel up to \$500 per student (capped at \$1,000).
- Events – Events can play a key part in a club or society. These grants support the delivery of events that support the aims and objectives of the club/society e.g., Lunar New Year Celebrations (capped at \$1,000).
- Start Up – Only available for brand new clubs or societies to help them run the first meeting or event and get the club/society going (capped at \$150).

## Applying for a Grant

Applying for a grant is very simple, just complete the [form](#). You must have a minimum of 10 signed up student members in your club or society. (Make sure you apply at least 4 weeks before you need the grant to allow time for process, etc).

You will be required to provide the following information:

- Type of grant you are applying for.
- The details of what you will use the grant for and how this will benefit your club/society.
- If you are applying for funding for an event, information about the event including date of event, venue, location, how many people will attend and a detailed budget for the event showing expected income and expenses.



### Who Approves Grant Applications:

All grants for clubs and societies are approved by the Club and Societies Committee South/North (depending on the location of the group). The Committees meet regularly and will review applications at every meeting. Once you have applied for your grant, the Clubs and Societies Officer will let you know when the Club and Societies Committee are meeting and when you will be informed on the decision on your grant.

### Grant Restrictions:

- We only support up to \$250 for food per event (\$5 per head cap)
- Food grants are not given for balls/annual dinners
- Up to \$100 for the purchase of a banner

### What the TUSA Doesn't Support Through Grants:

- Money to purchase alcohol
- Prizes for individual club/society events
- Gambling
- Gifts
- Tobacco in any form whatsoever
- The payment of any fines imposed on a club/society
- Brewing equipment or equipment related
- TUSA funds being directly sent to support fundraising donations

### TIPS on Applying:

1. Make sure you provide detail on what you are applying for. The committee will be wanting to know in detail about what the money will be used for and how it will benefit your society and the UTAS student community.
2. Be realistic – when asking for funding think about how many people the money will benefit. Realistically, you won't get \$500 if there are only going to be 10 students at your event/activity.
3. What is your club/society contributing? TUSA won't fully fund an activity/purchase. Clubs and societies need to try to be self-sufficient, so consider how much the club/society will also be contributing.

### Claiming Your Grant

You will be informed by the Clubs and Societies Officer if your grant application was successful and how much your club/society was awarded.

Grants can be claimed once the event/activity has taken place or the item has been purchased by using the Grant Claim Form on the TUSA website. You will need to provide

invoices/receipts of the items the grant is covering (so make sure you keep them) and provide a brief report of the event/activity.

### Basic Principles for Treasurers:

- **No Lending** - Do not lend money, under any circumstances, to other clubs/societies or individuals within the club. The club owes its existence to its members and should only ever look after their valid interests.
- **Personal Use** - Do not use the club/society funds as a personal expense account.
- **Justification of Spend** - It is vital to justify any spending on behalf of the club/society. It is necessary to attempt to match income with expenditure and prevent the club/society from falling into a serious and unnecessary financial position.
- **Get and Keep Receipts** - Always obtain a receipt, so as to justify spending on behalf of the club/ society.
- **Provide Receipts** - Always provide receipts to those who give the Club/Society money, for whatever reason, as a further validation of how much income the club has (against how much it should have).
- **Stay Up to Date** - The books of the club/society should be kept up to date at regular intervals and not just at the end of the audit period, as typically playing "catch up" with the accounts is not practicable and tends to be a fruitless and inaccurate exercise.
- **Financial Report to AGM** - At the end of the financial year at the AGM you must present a financial report. The best way to do this is to use the TUSA Finance Template to produce a financial statement describing income and expenditure, indexed into category types (i.e., memberships, social takings, and so on) for your members. You can present the income and expenditure tables and the reconciliation tab from the document. (If you keep updating them through the year this will make this job very simple).
- **End of Year Reconciliation** – After the AGM you will be required to provide a reconciliation of the club/society accounts to the Club and Society Office (this was previously known as an audit). You can use the TUSA Finance Template 'reconciliation' tab to present this information. If the Club and Society Office has any concerns about the club/society finances, they have the right to freeze the account.

### Need Some Help?

If your club or society has any problem maintaining their books in the appropriate manner, please contact the Clubs and Societies Office on (03) 6226 2854 or email [Clubs@TUSA.utas.edu.au](mailto:Clubs@TUSA.utas.edu.au)





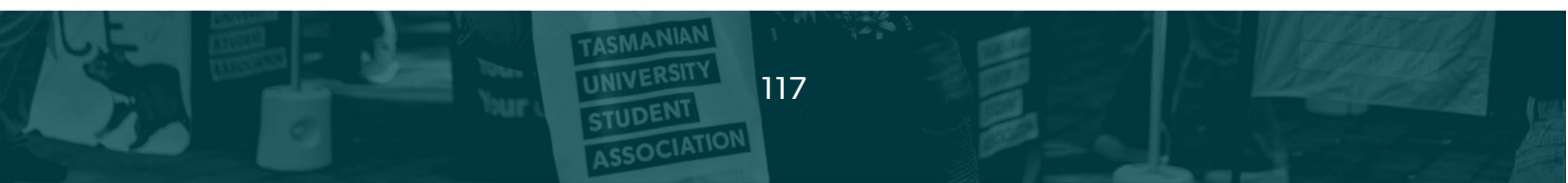
## POSITION DESCRIPTION

### [Insert Club / Society Name] Treasurer

<b>Name:</b>		
<b>Contact Phone:</b>		
<b>Contact Email:</b>		
<b>Location:</b>		
<b>Start Date / End Date:</b>		

