



16. GUIDELINES FOR THE ACI WEB LADY/MASTER

At the beginning of each ACI work year (October)

- link the personal email addresses of the ACI Board to the ...@agoraclubinternational email addresses after having received the written authorization from the Int. Board members.
- Update on the website the changed, new and/or updated forms, guidelines and info documents. These will be sent to you by the ACI IPP, after each ACI Conference
- Update the ACI board info, place the intro letter of the new president, create a new year in the photo gallery(protected by password)
- Update info about new or current International Service Project (ISP)
- Update of the yearly calendar, which will be sent by the ACI Board.
- Place the new ACI directory on the website as soon as it is sent to the web lady/master, by the ACI Board (under password). Where password is not possible then it will not be uploaded onto the ACI website for privacy issues.
- 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
- For those Agora countries who do not have an own webpage, update their page with the new National Board info.(under password)

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 pictures of Agora events
- Information on National Charters : registration forms and programs.
- After chartering a new country: update the 'member countries' page (under password)

- upload link to the RT family webpage
- Regular update of the photo gallery page (under password). Where password is not possible then it will not be uploaded onto the ACI website for privacy issues.
- Information on ACI Conference : registration forms and programs, eventually the link to the ACI Conference website, if this exists.
- 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 and on request by the ACI Board.
- Assist the ACI Board where necessary with production of the necessary power point presentations for the Forum and the ACI AGM and wherever else necessary.