



## Planning Your Year

### 1. AGM

Okay, so you attended an AGM, and you got elected, but now what?

### 2. Handover

This will be one of the most important things you'll do as a member of an exec, get that institutional knowledge! Learning from other people's success and failure is super important. If you can't get a written and/or oral handover, you could also contact someone else on that exec, or someone who's done that role in a previous year, or someone you know who has held a similar role in another organisation.

### 3. Your First Exec Meeting

- This is a super exciting part of your year
- It can be fun to have some icebreakers and some snacks if everyone hasn't met before!
- Some really important things to cover in this meeting are:
  - Does everyone know what they're doing? If last year's exec hasn't given people handovers it's super important to follow up with them to try and get a handover
  - Expectations for the workload for the year - it's important people know what they are signing up for
  - Communication for the exec - does your society want to use Slack? Or Messenger? Or a Facebook Group? Getting a consensus on this is super important
  - Establishing a centralised document location
    - Most commonly, clubs use a shared Google Drive year to year to keep track of all of their documents
    - This is super useful for communication and so nothing gets lost
  - Planning Goals
    - What do we want to achieve for this year?
    - How is this going to be measured?
      - Feedback forms
      - Running particular events for the year
      - Attendance at events
  - Creating a Timeline of Events and Key Deadlines
    - Create a timeline for the year
    - This can include goal dates and final dates to get critical tasks completed

- If you need to get a Functions on Campus form in on time, make sure you leave yourself enough time!
- Knowing this at the beginning of the year when you have time means that tasks can be allocated to different people dependent on varying assessment schedules
- It also means that you don't need things to snowball

#### 4. Casual Vacancies

It's pretty normal for some positions not to be filled at AGMs, and it's important to get those filled. The best method is to send out an Expression of Interest (EOI) to your social media and email if you have one. Feel free to share it in ANU Clubs and Societies on Facebook!

#### 5. Reaffiliations

Each year, your society will need to reaffiliate with Clubs Council to be eligible for funding. This process can be a bit tricky because sometimes there's some governance involved. Please read up on Affiliations and get your form in early, because it does take a while

#### 6. Market Day

Market Day happens on Wednesday of O-Week, and it's pretty exciting to have lots of people chat to you about what your society does. It's a great way to put yourself out there and engage with potential new members. You should organise a roster of your executive so that people have short shifts, bring some fun merch, and bring a laptop for societies to join up through something like a google form. When collecting information, please grab people's name, student ID and email address, so you have a way to contact them. You will be contacted about Market Day by the ANUSA Social Officer, because it isn't run by Clubs Council. If you have any queries about the day you can contact them at [sa.social@anu.edu.au](mailto:sa.social@anu.edu.au)

#### 7. Attending Trainings

The Community Officer will create training sessions for club executives, and these are a super useful way to get to know a little bit more about what you need to be doing in your role, so keep an eye out for when these will occur!

#### 8. CCM1

Clubs Council Meetings are held once a term, and you will need to organise a delegate from your club to attend. It's a good idea to read up about CCMs because it can be hard to understand what is going on. If you do have any difficulties understanding what's going on you can always ask members of the Clubs Council Executive.

#### 9. Checking In With your Timeline

It's a good idea to review your initial timeline at all exec meetings, or at least once a term to check whether you are sticking to your schedule

10. Running Events / Actually Having Fun

This is the most exciting part of running a club and this will (hopefully) be a constant whilst you have to do everything else!

11. CCM2

Yep, these happen once a term, so keep an eye out for the second one!

12. Bush Week Market Day

This is quite similar to the O-Week Market Day, except it can be tricky to find enough people to be on the stall when people have class. Learn from what you did on market day, you should hit your stride now!

13. Ball Season (if applicable)

If your club is planning on running a Ball or Special Event, this takes quite a lot of organisation, man-hours and financial planning. Make sure you support the exec members handling this, and allocate the workload fairly!

14. CCM3

Yep, there is another one of these! Remember to send a club delegate to the meeting

15. CCM4

At this CCM, the next year's CCE is elected, so this one is pretty important. You still have to send a club delegate to this one too!

16. AGM

Your AGM might happen at a different time of year, depending on your constitutional requirements. You'll need to organise this in advance, and advertise it to your members. You'll deliver a report to your members detailing what you've done for the year.

17. Handover

Now that your year has ended it's great to continue contributing by helping the new people start their year well. This is by far the most you will do to help your club or society succeed in the future!