## Contents

<b>1.0 Organisation Description .....</b>	
<b>2.0 Position Summary .....</b>	
<b>3.0 Key Performance Areas .....</b>	
<b>4.0 What the Job Requires (Success Profile).....</b>	
<b>5.0 Relationships.....</b>	
<b>6.0 Acceptance of Role.....</b>	
<b>7.0 TUSA Resources .....</b>	



# 1.0 Organisation Description

**The [Insert the name of your Club or Society] herein referred to as the Club, is affiliated with the Tasmanian University Student Association (TUSA) which was founded in 1899, one of the oldest Student Unions in Australia, and is recognised as the peak student body representing all students attending the University of Tasmania.**

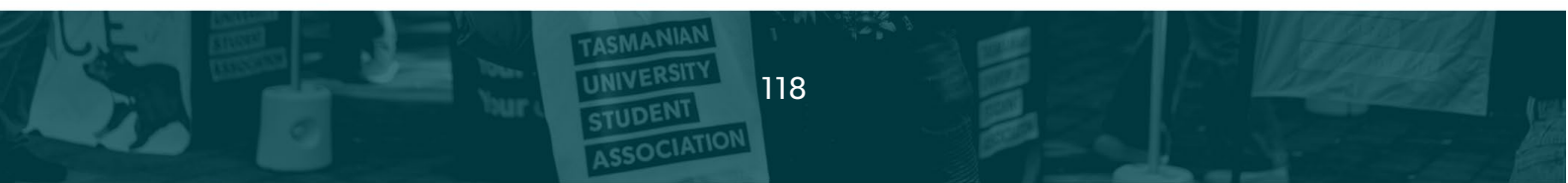
**The overall responsibility for the TUSA is overseen by their Board of Management (BoM), which consists of elected student representatives, external/lay members (appointed by BoM) and university representatives (appointed by UTAS), and is the employer of staff, who work with us to be an organisation run by students, for students.**

**The Club and the TUSA are focused on mobilising and enabling UTAS students to have the best University experience possible through Academic and Special Interest clubs and societies and to be part of a community beyond the confines of the classroom. The Club and the TUSA are focused on realising the potential of our student base and providing opportunities for the cultivation of unique and exciting ideas that create meaningful and sustainable impacts for UTAS students.**

## 2.0 Position Summary

**The role of the Treasurer is to be the Club ambassador and leader within the TUSA and the University of Tasmania community. The key component of this role is to collaborate with other elected members of the executive committee, sub-committees, and members.**

**The Club Treasurer is a key player in assisting and collaborating with the TUSA in creating a vibrant and contemporary student representative organisation that enables UTAS students to shape their university experience.**



## 3.0 Key Performance Areas

### 3.1 Leading a successful Club / Society

1. **AMBASSADOR:** Represents the Club, TUSA and UTAS in a professional and positive manner.
2. **CONSTITUTION, RULES, AND POLICIES:** Has a solid working knowledge of the Club constitution, rules, and policies (including TUSA's policies and codes of conduct), Drives and supports their team to ensure good governance of the Club. Has oversight of their committee and members and ensures that TUSA/UTAS procedures and policies are adhered to including, but not limited to, behaviour, equity, diversity and inclusion, events, activities, risk management, financial management and transparency with financial record keeping, keep committee members accountable for the delivery of their roles and prescribed duties.
3. **ENGAGEMENT:** Attends or sends a proxy(ies) to all TUSA-led events, including but not limited to; quarterly C+S Meetings, Clubs and Society Day(s), Student Leaders Conference (SLC), and Learning and Development workshops and where possible attend TUSA / UTAS collaboration events such as Open Days, Yr. 12 Expo, Orientation and Welcome week events in Sem 1 and Sem 2, as well as any other events / activities where Club/Society attendance is requested.
4. **FINANCES:** Manage financial records and account information and monitor income and expenditure against budget forecasts to ensure future financial stability and growth. Ensures that all committee members and club members are up to date on the Club's financial status and understand the allocation of funds. Keeps records of invoices, and receipts in an organised, accessible, and navigable manner and available for 5 years. Maintains the Club, statements of income and expenses, profit and loss statements and asset register. Ensures the provision of up-to-date financial records as and when requested by TUSA in a timely manner.
5. **STRATEGIC DIRECTION:** Helps set and monitor the direction of the club and those day-to-day functions and goals are being progressed and remain consistent with the views of members and financial status. Assists the executive committee with succession planning for future roles to facilitate the ongoing success of the Club.
6. **MANAGEMENT:** Ensure that all other tasks necessary to run the activities of the Club are performed, either through activity or delegation. Familiar with budgeting, sets reasonable and affordable club membership fees and takes responsibility for the financial sustainability of the Club. Advises

