



Secretary Report

By: Gull Ahmadzada, Ammar Ahmed & Parnoor Dhillon

Prospectus details for Memberships:

Bridging the gap between Industry and Students via work experience and networking opportunities at Curtin

What does CCG offer?

Work Experience

CCG Projects Program

Networking Opportunities

CCG Events

Assessment Centre

NFP Projects Placement

Fortnightly Meetings with Industry Mentor

Fortnightly Client Meetings

Weekly Group Meetings

Firm-hosted skill development Workshops

Pitch Night

Public Events

Panel Night

Skill based Workshops

Quiz Night

Sundowner

Careers Mixer

Informal Networking

Case Study

Meet the Team Panel

Highlights

37.89% Industry Placements

Helped over 30+ NFPs

Partnered with 10+ firms over mentorship and projects

Successfully delivered over 35+ Projects since 2019

Over 1200 Attendees

126% Increase in Attendance rates

Represented 16+ Firms at our Events

4+ Inter-Club Collaboration

244 ^{↑65%}

2025 Membership Base

32 ^{↑33%}

Events held in 2025

Nominated and finalist for 4 award submissions out of 120+ Clubs

Most Improved Club 2025


Best Club Event: Careers Mixer


Faculty of Business and Law Awards


Event of the Year: Faculty of Business and Law


Reel of the Year: Careers Mixer

Most Impactful Club









CCG pwc

02

Enhancing Social Impact via CCG Projects Program

Connecting students with

Sponsors

McKinsey & Company
EY
accenture
PwC
BAIN & COMPANY

Partners

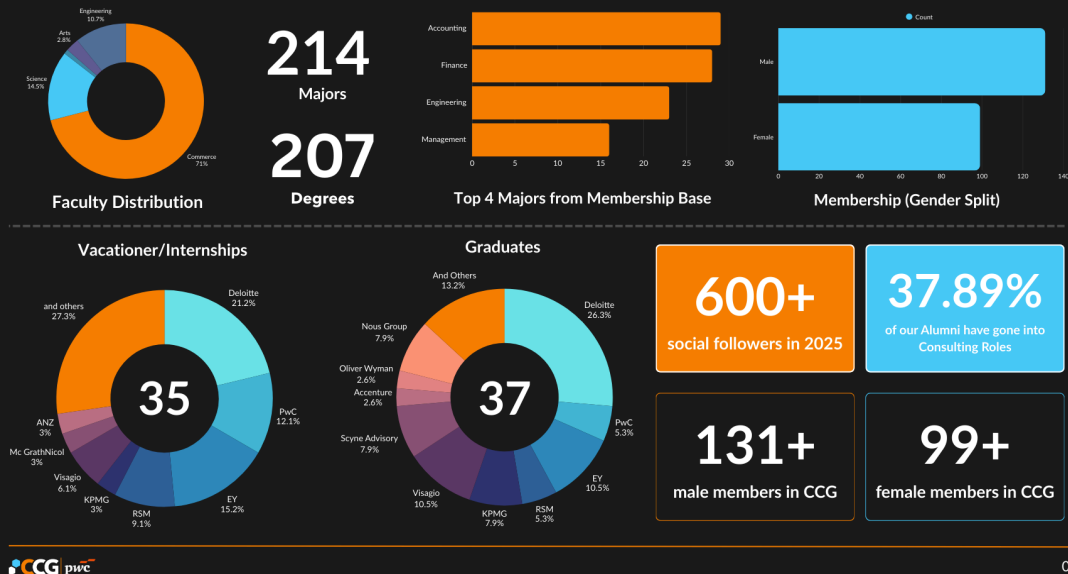
nous SIA BCG RSM scyne| Deloitte.
BDO KPMG VISAGIO Capgemini McGrathNicol S&P Global THE BAKERY



CCG pwc

03

Current Reach & Impact at Curtin



CCG pwc

04

Handover steps include:

Secretary

- **Meeting Minutes:** Record accurate and comprehensive minutes during club meetings. Document discussions, decisions, and action items to keep a record of the club's activities and progress.
- **Communication:** Disseminate important information, announcements, and updates via email, social media, or other communication channels.

