



6e. GUIDELINES FOR THE ACI SECRETARY

**Consult Info document 7 : year planner of ACI year
As ACI Secretary - After the Conference:**

- 1. Hand-over meeting:**
Takes place on Sunday and may run into Sunday afternoon directly after the conference. The new ACI secretary takes minutes of this meeting and sends them out asap to the ACI Board, after the approval of the ACI President.
- 2. Board meeting No. 1:**
Takes place either in combination with handover meeting or in late November/December. Minutes are to be sent to the board members, after the approval of the President.
- 3. You will need the whole secretarial files at least from the previous year.**
- 4. Link the personal e-mail addresses to the official e-mail addresses of the ACI Board.**
- 5. Guidelines, Forms and Info documents:**
Receive the updated Guidelines, Forms and Info documents from the ACI IPP and make sure that all these updated documents are sent to the weblady, for the website (under password).
Inform each national board of the fact that all these are available and downloadable of the ACI website www.agoraclubinternational.com
- 6. To be distributed as soon as possible after the Conference:**
 - * Minutes of handover meeting and minutes from Board meeting 1
 - * If all national directories from member countries have not been received at the conference, get copies and distribute to the board. Not all countries have them.(it is envisaged that when the app is launched, it will replace these directories)
 - * Collect an introduction from all the members of the new Board and make an Introduction Letter of the new Board (including a photograph) and mail it to all the member countries, individual members, Past ACI Officers, LCI Board, TCI Board RTI Board, and 41 Club Int. Board.
 - * Inform countries of all new dates, dead-lines and events.
 - * Design the layout and write the ACI Newsletters. Collect items and reports for this from the ACI Board and countries.
 - * Inform the Boards of LCI, TCI, RTI, and 41 Club Int. about the new board member's names and addresses.
- 7. During the year:**
In all matters you are expected to assist the President.
 - * Prepare a written report to give at all Board meetings.
 - * All changes in addresses to National Boards are to be distributed to all member countries and to the ACI Board Members

- * Remind President to send greetings on behalf of the ACI board to all National AGMs, national and local charters.
- * New Year's greetings are to be sent to the National Presidents / Chairmen.
- * Send condolences on behalf of the ACI board
- * All correspondence received should be forwarded to the relevant board members
- * Send by request ACI information
- * Liaise closely with the President on all matters.
- * Send out the guideline "How to host an ACI officer" as soon as the date of the ACI Officer's visit is fixed.

8. New countries:

Send the following documents to a new ACI country:

- First contact : the ACI information pamphlet
- Genuine interest : Guideline 1 and 2 and the latest ACI Newsletters
- Charter : guideline 10 and the password of the ACI Website, so they can consult and download necessary documents

9. Board Meetings:

Prepare the agenda together with the President. The agenda must be e-mailed to board members at least one/two weeks prior to the meeting. Minutes must be taken at all board meetings, then sent to the President for approval, following which they must be distributed to the Board members within **three weeks** after the meeting.

10. February/March

Confirm the dates of AGMs of ACI member countries for the following year. Remind them of the items which should be with the ACI Secretary by 30 June.

Full member countries:

- Any proposals and all amendments to the ACI rules
- details of nominees for the ACI board
- 150 words annual report (to be printed in the AGM Digital booklet).

Associate member countries:

- Any proposals;
- 150 words annual report (to be printed in the AGM Digital booklet).

11. April

a. With the agenda for the board meeting 3 make a first draft of the agenda of the CM and the AGM.

12. June

a. Middle of June: Remind the countries, that have not sent the documents mentioned in info doc 3 (reminder of documents, reports and information which have to be sent to the ACI Secretary by the 30th of June).

13. July

Send out the invitations to the Councillor's meeting and the AGM including the agendas to:

- * Each Councillor of Full Member Countries;
- * President/Chairman of Associate Member countries;
- * All nominees;

If there are no nominees for ACI office, these matters should be re-circulated to all Full Member Countries. Details must have been received by the board at their meeting prior to the Conference. Nominations should always be supported by the approval of the respective national boards.

13. August

- a. Together with the President look for two tellers (and Mistress of Ceremonies) for the AGM.
- b. Prepare your full year report for the ACI AGM digital Booklet by the 15th of August.
- c. Send all information available for the new ACI directory to the person working on it.
- d. Send the information to the ACI Treasurer to calculate the percentage of growth for the membership trophy like this:

$$\left(\frac{\text{Total of members this year} - \text{Total of members last year}}{\text{Total of members last year}} \right) \times 100 = \dots\%$$

14. September

Finalise the ACI digital booklet to be uploaded on the website, a week before the AGM under password. (email to send out to national boards advising them of the AGM upload under password)

Work with the ACI Board on the scenario for the Conference

Once finalised the scenario for the AGM to prepare a power point presentation

15. At the ACI Conference

The minutes of the previous AGM were sent to all councillors in March. Should no comments be received up to the 30 June, these minutes are to be considered adopted. these minutes will be signed before the CM. Should there be matter arising, these will be discussed during the CM and voted upon at the AGM accordingly.

Take minutes at :

- * Councillor's meeting
- * AGM

16. After the Conference

Send out all minutes as soon as possible.

17. ACI Directory

- Update the list of ACI Guidelines, forms and information documents.
- Get the updates from the IPP in the forms the years, membership figures, account numbers, and any other changes that come up from the possible rule changes.

18. Website

Control the website and transfer all important information to the weblady. Make sure the weblady receives all the updates forms, guidelines and info documents.

19. Archives of ACI

Take care of the archiving of the ACI CD for 10 years.

At the moment the address of

- The secretarial archives is: Eyermanstraat 23, B- 9160 Lokeren, Belgium
- The financial archives is: Chemin de la Grangette 8, CH- 1094 Paudex, Switzerland