



## 6c. GUIDELINES FOR THE ACI IMMEDIATE PAST PRESIDENT

1. You are responsible for extension together with the ACI Vice President.
2. Prepare your full year report for the AGM digital booklet by the 15<sup>th</sup> of August.
3. Update all Forms, Guidelines and info documents according to what has been decided during the last BM and in accordance to changes decided upon during the ACI AGM.
4. You are responsible for the new ACI Directory. Therefore collect the following information from the ACI Secretary :
  - The directory information of the new (national) boards of each full and associate member country (do not forget newly chartered countries)
  - The directory information of countries in formation and individual members
  - The ACI calendar
  - The directory information of RTI, TCI, 41 Club Int. and LCI Boards
  - Update the Past ACI Officers list and add Honoured Members to it, if necessary.
  - The newly adopted rules
  - The list of guidelines, information documents and forms to be found on the Website
5. After the ACI Conference, hand over your files to your successor. Bring also all the ACI stock items and all other ACI material to give them to the members of the new Board.
6. Once the IPP no longer serves on the ACI Board, she will continue her Agora life in her club as a member, with no special rights or privileges. Her logo and motto will not continue to be used. She will be considered as a Past Officer of Agora Club International.