- **Membership Records:** Keep a well-organised database of club members, including contact information and membership status. Assist in managing membership registration and renewal processes.
- **Agenda Preparation:** Work with the president to create meeting agendas. Ensure that all relevant topics and updates are included to make the meetings productive and focused.
- **Attendance Tracking:** Keep track of members' attendance at meetings and events. This information can be useful for evaluating member engagement and recognizing active participation.
- **Collaboration with President:** Assist the club president in various tasks as needed, such as preparing materials for meetings, coordinating with other club committee members, and supporting the implementation of club initiatives.
- **Records Maintenance:** Maintain an organised filing system for important club documents, meeting minutes, event plans, workshop/meeting attendance , and other relevant records.
- **Reporting:** Prepare regular reports on club activities, progress toward goals, and membership status. Present these reports during club meetings or as requested by the executive board or university authorities.
- **Club Promotion:** Collaborate with the club's marketing or publicity team to promote club events and activities through various channels, encouraging active participation from the university community.
- **Succession Planning:** Prepare for a smooth transition of responsibilities at the end of your term. Work with potential successors to transfer knowledge and provide guidance for the role.

Examples:

- Drive organisation
- Managing new memberships - have a separate excel spreadsheet
 - Add another question of what major each candidate is (ask guild)
- Attendance for all meetings, workshops, team days
- Communicate reminders of future events, meetings and workshops via email on group chats
- Printing Flyers

- Reminding of emails gone unnoticed or in need of responses
- Streamline method of onboarding for future recruitment
- Taking over Head of Events role during execution if needed
- Leading O-week Activities
- In charge of handover
- Create an end of the year secretary report
- Incharge of Handover guide
- Optional: Getting future mentors, projects and panellist

Acting Secretary

- This position will share all the responsibilities of a secretary's role until the SGM election after Pitch Night
- You may run for the role and later on continue the role during elections if you win with a majority vote
- You can announce this role on LinkedIn once it starts
- Zak and Ammar will onboard you in the coming week
- Anyone applying for a junior office bearer can apply for this as well

Secretary Role Description:

- Keeping up with Memberships/Committee Contacts on Google Sheets + tidy hq
- Booking rooms, attending and taking notes for committee/events meetings
- Taking screenshots of new emails and updating the exec group chat
- Ensuring correct tickets are bought for public events (member tickets bought by members)
- Reminder for events and workshops to be communicated on the projects/committee group chats (including calendar invites)
- Drafting committee meeting agenda with Zak & Ammar and sending it to the committee group chat
- Point of Contact after Zak and Ammar during events
- Help getting sponsors/panellists/projects on board for CCG
- Represent CCG at external events offered to the committee
- Helping the events and marketing team before and during events
- Liaising with FBL Engagement and Guild Club Support team

Notes:

- Meeting Minutes
 - Can duplicate the doc
 - Write notes as it goes
 - Can change agenda to meeting minutes as a heading after the meeting
 - Have action items listed
 - Always share agenda and meeting minutes

- Memberships
 - Tidy HQ
 - Committee memberships
 - Mahek
 - Chido
 - There is a way to get free memberships for committee
 - Accessibility for committee
 - [Events apps](#)
 - [Events application](#)
 - [Events training](#)
 - Club support bookings
 - Shelley (Contracts and back hand stuff)
 - Luke (Handles events and equipment hire)
 - [Function pack guide](#) (includes AV for Tav and Food points)
 - [Function Pack Application](#) (1 week before event)
 - [Club Grant Applicant](#) (To get money)
 - [Club Grant Acquittal](#) (to prove we spent it)
 - [Equipment Hire Form \(1 week notice\)](#)
 - [Club Training](#)
 - [Drive](#)

