



## 6e. GUIDELINES & WORKSHEET FOR THE ACI SECRETARY

**Consult Info document 7 : year planner of ACI year  
As ACI Secretary - After the Conference:**

- 1. Hand-over meeting:**  
Takes place on Sunday and may run into Sunday afternoon directly after the conference. The new ACI secretary takes minutes of this meeting and sends them out asap to the ACI Board, after the approval of the ACI President.
- 2. Board meeting No. 1:**  
Takes place either in combination with handover meeting or in late November/December. Minutes are to be sent to the board members, after the approval of the President.
- 3. You will need the whole secretarial files at least from the previous year.**
- 4. Guidelines, Forms and Info documents:**  
Receive the updated Guidelines, Forms and Info documents from the ACI IPP and make sure that all these updated documents are sent to the web lady, for the website (under password).  
Inform each national board of the fact that all these are available and downloadable of the ACI website [www.agoraclubinternational.com](http://www.agoraclubinternational.com)
- 5. To be distributed as soon as possible after the Conference:**
  - \* Minutes of handover meeting and minutes from Board meeting 1
  - \* If all national directories from member countries have not been received at the conference, get copies and distribute to the board. Not all countries have them.
  - \* Collect an introduction from all the members of the new Board and make an Introduction Letter of the new Board (including a photograph) and mail it to all the member countries, Past ACI Officers, All International board members of the RT Family
  - \* Inform countries of all new dates, dead-lines and events.
  - \* Design the layout and write the ACI Newsletters. Collect items and reports for this from the ACI Board and countries.
  - \* Inform the Boards of LCI, TCI, RTI, and 41 Club Int. about the new board member's names and addresses.

\* ensure that the Directory is ready and published to the Countries Boards within 6 weeks from the AGM
- 7. During the year:**  
In all matters you are expected to assist the President.
  - \* Prepare a written report to give at all Board meetings.
  - \* All changes in addresses to National Boards are to be distributed to all member countries and to the ACI Board Members

- \* Remind President to send greetings on behalf of the ACI board to all National AGMs, national and local charters.
- \* New Year's greetings are to be sent to the National Presidents / Chairmen.
- \* Send condolences on behalf of the ACI board
- \* All correspondence received should be forwarded to the relevant board members
- \* Send by request ACI information
- \* Liaise closely with the President on all matters.
- \* Send out the guideline "How to host an ACI officer" as soon as the date of the ACI Officer's visit is fixed.

**8. New countries:**

Send the following documents to a new ACI country:

- First contact : the ACI information pamphlet
- Genuine interest : Guideline 1 and 2 and the latest ACI Newsletter
- Charter : guideline 10 and the password of the ACI Website, so they can consult and download necessary documents

**9. Board Meetings:**

Prepare the agenda together with the President. The agenda must be e-mailed to board members at least one/two weeks prior to the meeting. Minutes must be taken at all board meetings, then sent to the President for approval, following which they must be distributed to the Board members within **three weeks** after the meeting.

**10. February/March**

Confirm the dates of AGMs of ACI member countries for the following year.

Remind them of the items which should be with the ACI Secretary by 30 June.

**Full member countries:**

- Any proposals and all amendments to the AoA and IRB
- details of nominees for the ACI board
- 150 words annual report (to be printed in the AGM Digital booklet).

**Associate member countries:**

- Any proposals.
- 150 words annual report (to be printed in the AGM Digital booklet).

**11. April**

With the agenda for the board meeting 3 make a first draft of the agenda of the CM and the AGM.

**12. June**

- Middle of June : Remind the countries , that have not sent the documents mentioned in info doc 3 (reminder of documents, reports and information which have to be sent to the ACI Secretary by the 30<sup>th</sup> of June).

**13. July**

Send out the invitations to the Councillor's meeting and the AGM including the agendas to:

- \* Each Councillor of Full Member Countries.
- \* President/Chairman of Associate Member countries.
- \* All nominees.

If there are no nominees for ACI office, these matters should be re-circulated to all Full Member Countries. Details must have been received by the board at their meeting prior to the Conference. Nominations should always be supported by the approval of the respective national boards.

**13. August**

- a. Together with the President look for two tellers (and Mistress of Ceremonies) for the AGM.
- b. Prepare your full year report for the ACI AGM digital Booklet by the 15<sup>th</sup> of August.
- c. Send all information available for the new ACI directory to the person working on it.
- d. Send the information to the ACI Treasurer to calculate the percentage of growth for the membership trophy like this:

$$\left( \frac{\text{Total of members this year} - \text{Total of members last year}}{\text{members last year}} \right) \times 100 = \dots\% \text{ Total of}$$

**14. September**

Finalise the ACI digital booklet to be uploaded on the website, a week before the AGM under password. (email to send out to national boards advising them of the AGM upload under password)

Work with the ACI Board on the scenario for the Conference

Once finalised the scenario for the AGM to prepare a power point presentation

**15. At the ACI Conference**

The minutes of the previous AGM were sent to all Councillors within 6 weeks after the AGM. Should no comments be received up to the 30 June, these minutes are to be considered adopted . these minutes will be signed before the CM. Should there be matter arising , these will be discussed during the CM and voted upon at the AGM accordingly.

Take minutes at :

- \* Councillors meeting
- \* AGM

**16. After the Conference**

Send out all minutes of the AGM within 6 weeks after the AGM

**17. ACI Directory**

- Update the list of ACI Guidelines, forms and information documents.
- Get the updates from the IPP in the forms the years, membership figures, account numbers, and any other changes that come up from the possible rule changes.

**18. Archives of ACI**

Take care of the archiving of the ACI for 10 years. Such information is to be stored on a digital platform and shall be accessible by password to the current ACI Board Member

## GUIDELINES: WORKSHEET for the ACI Secretary

NOTE: the number of newsletters may vary from year to year. It is not an obligation to write a newsletter every month

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

Updated October 2022

<b>June</b>	Write minutes of BM 3 and „To do“ list within 4 weeks
	Send out info doc 4
	Write newsletter 9
<b>July</b>	Write newsletter 10
	Send out all documents according to info doc 5 to the countries
<b>August</b>	Write newsletter 11
<b>September</b>	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 web lady 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 the last newsletter of the year
	Prepare Power Point for the ACI AGM
<b>Always</b>	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