

CLUB EXECUTIVE TO DO LIST FOR 2022

Once your club has been re-affiliated for 2022, there are a few things you can do to prepare for the year ahead!

- Arrange change of signatory appointment by emailing pulse-uniclubs@uow.edu.au a copy of your most recent AGM and change of signatory document.
- Familiarise yourself with the [Clubs Website](#) and [handbook](#).
- Get to know your executive team and allocate roles for each position.
- Sit down with your club executives and organise club goals for 2022.
- Start organising events and funding deadlines.
- Organise any club clothing or promotional material.
- Start connecting with other clubs to collaborate on events
- Think of ideas for an O-Week stall and keep an eye out for stall applications.
- Plan a welcome event for the start of 2022. UniBar is a great spot!
- Get in contact with sponsors.
- Organise social media pages.
- Schedule and organise social media presence, using Facebook, Instagram, Twitter for example. Use our social media guides found in '[Resources](#)' under the UniClubs handbook on the UniClubs website.
- Think about how you will promote your club next year (posters/flyers/stalls/events).
- Decide how often you will meet with your executive team.

Executive training sessions are held three times a semester and will help you with running your club or society. If you want to receive UOWx recognition, you MUST attend one executive training each year to be eligible for UOWX reward and unlock the 10 Moodle workshops regarding executive's task. Dates for the 'Executive Training' days can be found under UniClubs Key Dates in the handbook.