Contacts

Club support (Luke and Shelley)	clubsupport@guild.com.au
Team Contacts	
Annika Thorn (FBL Student Engagement) <ul style="list-style-type: none"> - Accessing club room and 407.204 (Co-working space) + Podcast room - Pens, table cloth, signage holders for events (borrow) - Signage of TV Screen - Free printing 	annika.thorn@curtin.edu.au
FBL Clubs CMA <ul style="list-style-type: none"> - curtinmarketingassociation2001@gmail.com CBCA <ul style="list-style-type: none"> - admin@curtinbca.com WIB <ul style="list-style-type: none"> - curtinwib@gmail.com 	External Clubs WAUC <ul style="list-style-type: none"> - contact@wauc.org.au UWACS <ul style="list-style-type: none"> - admin@consultinguwa.com 180 Degree Consulting <ul style="list-style-type: none"> - wa@180dc.org

FFP - ffpcurtin@gmail.com Curtin Tax Clinic - admin@curtinbca.com Curtin Podcast Society - curtinpodcastsociety@gmail.com Sustainable Collective Curtin - sustainablecollectiveatcurtin@gmail.com	
---	--

Event Calendar invite details:

Here are the details :

- Location: [Department of Chemistry \(BLD 500.1011\)](#)
- Date: 29th May (Thursday)
- Time : 5:30-9 pm
- Parking: [Parking Available](#)
 - (Parking past 5pm is free on campus)

Agenda:

5:30 pm – 5:45 pm: Arrival & Networking.

5:45 pm – 6:00 pm: Opening Remarks

6:00 pm – 7:00 pm: Pitch #1 & Pitch #2

7:00 pm – 7:30 pm: Food & Networking

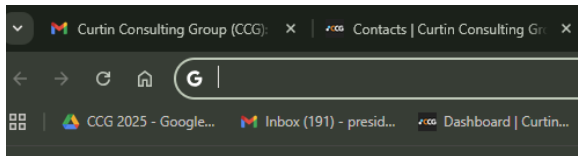
7:30 pm – 8:30 pm: Pitch #3 & Pitch #4

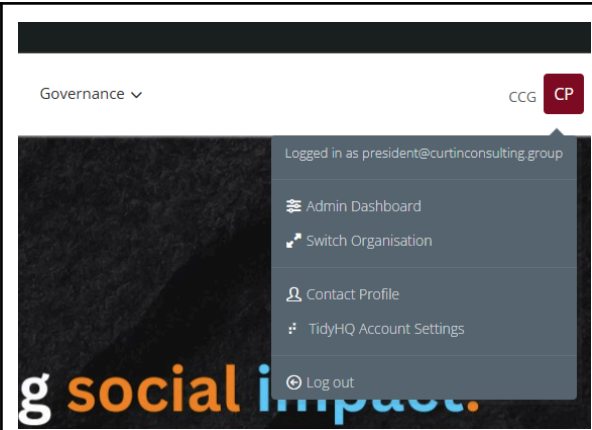
8:30 pm – 9:00 pm: Awards & Group Picture

Firms present at event: Check events template

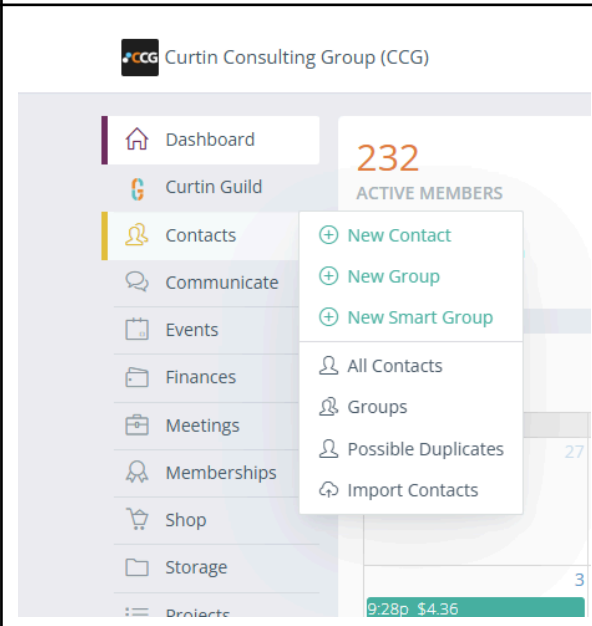
Attach invitation ([example](#))+ screenshot of venue map