**Executive Committee on best financial practices and is a signatory for the Club's bank account and all financial transactions. Provides the Secretary with Financial Reports to include in the Annual Report and helps to advise and support members of the Club with activities and events from a financial / budget perspective. Ensures the provision of documentation to TUSA upon request in a timely manner.**

- 7. MEETINGS: Coordinates with the Secretary to add financial reporting items to the agenda and distributes reports and information as required under Club's constitution. Assists the Executive Committee with minute-taking to document all financial decisions made and motions passed.**

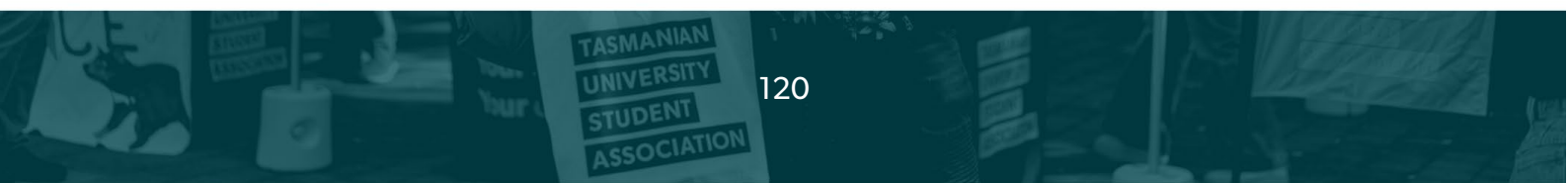
### **3.2 All Club Members**

- a. Practices and demonstrate safe work practices to ensure the well-being of executive committee members, students, members, and other stakeholders.**

## **4.0 What the Job Requires (Success Profile)**

### **4.1 Attributes & Behaviours**

- STUDENT LED: Understands and empathises with the needs and aspirations of students; maintains a constant focus on improving the student experience and makes decisions informed by student insight and based on the creation of value for the students.**
- CONNECTED: Demonstrates the drive to develop open, honest, and mutually beneficial relationships with all stakeholders in order to positively impact the Club; Able to build wide and effective networks of contacts inside and outside of the Club.**
- BOLD: Seeks opportunities to develop the Club and supports others through the change process; produces new and innovative ideas, approaches and insights and produces a range of solutions to challenges.**
- EFFECTIVE: Seeks to use their attributes to their utmost to enable the Club to achieve goals while empowering students to learn and grow; sets clear direction and standards and delivers performance by empowering and developing others and recruiting talent.**



- **KIND: Builds capacity by listening and building an understanding of others and supporting their development; able to adapt own interpersonal style and show sensitivity to different cultures or backgrounds.**

## **4.2 Experience & Qualifications**

### **Essential:**

- e. **Demonstrated ability to work with a diverse range of team members and employment arrangements i.e., volunteers and key stakeholders, such as the TUSA, and the University of Tasmania.**
- f. **Highly developed written, oral, and interpersonal skills.**

### **Desirable:**

- **Demonstrated understanding of the current and future needs of students within Higher Education.**
- **Experience working with people from various cultural backgrounds and lived experiences.**

# **5.0 Relationships**

## **Key Relationships Internal:**

**President**

**Vice-President**

**Secretary**

**Sub Committee(s) Members**

**Members – students and associates**

## **Key Relationships External:**

**TUSA**

**State Council**

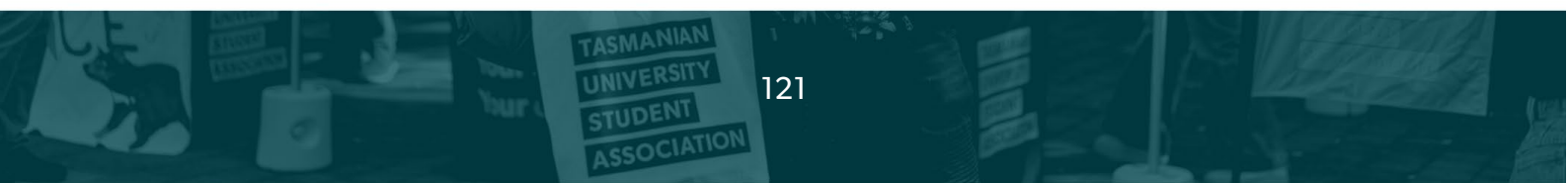
**Clubs and societies' executive committees**

**UTAS**

**Local councils, businesses, and organisations**

**State, federal, and international**

**organisations**



## 6.0 Role Acceptance

Incoming Treasurer Signature:	
Name:	
Date:	

Outgoing Treasurer Signature:	
Name:	
Date:	

