



18. GUIDELINES FOR THE ACI AGORA.CLUB.WORLD PLATFORM

At the beginning of each ACI work year (October)

- Update the details of the ACI Board on the platform.
- Update on the platform the changed, new and/or updated forms, guidelines and info documents. These will be sent to you by the ACI Board, after each ACI Conference
- Update info about new or Current International Service Project (ISP)
- Update of the yearly calendar, which will be sent by the ACI Board through the ACI Secretary.
- Place the new ACI directory on the platform as soon as it is sent to the ACW officers by the ACI Board (under restricted access).
- Through the ACI Secretary, ensure that you have the authorization form to have personal data of all agora members to be used for agora business only. where upload is required into the AgoraClub.World programme. This to be authorized by the National boards of every Agora country

During the year

- Liase with the ACI Secretary to send you the ACI Newsletter so that it is uploaded on the ACI Website and AgoraClub.World platform
- Update the ACI Website with the notices and pictures of upcoming Agora events
- Information on National Charters : registration forms and programs.
- After chartering a new country: update the 'member countries' page (under password
- Information on ACI Conference : registration forms, programs and documents, especially the ACI Conference documents.
- The web lady/master will send the invoice from hosting company (One.com) to the ACI Treasurer for settlement and payment.
- 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 overall
- Where necessary hold workshops on the usage of the AgoraClub.World platform and provide guidance to all AC Members where required.