Memberships:

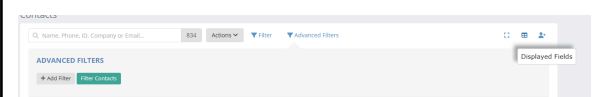
Visual Guides	Steps
	Click the Bookmark for tidy HQ .



Click on the admin dashboard, the President email credentials are autosaved.



Click on contacts to access our membership base.

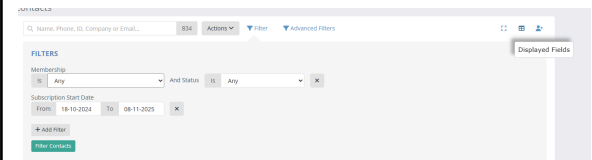


Click on filters to add a start and end date for memberships. I did last October so we only get this year's contacts. Alternatively, you can do it by type of membership as well as in Curtin Member or Non-Curtin Member etc.

MEMBERSHIPS SUMMARY

Name	Individual/Family	Type	Active	Expired
Member (Curtin Students)	Individual	Fixed	129	100
Associate Member (Non-Curtin Student)	Individual	Fixed	5	4
EOI 2025 for Memberships	Individual	Fixed	52	43
Memberships In-Person Stall (Curtin Students)	Individual	Fixed	47	0
Total			233	231
Total Memberships			233	231

These are the current levels of memberships we have. In-person stall is for guild voucher holders and CCG committee only.



Add the filter for dates.

Once it's clean, copy the details over to here.

Link here:
https://docs.google.com/spreadsheets/d/1Btby_ZoWK9t1MAOFLUQjoZkoamRj_4qUG4H0_Kii_7l/edit?gid=785017249#gid=785017249

Tips:

We can review how to set up the new membership groups for 2026.

Once we sit, I'll teach you how to use the correct fields so there is no overlap or duplication of fields, this way we can avoid cleaning data first and just simply import the 2026 contacts in the future :)

3. Pricing and Sponsorship Structures (Deon - Treasurer)

- tiers (Bronze, Silver, Gold, Custom)
- careers mixer for everyone (base)
- +1 event for silver (per year)
- +2 events for gold (per year)

Available Sponsorship Tiers

We aim to align our sponsorship tiers with your **firm's initiatives** for a prosperous partnership.

	Gold	Silver	Bronze	Custom	
Promotion of Employment Opportunities for students	✓	✓	✓		\$400 p.a Gold
Careers Mixer	✓	✓	✓		\$300 p.a Silver
Industry Mentor	✓	✓			\$200 p.a Bronze
Developmental Workshops	✓	✓			\$--- p.a Custom
Panelist Opportunities	✓				
Tailored Networking Event			✓		

All sponsorship funds will be dedicated to events and workshops that directly feature and promote the sponsoring firm.

CCG Curtin Consulting Group | SIA

Sponsorship Prospectus

07

Last year's slides were good, but you can group it into sections and have total commitment time below as what they lead too?

Updated Memberships stats for 2025 Link:

https://docs.google.com/spreadsheets/d/1Btbv_ZoWK9tIMAOFLUQjoZkoamRj_4qUG4H0_Ki_i_7l/edit?usp=sharing

[illegible]