## 7.0 TUSA Resources

### 7.1 TUSA C+S Handbook

**TUSA C+S Handbook**

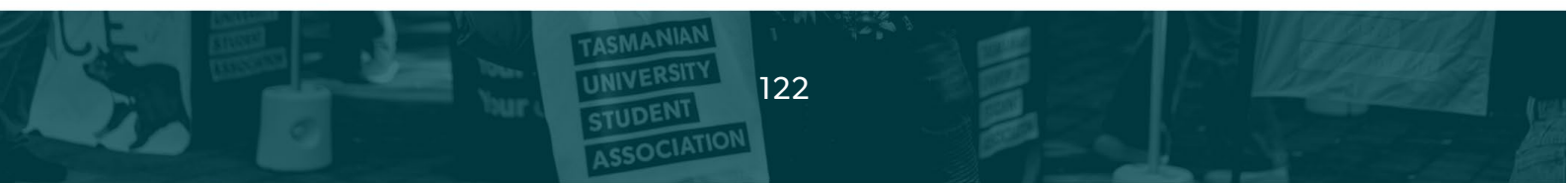
### 7.2 TUSA Website

e. **[www.TUSA.org.au](http://www.TUSA.org.au)**

f. **Running a Club or Society**

### 7.3 QPay

**[www.GetQPay.com](http://www.GetQPay.com)**



# Bank Signatories Form

**Request to change Bank signatories**

Request to change Bank signatories

1. Select your club/society:\*

MSST- mss.utas@gmail.com

2. FIRST NAME\*

3. LAST NAME\*

4. EMAIL\*

5. POSITION HELD IN SOCIETY

6. DATE

7. New Signatory Information

NEW SIGNATORY DETAILS\*

Name	Committee Position Held	Address (incl. Postcode)	Mob number	
<div></div>	<div></div>	<div></div>	<div></div>	<div>×</div>
<div></div>	<div></div>	<div></div>	<div></div>	<div>×</div>

+

−

8. AGM MINUTES

Please upload a copy of your AGM minutes that approve the above changes. \*

Choose File

No file chosen

Submit

[QPay :: Bank Signatories Form \(getqpay.com\)](https://portal.getqpay.com/form?fid=113) - <https://portal.getqpay.com/form?fid=113>



# Commonwealth Bank A153 Form



## Application and Authority for Business Accounts



### Purpose of form:

- This form may be used for new customers or existing customers requiring a new authority/new business account.
- Where more than one account is requested, the same authorised signatories and method of operation will apply.
- Amendments to Electronic authorities cannot be completed using this form.
- We respect your privacy. Information provided in this form will only be used and disclosed for the purposes as stated in the section on 'Privacy' in the Terms and Conditions for this account. For more information, please refer to our Privacy Policy on our website [www.commbank.com.au/privacy](http://www.commbank.com.au/privacy).

### Section 1 – Account details

	BSB number	Account number	Name of account
1			
2			
3			

**Account type** (Please tick (✓) appropriate box/es)

- ☐ Business Transaction Account ▶ Please select account purpose, if applicable
- ☐ Project Bank Account WA
- ☐ Project Trust Account QLD
- ☐ Standard Business Cheque Account (relationship managed clients only) ▶ Please select account purpose, if applicable
- ☐ Project Bank Account WA
- ☐ Project Trust Account QLD
- ☐ Capital Growth Account (wholesale relationship managed clients only)
- ☐ Cash Deposit Account
- ☐ Statutory Trust Account (e.g. Solicitors Statutory Trust Account, Real Estate Statutory Trust Account)\*

Please specify trust account:

\* For NSW Real Estate & Licensed Agents Statutory Trust Accounts, a Unique Identifier (UID) must be provided for each account.

- ☐ Society Cheque Account
- ☐ Business Online Saver
- ☐ Business Investment Account
- ☐ Business Foreign Currency Account ▶ Currency code(s)

--	--	--	--	--	--	--	--

### Section 2 – Method of operation (Please choose one of the options below)

The manner in which the authorised signatories are authorised to act are set out in the account Terms and Conditions.

- ☐ Any one of the authorised signatories specified in Section 6 can operate on the above account(s)
- ☐ Any two of the authorised signatories specified in Section 6 can operate on the above account(s)
- ☐ Other specified below

\* For Cash Deposit Account, only 'Any one of the authorised signatories specified in Section 6 can operate on the above account(s)' will apply.

# C&S Finance Template

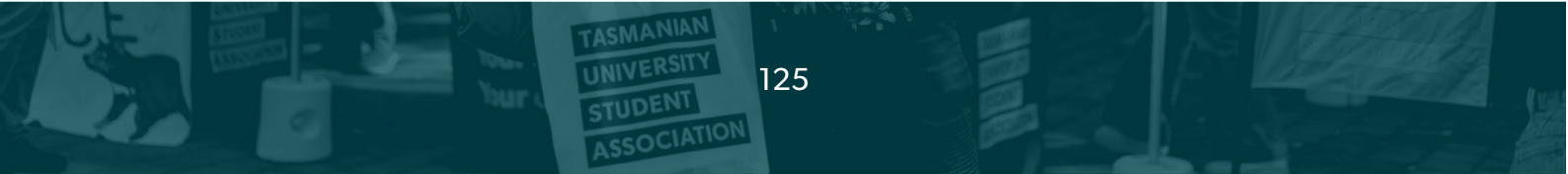
Overview of your Club or Society’s financial situation.

