



## 17. GUIDELINES: WORKSHEET for the ACI Secretary

**NOTE: the amount of newsletters may vary from year to year. It is not an obligation to write a newsletter every month**

<b>October</b>	Register email addresses for the distribution of newsletters and other information
	Write minutes of BM 4 and "To do list" within 2 weeks
	Write minutes of CM before end of November
	Write minutes of AGM before end of November
	Write minutes of Handover Meeting and "To do list" within 2 weeks
	Write minutes of BM 1 and "To do list" within 2 weeks
	Write a personal introduction for "Introduction letter"
	Write introduction letter and / or newsletter 1
	Send the ACI Conference booklet in pdf to the countries, that could not participate at the ACI conference by email
<b>November</b>	Write newsletter 2
	Send ACI Directory (pdf) to all Individual Members, Past ACI officers and all AC Councilors by email
	Send out greetings from the ACI Board on the ACI Day
<b>December</b>	Send out Christmas greetings from the ACI Board
	Write newsletter 3
<b>January</b>	Send out info doc 1 "Reminder for national board meeting"
	Write newsletter 4
	Write report about your activities for BM2
<b>February</b>	Write minutes of BM 2 and "To do list" within 2 weeks
	Write newsletter 5
<b>March</b>	Write newsletter 6
	Write report about your activities for BM 3
<b>April</b>	Send out Easter greetings from the ACI Board
	Send out info doc 2 "Reminder for the national association's AGMs"
	Write newsletter 7
<b>May</b>	Send out info doc 3 plus all necessary documents
	Write newsletter 8
	Send out invitations from the ACI President for the ACI conference to the Past ACI officers

<b>June</b>	Write minutes of BM 3 and „To do“ list within 4 weeks
	Send out info doc 4
	Write newsletter 9
<b>July</b>	Write newsletter 10
	Send out all documents according to info doc 5 to the countries
<b>August</b>	Write newsletter 11
<b>September</b>	Send out all financial information
	Send out the budget for the next ACI year
	Write report for ACI conference booklet
	Write report about your activities for BM 4
	Compile the booklet in pdf for the ACI conference and send it to the weblady to put it on the website under the password at least one week before the ACI Conference
	Work on the scenario for the ACI CM together with the ACI
	Work on the scenario for the ACI AGM together with the ACI President
	Write newsletter 12
	Prepare Power Point for the ACI AGM
<b>Always</b>	Send out information „How to receive on ACI officer“ if a board member travels
	Send out greetings to charters AGMs, anniversaries and other events
	Update the ACI calendar
	Update the list of the individual members
	Send condolences from the ACI Board
	Forward all kinds of invitations
	Send ACI information by request