



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

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| October | 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 within 6 weeks of the AGM |
| | Write minutes of AGM within 6 weeks of the AGM |
| | 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 within 2 weeks |
| | 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 |
| November | 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 |
| December | Send out Christmas greetings from the ACI Board |
| | Write newsletter 3 |
| January | Send out info doc 1 "Reminder for national board meeting" |
| | Write newsletter 4 |
| | Write report about your activities for BM2 |
| February | Write minutes of BM 2 and "To do list" within 2 weeks |
| | Write newsletter 5 |
| March | Write newsletter 6 |
| | Write report about your activities for BM 3 |
| April | Send out Easter greetings from the ACI Board |
| | Send out info doc 2 "Reminder for the national association's AGMs" |
| | Write newsletter 7 |
| May | 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 |

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| June | Write minutes of BM 3 and „To do“ list within 4 weeks |
| | Send out info doc 4 |
| | Write newsletter 9 |
| July | Write newsletter 10 |
| | Send out all documents according to info doc 5 to the countries |
| August | Write newsletter 11 |
| September | Send out all financial reports |
| | 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 President |
| | Work on the scenario for the ACI AGM together with the ACI President |
| | Send out last last newsletter of the year |
| | Prepare Power Point for the ACI AGM |
| Always | 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 |