Fill in the details below or [download the template](#) and complete the excel spreadsheet.

CLUB/SOCIETY NAME:	
Treasurer Name	
Total Bank Income	
Total Bank Expenditure	
Total Petty Cash Income	
Total Petty Cash Expenditure	
Net Result	\$0.00

These cells will **automatically** populate when you populate information into the income and expenditure tabs.

Notes:



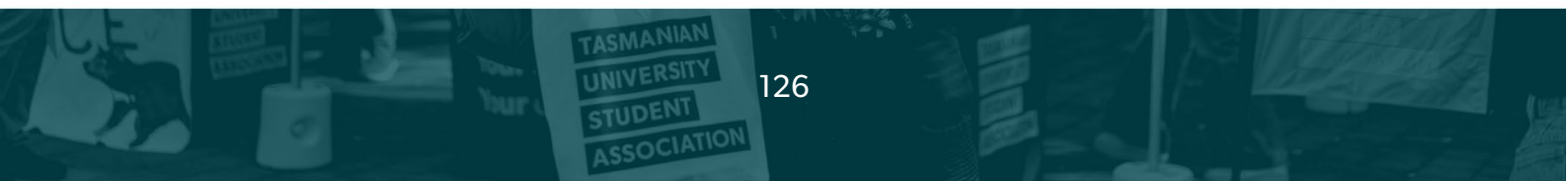
# Income and Expenditure Reconciliation

Fill in the details below.



BANK ACCOUNT		
CLUB/SOCIETY NAME:		
Date Period:	JAN 1st 202__ - DEC 31st 202__	
Income	\$	Additional Comments
MEMBERSHIP FEES		
SPONSORSHIP		
GRANT FUNDING		
BANK INTEREST		
Total Income	0	

Expenditure	\$	Additional Comments
BBQ EXPENSES		
TSHIRTS		
EQUIPMENT		
Total Expenditure	0	



# Reconciliation

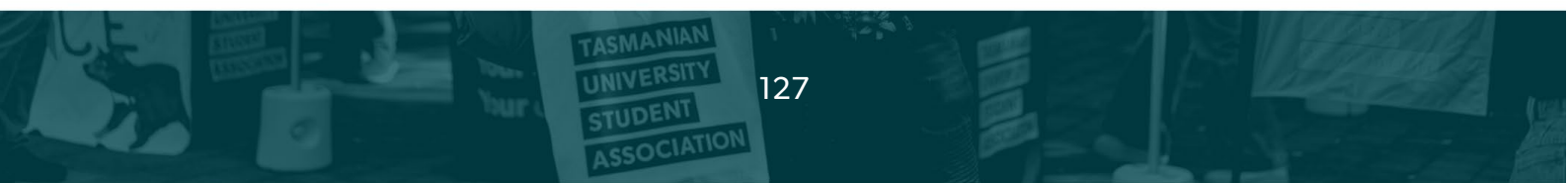
Depending on how financially active your Club or Society is, we recommend you reconcile your account fortnightly, to make sure you're always on top of your incoming and outgoing income.

Fill in the details below.

<b>CLUB/SOCIETY NAME:</b>		
<b>Date Period:</b>	<b>JAN 1st 202Y - DEC 31st 202Y</b>	
<b>Bank Account Balance on January 1st</b>	\$0.00	This is the figure shown on your bank statement
<b>Add Banked Income</b>	\$0.00	<i>This cell will automatically populate from previous sheet. Ensure all income is added into the income column</i>
<b>Subtract Bank Expenditure</b>	\$0.00	<i>This cell will automatically populate from previous sheet. Ensure all expenses are added into the expenditure column</i>
<b>Bank Account Balance on December 31st</b>	\$0.00	
<p>At the end of the year, you will need to provide a reconciliation to the Clubs and Societies Office which outlines your income and expenditure for the year. This table will provide that information alongside a copy of your bank statement.</p>		

You can access this spreadsheet on the TUSA website here:

[tusa.org.au/cs-resources-info-library/](https://tusa.org.au/cs-resources-info-library/) - Under Finance "[template](#)" to download the spreadsheet (see circled in red below).



# TUSA Grant Guidelines

The TUSA has grants available to clubs and societies to help them grow the student experience at UTAS providing quality events, services, and programs. Grants are available under the following categories.

- Capital
- Activity
- Maintenance
- WHS/Safety
- Conference Travel
- Events
- Start Up

**Capital** – Capital grants are available for one off large purchases, or for equipment that needs to be replaced that is integral for the running of the club/society. These grants aren't capped due to the nature of what they are to support

**Activity** – To support the running of an activity that the club or society is looking to do. It must be related to the aims and objectives of the club/society (capped at \$250).

