

Crisis	Prevention Strategy	Actions by the Committee	Actions by UCU
Abuse of power	Ensure all Executives know what their role involves and its limits.	Discuss issues with those involved and make sure they are aware that what they are doing is unacceptable and explain why.	Contact those involved and arrange a meeting to discuss their actions and the consequences.
	All decisions are to be decided by a vote as per the Club/Society Constitution.	If necessary, contact UC Life! to notify them of the issue.	
Constitution Breaches	Ensure all Executives have read and understood constitution.	Discuss issues with those involved and make sure they are aware that what they are doing is against the club constitution and explain how.	Contact those involved and arrange a meeting to discuss their actions and the consequences.
		If necessary, contact UC Life! to notify them of the issue.	
Failure to attend meetings	Arrange meetings when members are available.	Discuss issues with those involved and make them aware that they are required to attend meetings and explain why.	Contact those involved and arrange a meeting to discuss their actions and the consequences.
	Provide sufficient notice before the meeting.	If necessary, contact UC Life! to notify them of the issue.	
	Remind members of meeting closer to the date.		
Failure to complete required tasks	Remind Committee Members of tasks and allocate due dates/timeline of when each task must be completed.	Discuss issues with those involved and make sure they are aware that what they are doing is unacceptable and explain why.	Contact those involved and arrange a meeting to discuss their actions and the consequences.
	Ensure Committee Members are aware of tasks and requirements of their position.	If necessary, contact UC Life! to notify them of the issue.	
Incorrect use of club resources	Ensure all members know what belongs to the club and explain that it is property of the club only and not for personal use.	Discuss issues with those involved and make sure they are aware that what they are doing is unacceptable and explain why.	Contact those involved and arrange a meeting to discuss their actions and the consequences.
		If necessary, contact UC Life! to notify them of the issue.	
Member Complaints	Send surveys to members so that they have the opportunity to give constructive feedback.	Meet with the member/s to discuss issues. Calmly explain the situation from a committee point of view. Consider problem from member point of view. Try come to an agreement/understanding.	Contact those involved and arrange a meeting to discuss the issue and what can be done now and in the future.
	Be honest with members.	If necessary, contact UC Life! to notify them of the issue.	
Theft	Ensure members know that theft may be reported to and dealt with by UCU, the police and the University.	Request member/s to return stolen items/money and make them aware that it is unacceptable.	Contact those involved and arrange a meeting to discuss their actions and the consequences.
	Have at least two Committee Members present when handling money e.g. at Market Day or BBQs.	Contact UC Life! to notify them of the issue as soon as possible.	Contact police and University if necessary.

Crisis Management/Dispute Resolution Policy

Disputes between the Campus Life Coordinator and a club or society shall be dealt with via the following procedure:

1. The club should first address any concerns with how an issue has been dealt with by the Campus Life Coordinator directly to the involved staff member themselves.
2. If not satisfied with the Campus Life Coordinator's response to the issue, the club can notify UCU by sending a letter to the UC Life! General Manager – conferencing and events, outlining the circumstances.
3. The UC Life! GM will then take whatever action they deem appropriate before advising the club of the outcome.
4. Should the club disagree with the action taken by the UC Life! GM, they shall then address a letter to the UCU board outlining the situation. The board shall then make a decision regarding the situation following consultation with both the Campus Life Coordinator, UC Life! GM and CEO. The board's decision regarding action to be taken shall be final.