



6b. GUIDELINES FOR THE ACI VICE-PRESIDENT

1. Immediately following election as Vice-President, give an introduction of yourself to the ACI Secretary to be included in the introduction letter of the ACI Board.
2. After your election as Agora Club International Vice-President you will participate at the first board meeting after the AGM.
3. By BM3 make preliminary plans for your incoming year. Discuss them with the Board. Look at the budget for your presidential year and plan the budget together with the ACI Treasurer, present it at the Board meeting 3.
4. Keep files:
 - General correspondence for own use.
 - All the official contact letters you send and receive.
 - Agenda's and minutes of all Board meetings. These are extremely important and help you during your year as President.
5. Responsibility of the Vice President for extension of Agora Club International together with the Immediate Past President:
 - Keep a file containing all contact details of prospective member countries and of countries in formation.
 - Keep in regular contact with people interested in Agora and keep their addresses on file.
 - Send the following to each new contact address obtained:
 - a. At the beginning: Send the "Agora Club International" leaflet
 - b. If the interest continues:
 - Guideline 1 : How to begin Agora in a new country
 - Latest ACI Newsletters + website address
 - Guideline 2 : How to charter a No. 1 Club"
 - c. Follow up : Stay in contact regularly and ask them to report to you about their activities.
 - d. Try to find a "Godmother Country" for the new country as early as possible.
 - When the first and second club have been chartered, supply them with information on how to form a national association (guideline 3). It is up to each country to decide when they are ready to form their national board. This can only take place after or in conjunction with the charter of the second club.
 - Once the national board is formed, the country can apply for full membership to be voted on during the next ACI AGM.

- Answer all correspondence regularly and keep on file all letters and copies of replies.
 - Inform the ACI Board of details/arrangements/information concerning new countries.
 - The data collating for the members App.
 - To pass on the information to the President for back up
 - After the ACI Conference, hand over your extension file to your successor.
 - Bring all ACI stock items and all other ACI material to BM 4
6. Prepare your full year report for the AGM booklet by the 15th of August.
 7. At the ACI AGM, the incoming President (YOU) gives a speech explaining her theme and her plans for the incoming year.