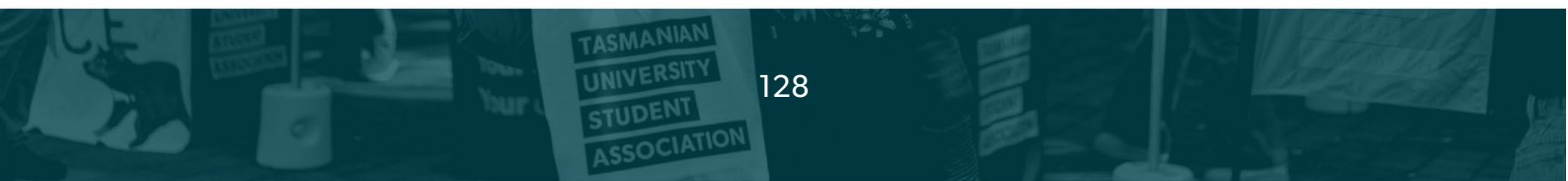
**Maintenance** – Helping to support the upkeep of equipment that is integral for a club or society to remain active (capped at \$500 or at the discretion of the Clubs and Societies Grant Committee).

**WHS** – Work health and safety grants are there to support the club/society being run safely ensuring they met and comply with WHS regulations.

**Conference Travel** – TUSA recognises the value conferences can have in upskilling and supporting the growth of clubs and societies. Grants are available for local travel up to \$250 per student and international travel up to \$500 per student (capped at \$1,000).

**Events** – Events can play a key part in a club or society. These grants support the delivery or events that support the aims and objectives of the club/society e.g. Chinese New Year Celebrations (capped at \$1,000)

- *Balls / End of year dinner invitation etiquette: – as a courtesy and in recognition of financial support received from your school/college and TUSA, academic societies planning to hold balls and annual dinners should extend an invitation to their Head of School and any other notable key stakeholders from within TUSA and/or the University.*



**Start Up** – Only available once for brand new clubs or societies to help them run the first meeting or event and get the club/society going (capped at \$150).

### Applying for a Grant

Applying for a grant is very simple, just complete the form on QPay. You must have a minimum of 10 signed up student members in your club or society. (Make sure you apply at least 4 weeks before you need the grant to allow time for processing – *retrospective grants will not be accepted*)

\* Additional information can be found in the Clubs and Societies Policies under Documents. This is where Sports Clubs can find guidelines around Capital, Running Expenses and Representation grants.

**You will be required to provide the following information:**

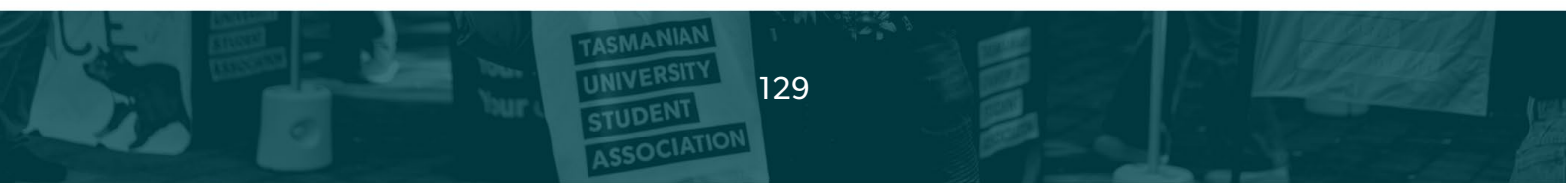
- Type of grant you are applying for
- The details of what you will use the grant for and how this will benefit your club/society
- If you are applying for funding for an event, information about the event including; date and time, location, costs, how many people will attend and a detailed budget for the event including all expected income and expenditure

### Who Approves Grant Applications:

All grants for Clubs and Societies are approved by the Clubs and Societies Grant Committee. The Committee meets regularly and will review applications at every meeting. Once you have applied for your grant, the Clubs and Societies Officer will let you know the outcome of your application.

### Grant Restrictions:

- We only support up to \$250 for food per event (\$5 per head cap)
- Food grants are not given for balls/annual dinners
- \$100 for the purchase of a banner



## What the TUSA Doesn't Support Through Grants:

- Money to purchase alcohol
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- TUSA funds being directly sent to support fundraising donations

## TIPS on Applying

Make sure you provide detail on what you applying for. The committee will be wanting to know in detail about what the money will be used for and how it will benefit your society and the UTAS student community.

Be realistic – When asking for funding think about how many people the money will benefit? You won't get \$500 if there are only going to be 10 people at your event/activity.

What is your club/society contributing? TUSA won't fully fund every activity/purchase.

Clubs and societies need to try to be self-sufficient so consider how much the club/society can contribute from your funds.

