



6. GUIDELINES FOR THE ACI BOARD MEMBERS

1. All board members are expected to read the following guidelines for their particular job.
2. Keep files and correspondence updated, especially minutes of meetings.
Keep copies of all the letters and reports that you send out during the year.
Keep the board informed of important matters between the board meetings.
Keep the guidelines concerning your office updated (you receive them from your predecessor on a hard drive)
Each Board member must create their own folder to be saved in the electronic archive(hard disk) and uploaded during the last BM before the AGM.
Each board member should promptly refer any queries received by her to the appropriate board member, e.g. matters regarding finance to the Treasurer, regarding general rules to the Secretary, regarding extension to the Vice President.
3. For every Board Meeting write a short Activity Report and e-mail it to all the other Board members at least one weeks before the meeting.
4. Language of all correspondence and meetings shall be English.
5. Allowances can be claimed from the Treasurer as follows:
 - The cheapest air fare or second class rail fare when travelling on ACI budget that has already been approved by the Board.
 - 0,30 € per km if travelling by car is more convenient.
 - The hostess of a board meeting can claim 100€ per day.
 - The Treasurer pays travel expenses for the ACI AGM for all board members.
 - Hotel accommodation during the ACI conference is paid by ACI from Thursday till Sunday for the outgoing board and from Friday till Monday/Tuesday for the elected incoming board, if the handover and Board meeting 1 are combined.

Submit detailed expenses WITH RECEIPTS to the Treasurer at least one week before each Board Meeting or alternatively bring all the documentation with you to the Board meeting. Use the expense sheet provided by the ACI Treasurer
6. Banners given out on behalf of ACI are free.
Pins sold to all other Agora Members 5,00 € *each*.
7. The Secretary and the Treasurer bring files and necessary CD or memory stick (mark them carefully, what program/version has been used) to hand over to your successor at the board meeting held immediately after the ACI AGM.
8. Check status of full member countries (see rule 3.3.4)
9. See guideline 12 before you travel to a country and send it out.