



## 16. GUIDELINES FOR THE ACI WEB & SOCIAL MEDIA LADY

### At the beginning of each ACI work year (October)

- link the personal email addresses of the ACI Board to the [..@agoraclubinternational](mailto:..@agoraclubinternational) email addresses after having received the written authorisation from the Int. Board members.
- Update on the website the changed, new and/or updated forms, guidelines and info documents. These will be sent to you by the ACI IPP, after each ACI Conference
- Update the ACI board info, place the intro letter of the new president, create a new year in the photo gallery(protected by password)
- Update info about new or current International Service Project (ISP)
- Update of the yearly calendar, which will be sent by the ACI Board.
- Place the new ACI directory on the website as soon as it is sent to the webmaster, by the ACI Board (under password).
- \*Forms 16a, authorising weblady to use personal data for Agora Club internal business
- \*Form 16b. authorisation form to have personal data of all agora members to be used for agora business only. This to be authorised by the National boards of every Agora country.
- For those Agora countries who do not have an own webpage, update their page with the new National Board info.(under password)

### During the year

- Make a link of each new ACI newsletter on the ACI website and send it to the ACI secretary
- Update the ACI Website with the pictures of Agora events
- Information on National Charters : registration forms and programs.
- After chartering a new country: update the 'member countries' page (under password)

- upload link to the RT family webpage)
- Regular update of the photo gallery page (under password)
- Information on ACI Conference : registration forms and programs, eventually the link to the ACI Conference website, if this exists.
- The webmaster will send the invoice from hosting company (One.com) to the ACI Treasurer
- Upload upcoming and past worldwide Agora events, and RT family events, Ladies Circle Int. Round Table Int. 41 int. club, Tangent Club Int. photos related to Agora and overall relevant Agora info on the ACI facebook page, on own initiative (for example found on national Agora fb pages) and on request by the ACI Board.