- *Do not apply for grants for after you have already spent the money, the Grants Committee will not accept retrospective grant applications, your application will automatically be rejected.*

## Claiming Your Grant

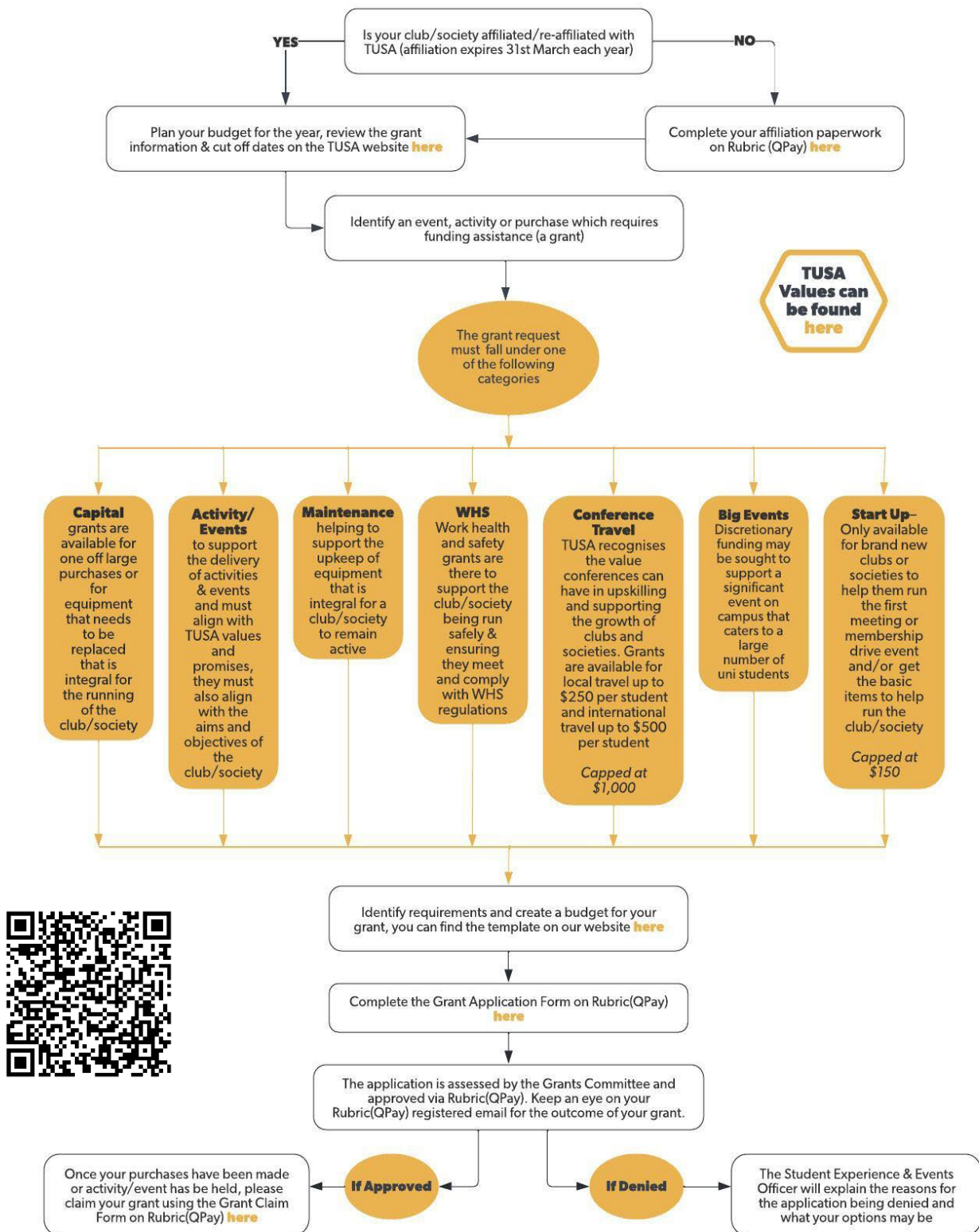
You will be informed by the Clubs and Societies Officer if your grant application was successful and how much you club/society will receive.

Grants can be claimed once the event/activity has finished, or item has been purchased using the [Grant Claim Form](#) on the website. You will need to provide receipts of the items the grant is covering (so make sure you keep them) and provide a summary of the event/activity.





# Grant Process Flowchart



ROUND	APPLICATION CLOSE DATE	GRANT COMMITTEE MEETING
1	Tuesday 11th March 2025	Tuesday 18th March 2025
2	Tuesday 22nd April 2025	Tuesday 29th April 2025
3	Tuesday 20th May 2025	Tuesday 27th May 2025
4	Tuesday 22nd July 2025	Tuesday 29th July 2025
5	Tuesday 19th August 2025	Tuesday 26th August 2025
6	Tuesday 16th September 2025	Tuesday 23rd September 2025
7	Tuesday 14th October 2025	Tuesday 21st October 2025

