



6a. GUIDELINES FOR THE ACI PRESIDENT

1. The President shall preside at all the meetings of the Council and the Board. If she is unable to do so, the Immediate Past President or another duly appointed (by the ACI Board) person chairs the meetings.
2. She prepares the travel list and updates it for the first Board meeting held immediately after the AGM. Inform the countries that will be visited during the year in good time, to enable them to make the necessary arrangements. Ask the other Board Members to inform those countries that they will be visiting during the year.

3. MEETINGS

The President is responsible for the following meetings, to arrange time and place, agendas and minutes of these meetings with the Agora International Secretary. The updating of the Agora Club International Internet homepage should also be considered in connection of each Board Meeting.

➤ **Board Meetings: (Agenda to be circulated one week prior to the meeting)**

a. **BM 1 and Handover meeting:** immediately following the AGM. This is a short meeting. This meeting is concerned with introducing the new Board members to their responsibilities, for handing over files and duties lists, deciding on the Board meeting dates and places. The new President will also outline her hopes for the year and discuss her strategy.

Ensure that the Directory is finalised and sent out within 6 weeks of the AGM
Finalise and send out the Minutes of the CM and AGM to the past officers for their endorsement within 6 weeks after the AGM

b. **BM2:** in January/February
-Once the minutes are received with the comments of the Countries then to the past officers for their endorsement and once received to be forwarded to the Coucillors before the end of March.
-At this meeting, the final travels are decided, special projects initiated, matters arising from the AGM dealt with and specific duties/responsibilities may be allocated to individual Board members.
-Prepare rule or guideline changes, to follow the projects, to plan initially the upcoming AGM, to accept the financial report from the previous Conference, to roughly plan the functions during the next year.
-Ensure that all requirements for the NPO license and registration are satisfied by Treasurer and Secretary.

- c. **BM 3:** in April,
is to prepare the agendas for the coming Agora International Conference and AGM, to prepare the budgets and the Officers' travel for the coming year, to deal with the proposals from the Member Countries, to finalize the proposals from the ACI Board, to consider the influences of the possible rule changes to the ACI Guidelines, to decide on all the details concerning the coming AGM and prepare full year report for AGM booklet.
- d. **Online Board Meetings** : should the need be felt for further BM that are not budgeted for, these can be done via zoom or by similar means.
- e. **BM 4:** immediately prior to the ACI AGM (general repetition of the AGM).

➤ **Annual General Meeting (AGM)**

The minutes of the AGM should be made by the ACI Secretary and sent to all member countries by her, at the latest one month by the end of March.

4. **CONTACTS AND CORRESPONDENCE**

Keep a file of your correspondence and hand over copies of your correspondence to the next ACI President at the end of your year. Decide together with your Board, what information is given out on the Internet Homepage.

- a. **Keep in contact** with the National Presidents
- b. **Article for LCI, RTI, TCI and 41 Club International Magazines /newsletters** : Write an article when requested or suggest that your article could be included in their Newsletters.
- c. **Greetings to new Clubs** : send greetings on behalf of the ACI Board as long as no ACI officer attends the charter. (ACI banners may be signed by the board members and used as greetings).
- d. **Greetings to National AGM's** : Greetings to be sent to all National AGMs by the ACI Secretary on behalf of the board. A more extended ACI greeting/article by the ACI President can be sent, to be read at the national AGMs of the member countries.
- e. **Send the ACI board details** to the LCI President the 41-Club, TCI and RTI Presidents. Keep them updated about what is going on in ACI and in Agora Club in general (send ACI Newsletters).
- f. **to keep a backup** of all the member data that is in the AgoraClub.World. This to be used for internal use only and will be guided by the European General Data Protection Regulation. (25 May 2018)

5. AGORA CLUB INTERNATIONAL CONFERENCE

a. Ask the **organizing committee** of the upcoming Conference to prepare the Conference weekend.

Give them a final date to present the ACI Board with the events meetings and venues of the Conference weekend.

Give them the name and contact details of the past organizing committee, so that they can consult them for any necessary practical details.

b. **Tellers** : Appoint two past Agora National or International Board Members as tellers . Inform them of their duties and make sure that the Secretary will give them the Guidelines for Tellers. (Guideline N°7)

c. **Protocol Lady** (MISTRESS of ceremonies) : A third lady may be appointed as protocol lady to guide the proceedings.

d. **President 's drink and banner exchange** : Invite the Councillors of the Agora member countries , representatives of other clubs, and all Past Agora International Officers to the President's Drink, which is held just before the Gala dinner on Saturday evening.

The Mistress of Ceremonies will then announce that the outgoing ACI President will now conduct a gift and banner exchange.

The President or the Mistress of Ceremonies will then call upon the President of the countries in attendance in alphabetical order and then any other guests, who would like to exchange banners (for example LC, RT, TCI, 41 Club).