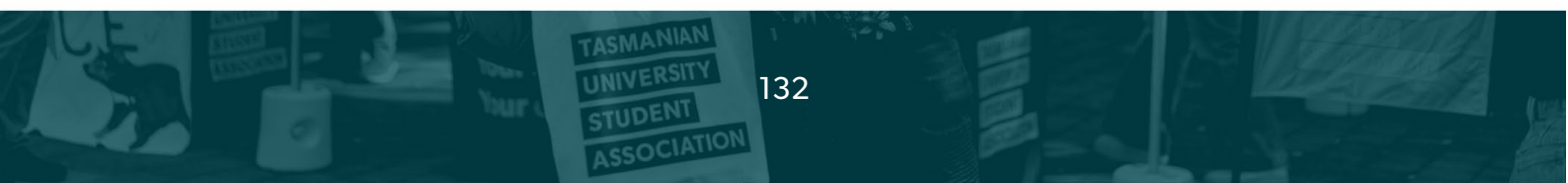
## KEY POINTS TO REMEMBER

- Prior to applying for a grant, you need to have submitted the following
  - Your application for an event / purchase cannot be retrospective
  - Event Application
  - Risk Assessment

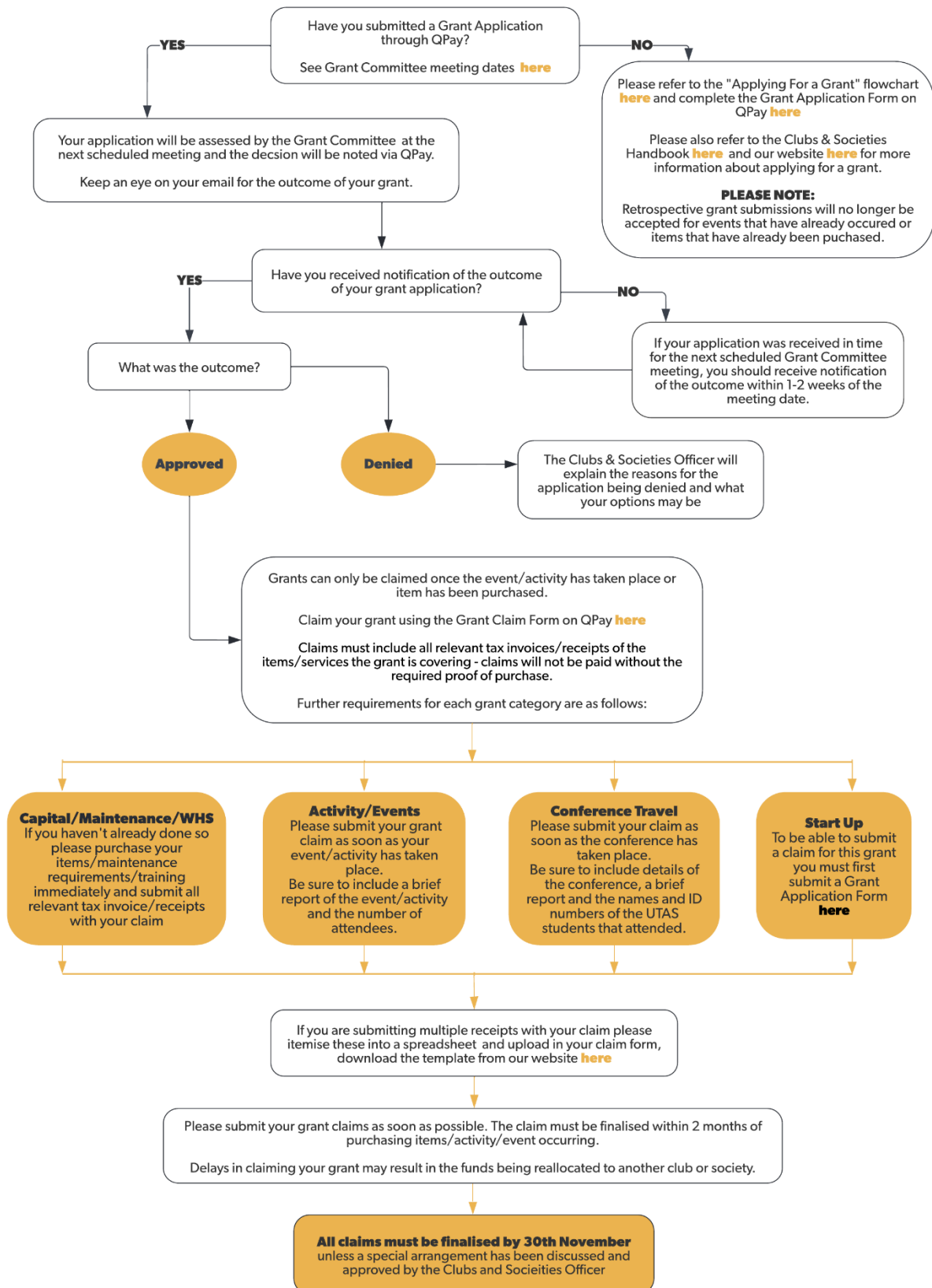
Both the *Event Application* and *Risk Assessment* need to be approved before applying for a grant

- 1 grant per event
- 1 claim per grant
- Invoices + Receipts need to include the providers ABN and/or a statement by supplier needs to be provided, It can be found on the ATO website:

<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>



# Claiming Approved Grants



Notes:

