

# AUSTRALIAN CHURCH WOMEN INC



## **GUIDELINES** **Amended October 2012** to be used in conjunction with the Rules as at September 2009

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**AUSTRALIAN CHURCH WOMEN INC.  
GUIDELINES - NATIONAL EXECUTIVE**

**Time Table**

**October:**

**Winifred Kiek Scholarship** – State /Territory Units to be asked to advise number of WKS Leaflets required – leaflet to be ready for printing in February.

**Fellowship Day** – Draft Order of Service should be to hand. After all due checking etc, master sheets to be prepared for distribution to State/Territory Units in February. A master sheet together with a copy of Order of Service goes to each State/Territory Unit. In addition an electronic copy is to be sent to Unit Secretaries.

**Treasurer** – Reminder to all Units to forward all monies for:

- Fellowship of the Least Coin;
- Winifred Kiek Scholarship;
- World Community Day Project;
- Fellowship Day Offerings;

as well as any monies for

- National Conference Fund;
- National Travel Fund
- Overseas Conference and Travel Fund;
- Asian Church Women's Conference;

to National Treasurer, **where possible by 31 December.**

**November**

**World Community Day** – Projects for World Community Day to be researched.

**Winifred Kiek Scholarship** – Leaflet to be prepared. To include full information re the Scholarship, list of previous Scholarship holders and details about the Scholar, with photo. National Convenor prepares a Christmas letter to send to all known WKS Scholars as per list of names and addresses.

**Asian Church Women's Conference** – National Treasurer requests all State/Territory Units to forward orders and money for Bulletins.

**Fellowship of the Least Coin Grants** – State/Territory Units to be reminded that applications for grants are to be forwarded to National Fellowship of the Least Coin Convenor before the end of April, stating conditions of the grants. If a Unit intends to make an application, they are asked to apply for a copy of the application form. (When all applications are received and decisions made by National Executive as to which ones will be forwarded, then the official application is prepared and forwarded to the Executive Secretary, Asian Church Women's Conference – see **May** below).

Fellowship of the Least Coin monies should be received from State/Territory Units by 31 December.

Australian Church Women National Executive continued

**January**

In the second year of office National Executive invites the State/Territory Unit next in rotation, to form the next but one National Executive. See ACW National Conference Guidelines, paragraph 10 for the order of rotation.

**February**

**Fellowship Day** – Master sheets and electronic copies to be forwarded to State/Territory Units last week in February.

**World Community Day Special Project** – Consideration to be given to possible recipients (as presented by Special Days Convenor). Name of suggested recipient to be forwarded to State/Territory Units for approval by 31 March, so that appropriate statement/information may be inserted in the World Community Day Order of Service.

**World Community Day** – Draft Order of Service to be presented to National Executive for approval.

**National Treasurer** – forwards

- (1) Orders and money for ACWC Bulletins early in December;
- (2) Fellowship of the Least Coin Monies to ICFLC;
- (3) WKS monies to Trust;
- (4) 50% of World Community Day offerings to special project and 50% of World Community Day offerings to ACWC; and Monies collected from ‘ACWC Partners’ to ACWC

**March**

**Winifred Kiek Scholarship Leaflets** – to be sent to State/Territory Units, also copies to affiliated National Organisations.

**Fellowship Day** – Theme for following year should be presented and decided (in second year in office in consultation with Incoming National Executive) Invitation to be extended to group or individual to prepare.

**April**

**Fellowship of the Least Coin** – Applications (if any) for Grants should be to hand.

**May**

**Fellowship of the Least Coin** – Applications for Grants to be considered. If National Executive decides to forward any Grant applications to ICFLC, each application is to be completed in triplicate on the appropriate official form, signed by the National President of ACW Inc and forwarded to the Executive Secretary by 31 May unless otherwise advised.

**World Community Day** – Master sheets and electronic copies of Order of Service to be forwarded to State/Territory Units.

Australian Church Women National Executive continued

**July**

**World Community Day** – Theme to be decided (**in second year in office after consultation with Incoming National Executive**) and invitation sent to group or individual to prepare Order of Service.

**Winifred Kiek Scholarship** –

Trustees in consultation with National Executive will select Scholar(s) for following year. After formal ratification by National Executive the Trustees are to offer scholarship(s) to successful applicant(s); and notify sponsoring organisation.

**August**

**National Treasurer** – to present audited financial statements for year ended 30 June to National Executive for acceptance. A copy to be forwarded to all State/Territory Units, National Life Members and affiliated National Organisations annually.

**September**

Prepare for coming year.

**AUSTRALIAN CHURCH WOMEN INC.**

**GUIDELINES - NATIONAL PRESIDENT**

The **National President** shall:

1. Represent Australian Church Women at National and International forums where authorised and appropriate.
2. Preside at meetings of the National Conference and National Executive.
3. Encourage Christian women to take an active role in the life of Church and community.
4. Speak on behalf of the members on matters pertaining to the aims and objectives of Australian Church Women.
5. Provide leadership in order to improve the policies, activities and administration of Australian Church Women.
6. Ensure all proceedings of Australian Church Women are conducted in a proper, fair and compassionate manner.
7. Uphold all the elements of the Constitution of the Australian Church Women.
8. Promote understanding, fellowship and co-operation between Church, family and community.

**AUSTRALIAN CHURCH WOMEN INC.**

**GUIDELINES - VICE PRESIDENT/S**

The **Vice President/s** shall

1. Provide support and assistance to the National President.
  1. Undertake duties as requested by the President, for example:
    - a. Preside at meetings of the National Conference and National Executive.
    - b. Lead a sub committee.
    - c. Resolve questions in relation to the upkeep of the Constitution,
    - d. Advise when Guidelines need updating.
  2. Represent the National President when appropriate.
4. Maintain the **National Life Members Roll**.

The Roll will honour all past and present National Life Members.

Entries will record a profile of the women so honoured, and a record of their contribution to Australian Church Women.

Where possible a photograph will be included.

Copies of new entries are to be forwarded to each Unit.

**NOTE:**

The information included above should include the following:

- Brief personal background, including denominational affiliation.
- ACW involvement, including offices held at National and/or State/Territory level.
- Other important offices held in denominational or national organisations.
- A brief statement of appreciation of the type of person and any special characteristic.
- A record of the date of death is to be added.

TOTAL SPACE AVAILABLE FOR EACH PERSON – including a small photograph  
- ONE A4 PAGE, SINGLE-SPACED TYPING.

5. In consultation with the Winifred Kiek Scholarship Convenor update Honouring Australian Church Women as necessary and forward copies of new entries to Units.

**AUSTRALIAN CHURCH WOMEN INC.  
GUIDELINES - NATIONAL SECRETARY**

The **National Secretary** shall –

1. In consultation with the retiring National Secretary act on all matters requiring attention from National Conference. Update Australian Church Women Inc. – Constitution and Guidelines as required and send revised Constitution and Guidelines to each State/Territory Unit within three (3) months) after National Conference.
2. Ensure that a copy of National Conference Working Papers and Minutes has been lodged with the National Library of Australia, Canberra
3. Notify all relevant bodies of new office bearers and their addresses or Secretary only and her address where relevant, ie:  
Asian Church Women’s Conference  
National Council of Churches in Australia.

Be familiar with and in conjunction with the Public Officer comply with all requirements of the Associations Incorporation Act (ACT) 1991

Be familiar with and in conjunction with the National Treasurer comply with all requirements of the Australian Charities and Not for Profits Commission

4. Maintain mailing list which includes –  
  
State/Territory Unit Presidents, Secretaries and Treasurers  
National Life Members  
Affiliated National Organisations  
National and international contact persons.
5. Maintain a file of all official correspondence for duration of office, then hand on to successor, together with other relevant documentation.
6. Prepare an agenda in consultation with the National President for all monthly meetings of National Executive.
7. Attend to all correspondence and business arising from meetings of National Executive as instructed.
8. Maintain regular correspondence with Unit Secretaries advising relevant information from National Executive meetings.
9. Prepare a report two months prior to date of National Conference to be included in the Working Papers of National Conference, approximately one (1) A4 size page.
10. Consult guidelines for National Executive monthly meetings and check to see that each item receives attention.
11. Maintain “ACW Guidelines”, and update when necessary after consultation with National Executive. Forward updated master sheets to all State/Territory Units.

**AUSTRALIAN CHURCH WOMEN INC.**

**GUIDELINES - NATIONAL MINUTES SECRETARY**

The **National Minutes Secretary** shall:

1. Record Minutes of all meetings of National Executive.
2. In consultation with the National Executive draw up a distribution list for the Minutes and decide on the best means for distribution of the Minutes.
3. Prepare and distribute Minutes to State/Territory Units, National Life Members and others as per distribution list, following each meeting.
4. Prepare and distribute the Minutes of the Annual General Meeting to State/Territory Units, National Life Members and others as per distribution list. This is to be completed within 2 months after the Annual General Meeting.
5. Supervise the recording, preparation and dispatch of Minutes of National Conference. This is to be completed within 2 months from the end of Conference.
6. Assist the National Secretary in the performance of her duties.
7. Pass on the Minutes Book and a current distribution list to her successor.

**AUSTRALIAN CHURCH WOMEN INC.  
GUIDELINES - NATIONAL TREASURER**

The **National Treasurer** shall:

1. Keep adequate and proper records of all transactions in accordance with accepted bookkeeping procedures.
2. Arrange transfer of all Bank Accounts and Investments to home State or Territory as soon as practicable after appointment of the National Executive.
3. Be familiar with and comply with all relevant statutory requirements such as those relating to the Associations Incorporation Act (ACT) and the Australian Taxation Office and the Australian Charities and Not-for- Profits Commission (ACNC).
4. Act on any resolutions regarding finance which may have been passed at National Conference.
5. Compile a list of State/Territory Unit Treasurers immediately after the National Conference.
6. Present a Statement of Accounts to each meeting of National Executive for distribution with the Minutes. Prepare monthly report relating to finance, including dates and details of correspondence (in and out) for National Executive.
7. Maintain a file of all correspondence for duration of office and hand same on to successor.
8. Forward Winifred Kiek Scholarship donations, Fellowship Day Offerings and Honouring Australian Church Women donations to Winifred Kiek Scholarship Trust by 31 March each year.
9. Forward World Community Day Special Project Offering to the appropriate body by 31 March each year, using registered mail.
10. Forward Fellowship of the Least Coin contributions by 31 March each year to:  
Attention: Executive Secretary  
International Committee Fellowship of the Least Coin  
Department of Finance  
World Council of Churches  
150 Route de Ferney  
1211 Geneva 2  
Switzerland. Money to be forwarded by registered mail in the form of a bank draft in American dollars
11. Forward 'ACWC Partners' contributions by 31 March each year to the Treasurer of Asian Church Women's Conference.  
  
Money to be forwarded by registered mail in the form of a bank draft in American dollars

National Treasurer - '11' continued

In the year preceding the quadrennial assembly of ACWC the monies received from Units towards ACW's annual contribution to ACWC's budget shall be retained. Such monies shall become the contribution to be handed over by the Australian Representative during the Opening Service of the Assembly. A Bank Draft in US dollars for this amount shall be forwarded to the Australian Representative prior to the Assembly.

12. National Treasurer may deduct a percentage (decided from time to time by National Conference) for administrative expenses, before forwarding to respective bodies. All interest received on money held by National Executive be transferred to Administration.
13. Ascertain cost and order appropriate number of Asian Church Women's Conference Bulletins as required by State and Territory Units. Forward name and address of State/Territory Unit Secretaries and the number required by each to the Executive Secretary of ACWC.
14. In accordance with the Constitution of Australian Church Women Inc prepare and circulate to each State/Territory Unit each year an audited financial statement , which is to be presented to the Annual General Meeting for endorsement.
15. Forward to the Incoming National Executive an advance sum of \$1 000 by 31 August in the year of the biennial Conference, advising Incoming National Executive of the need to arrange to open Bank Accounts and arrange signatories (as required by Constitution) as soon as practicable after National Conference.
16. **Petty Cash**  
Petty Cash is normally issued under the **Imprest System** – i.e. an initial sum to be determined by the National Executive, is issued to each holder. Reimbursements are made as needed in order to maintain that sum.
  - a. Recipients of Petty Cash and the amount to be issued should be decided at the first meeting of the National Executive.
  - b. The Australian Representative to the Asian Church Women's Conference is in receipt of Petty Cash. This should be recovered at the end of her term and issued to the new representative.

National Treasurer - Petty Cash continued

- c. All Petty Cash Imprest holders are to have all claims for reimbursement finalised before the end of each financial year.
- d. All Petty Cash should be returned to the National Treasurer at the close of National Conference with the exception of Australian Representative to Asian Church Women's Conference and the Winifred Kiek Scholarship Trust.

**NOTE:**

State/Territory Unit Treasurers are required to forward donations for Winifred Kiek Scholarship, Fellowship Day Offerings, Fellowship of the Least Coin contributions, World Community Day Special Project Offerings and "Partners with ACWC" to the National Treasurer by 31 December each year.

Honouring Australian Church Women donations may be forwarded by State/Territory Units to National Treasurer throughout each year as may be appropriate.

**NATIONAL CONFERENCE FUND**

The Fund is to cover expenses of the National Conference.

**\$5,000** must be maintained as a capital fund. All Units are urged to support this fund annually.

National Executive will prepare the budget required for the cost of the National Conference and accommodation, thus determining the amount of registration for the National Conference.

All State/Territory Units shall share equally in the cost of travel for one delegate from each Unit to National Conference.

The National Executive is responsible for Travel Expenses and Conference Fees – both registration and accommodation – for the ACWC Representative and Winifred Kiek Scholarship Trust Representative (who shall be a member of ACW), at the National Conference.

The National Executive shall be responsible for at least 50% of Travel Expenses and National Conference Fees- both registration and accommodation – for up to 5 members of the Incoming National Executive, subject to available funds.

Subject to the availability of funds, the subsidising of costs associated with attendance at National Conferences of Australian Church Women shall be extended to all members of the incumbent National Executive.

**NATIONAL TRAVEL FUND**

The Fund is to cover Expenses for the National President or her representative, when invited, to attend special functions interstate. All Units are urged to support this fund annually. The maximum amount of \$2,500 per biennium will be made available for the National President's Travel expenses.

**OVERSEAS CONFERENCE AND TRAVEL FUND**

This Fund is to provide financial assistance to representatives to ACWC Assembly and other Overseas Conferences. The Registration Fees for Australia's four (4) voting delegates to ACWC Assembly will be covered by this Fund.

\$1,000 must be maintained as a capital fund. All State/Territory Units are urged to support this fund annually.

National Conference shall decide from time to time the amount to be disbursed for any particular Overseas Conference.

**AUSTRALIAN CHURCH WOMEN INC.**

**GUIDELINES - NATIONAL PUBLICATION EDITOR**

A local committee may be appointed by National Executive to support the National Publications' Editor.

The **National Publication Editor** shall:

1. Convene Committee (if any Committee used).
2. Act on any resolutions passed at National Conference related to ACW News or other publications.
3. Contact State/Territory Unit Secretaries or News Correspondents requesting that articles and information for the publication be supplied by a set date prior to printing.
4. Produce a publication giving news of State/Territory Unit events and other ecumenical happenings for distribution to all State/Territory Units and other interested people. Such publication to be issued periodically.
5. Prepare Master sheets for photo copying/printing – using one side only of white A4 bond paper.
6. Prepare monthly report (including dates and details of correspondence in and out) for National Executive.
7. Maintain a file of all correspondence together with copies of publication produced for duration of term of office and hand on to successor with other relevant documentation.
8. Prepare a report, to be included in the Working Papers of National Conference of approximately one (1) A4 size page, and forwarded to the National Secretary two months prior to the date of the National Conference, including any recommendations on Publications.

**AUSTRALIAN CHURCH WOMEN INC.**

**GUIDELINES - WINIFRED KIEK SCHOLARSHIP Under review**

The purpose of this Scholarship is to provide training for Christian women in Theological Studies and/or Lay Leadership, equipping them to be a Minister of the Word, Deacon, Deaconess, or for specific areas of Lay Leadership. Where possible a Scholarship will be given each year.

The Winifred Kiek Scholarship for Theological Training/Biblical Studies will be offered through an appropriate list of Theological training centres established through consultation with the countries/nations involved, which should be revised regularly.

When it is deemed more appropriate by the Trustees in consultation with the National Executive, the awards provided by the Winifred Kiek Scholarship may be broadened to include support for designated educational/charitable projects for women through the programs of the National Council of Churches World Christian Service.

**Areas:**

The Scholarship shall be offered to Christian women in three areas in rotation –

1. Multicultural Australia;
2. Pacific Island Nations, and
3. Member countries of Asian Church Women's Conference.

**Application:**

Applications are to be made on the prescribed forms (available from the Winifred Kiek Scholarship Trustees)

- |         |   |
|---------|---|
| Form 1: | To be completed by the Nominating Organisation.                       |
| Form 2: | To be completed by the applicant.                                     |
| Form 3: | Medical form – to be completed by applicant and Medical Practitioner. |

**WINIFRED KIEK SCHOLARSHIP SCHOLAR’S AGREEMENT**

This agreement to be signed by Scholar and a member of the sponsoring body on acceptance of Scholarship.

- 1. a. The scholarship is tenable for \_\_\_\_\_ months.
- b. It shall include
  - i. participation in training programme,
  - ii. observation of church and community programmes,
  - iii. speaking to and sharing with church and women’s groups as appropriate.
- 2. The Scholar will be expected to submit a written report of her experiences on her return home.
- 3. The Scholar will be accountable to Australian Church Women through a church member in the place where the Scholarship is to be taken, who is appointed to this position by Australian Church Women.
- 4. A basic personal allowance will be paid to cover local transport costs, telephone calls (including calls home), postage, and other daily living expenses.
- 5. An amount of A\$250 is available for the purchase of resources to assist in study and future work. Any spending above this amount is the responsibility of the Scholar.
- 6. An amount of A\$100 only is available for excess baggage charges on return to own country. Anything over this amount is the responsibility of the Scholar.
- 7. A small clothing allowance will be made available if needed.

Please complete and return one copy as soon as possible to

Winifred Kiek Scholarship Trust

.....

.....

.....

AUSTRALIA

(retain the second copy for your own records.)

I have read, understand and accept this agreement.

Date.....

Signed.....

(Signature of Scholar)

Signed in the presence of a member of the sponsoring body whose signature appears below.

Signed.....

on behalf of the sponsoring body.

Winifred Kiek Scholarship continued

**Administration**

There shall be a **National Convenor** of **Winifred Kiek Scholarship** who shall be a member of the National Executive of Australian Church Women.

There shall be five Winifred Kiek Scholarship Trustees who shall invest funds and act as an advisory body to the National Executive and National Convenor.

Funds received by Australian Church Women for the Winifred Kiek Scholarship will be transferred to the Trustees for investment.

Only the interest on investments shall be available for use as a scholarship.

The Trustees will determine by 1 June each year the amount available for the next scholarship.

The Trustees will be responsible for:

1. Preparing and sending Application Forms to the appropriate National Ecumenical Women's organisations or Christian Conference/Council in the designated areas, in rotation;
2. maintaining up-dated lists of such organisations; and
3. receiving applications, and reducing these to a short list of four or five.

The Trustees shall form a joint working group made up of:

- The Trustees,
- The Winifred Kiek Scholarship Convenor,
- One other member of the National Executive.

The responsibilities of the joint working groups will be:

- (a) To make the final choice of the Winifred Kiek Scholar;
- (b) to recommend the most appropriate venue/course/state/country in which that scholar will use her Scholarship;
- (c) to determine a suitable time to send application forms to the designated area for the ensuing year and set a time for their return;
- (d) to be responsible for making recommendations to the National Conference for any changes in the way the Winifred Kiek Scholarship is promoted and/or awarded.

Winifred Kiek Scholarship continued

**THE DUTIES OF THE NATIONAL CONVENOR (Winifred Kiek Scholarship)**

The **National Convenor** of the **Winifred Kiek Scholarship** shall

1. Maintain contact with Trustees and Scholar particularly for news of Scholar which can be passed on to the State/Territory Units.
2. Act on any resolutions passed at National Conference relating to the Winifred Kiek Scholarship.
3. Prepare monthly report (including dates and details of correspondence in and out) for National Executive.
4. Maintain a file of all correspondence for the duration of office, and hand on to successor.
5. Compile an up-to-date list of State/Territory Unit Convenors and supply them with information about Scholar as available. Supply relevant information to Editor of ACW News.
6. Prepare and distribute leaflets about Scholar and Scholarship as and when needed after consultation with State/Territory Units, as to the number required. A photograph of the Scholar and a list of Scholars for the past ten years is to be included in the leaflet.
7. Prepare a report to be included in the working Papers for National Conference, and forwarded to the National Secretary two month prior to the date of the National Conference of approximately one (1) A4 size paper.
8. Be a member of the Joint Working Group whose responsibilities are listed under "Administration".
9. In November send Christmas letters to former Scholars.
10. Maintain Honouring Australian Church Women Book.

**DUTIES OF THE TRUSTEES** of the Winifred Kiek Scholarship

1. The Trustees shall have the responsibility of administering the selection of, and the finances, of the Winifred Kiek Scholarship on behalf of Australian Church Women.
2. The Trustees shall invest all money allocated to the Winifred Kiek Scholarship Trust.
3. The Trustees shall determine by 1 June each year the amount of money available for the next scholarship.
4. The Trustees will be responsible for:
  - a. Preparing and sending Application Forms to the appropriate National Ecumenical Women's organisation or Christian Conference/Council in the designated areas, in rotation;
  - b. maintaining up-dated lists of such organisations;
  - c. receiving applications, and reducing these to a short list of four or five.
5. The Trustees shall form a joint working group made up of:
  - The Trustees,
  - The Winifred Kiek Scholarship National Convenor,
  - One other member of the National Executive.

The responsibilities of the joint working group will be:

- a. To make the final choice of the Winifred Kiek Scholar;
  - b. To recommend the most appropriate venue/course/state/country in which that Scholar will use her Scholarship.
  - c. To determine a suitable time to send application forms to the designated area for the ensuing year and set a time for their return;
  - d. To be responsible for making recommendations to the National Conference for any changes in the way the Winifred Kiek Scholarship is promoted and/or awarded.
6. The Trustees will notify the successful applicant and the nominating/sponsoring organisation concerned, requesting a prompt acceptance. They will also notify unsuccessful applicants through their nominating organisation.
  7. In consultation with the nominating organisation and/or host State/Territory, the Trustees will plan, arrange and notify details of course, fees, and accommodation, informing Scholar and National Executive of relevant details.

Winifred Kiek Scholarship continued

8. The Trustees are responsible for all travel arrangements for the Scholar, such as visas, health insurance, accommodation when necessary, and the meeting of flights.

Interstate travel and appointments are made in consultation with State/Territory Units. It is requested that as much notice as possible be given to the State/Territory Unit should they be required to meet and/or accommodate a Scholar in transit. The Scholar should be provided with an itinerary including necessary contact names and telephone numbers.

9. A personal allowance will be made available to the Scholar for the duration of the Scholarship.

A Resources Bursary is available through the Trustees, from the Honouring Australian Church Women Book funds.

A clothing allowance is available if required.

Maximum amounts of allowances are determined by the Trustees from time to time.

Any money remaining in any Scholar's account after all expenses are paid, to be returned to the Winifred Kiek Scholarship Trustees.

10. Trustees to arrange for the Scholar to sign the 'Scholar's Agreement' on acceptance of Scholarship.
11. Trustees to prepare a report for National Conference of approximately one (1) page A4 size page in addition to the Financial Report. This report to be forwarded to the National Secretary two months prior to the date of the National Conference.

Winifred Kiek Scholarship continued

<b>Time Table:</b>	Winifred Kiek Scholarship
<b>October</b>	<b>Winifred Kiek Scholarship Convenor:</b> State/Territory Units to be asked to advise number of leaflets required. Leaflets to be ready for printing in February.
<b>November</b>	<b>Winifred Kiek Scholarship Convenor:</b> Leaflets to be prepared. To include full information re the Scholarship, list of Scholarship holders for the past ten years, and details about the Scholar, including a photograph.  National Convenor prepares a Christmas letter to send to past Scholars whose names and addresses are known. Convenor to maintain/up-date this list.
<b>December</b>	<b>Winifred Kiek Scholarship Trustees:</b> Application forms to be sent out by 31 December.
<b>January</b>	In recess.
<b>February</b>	<b>Winifred Kiek Scholarship Convenor:</b> Winifred Kiek Scholarship Leaflets printed.
<b>March</b>	<b>Winifred Kiek Scholarship Convenor:</b> Winifred Kiek Scholarship Leaflets to be sent to State/Territory Units by the first week in March; also copies to affiliated National organisation and all nominating bodies.
<b>April</b>	<b>In April in <i>second year in office only</i>,</b> request report from all State/Territory Unit Convenors for inclusion in report to National Conference.
<b>May</b>	<b>Winifred Kiek Scholarship Trustees:</b> Applications for Winifred Kiek Scholarship close by 31 May.
<b>June and July</b>	<b>Winifred Kiek Scholarship Convenor:</b> Contact Trustees re joint working group.
<b>August</b>	<b>Joint Working Group:</b> Select Scholar for the following year. Trustees offer Scholarship to successful applicant.
<b>September</b>	<b>Winifred Kiek Scholarship Trustees:</b> When acceptance received, begin planning for the following year.

Winifred Kiek Scholarship continued

### **WINIFRED KIEK FELLOWSHIP**

The purpose of the Fellowship is to benefit women in the Australian Churches by giving them inspiration, knowledge and leadership from outstanding Christian women visiting, studying or resident in our country.

At the discretion of the Winifred Kiek Scholarship Trustees, and in consultation with the National Executive, when appropriate and when there are sufficient Trust funds a Winifred Kiek Fellowship MAY BE GRANTED.

The Winifred Kiek Fellowship is to be awarded in the following way:

- (i) Once during a quadrennium, Australian Church Women shall invite a member of Asian Church Women's Conference Executive to Australia to attend the National Conference of ACW, to contribute to the National Conference and when possible, visit State/Territory Units.
- (ii) At the alternate National Conference, an invitation may be issued to either
  - a past Winifred Kiek Scholar;
  - the Executive Secretary of the International Committee of the Fellowship of the Least Coin (ICFLC);
  - Church Women United Aotearoa/New Zealand;
  - a noted Christian woman leader; or
  - a noted Christian woman from the Pacific Conference of Churches region.
- (iii) When sufficient funding is available and an appropriate recipient is known to be visiting Australia, a Fellowship may be awarded to allow her to visit one or more State/Territory Units at a time other than the National Conference.

### **HONOURING AUSTRALIAN CHURCH WOMEN**

Contributions are invited to this fund (and should be forwarded to the National Treasurer) as a tribute to Christian women, particularly those who were associated with the work of Australian Church Women at State/Territory or National level.

All State/Territory Units are encouraged to record and submit entries for Honouring Australian Church Women. This will be a record of women who pioneered Women's Inter-Church activities which later led to the formation of Australian Church Women and of those women who have made a significant contribution to Australian Church Women.

- The contribution is to be accompanied by a **brief** outline of the life of the woman so honoured.
- The funds are to be invested by the Trustees of the Winifred Kiek Scholarship, and the interest so gained to be used to provide books for the current Scholarship holder.
- The amount available to the Scholar is to be determined by National Executive on advice from the Trustees.

Honouring Australian Church Women continued

When this Bursary was established it was envisaged that:

1. Interest monies should be available for the purchase of books for the current Scholar to a specified amount and that in due time surplus interest would build up towards a second Scholarship.
2. Honouring Australian Church Women shall record a brief outline of the life of the women honoured by contributions to the fund, such a Book to be the responsibility of the National Winifred Kiek Scholarship Convenor.

Information required for entry in the **Honouring Australian Church Women** book is to include:

- Year of Birth, and Year of Death e.g. 1927-1994.
- Brief personal background, including denominational affiliation.
- ACW involvement, including offices held at National or State/Territory level.
- Other important offices held in denominational or national organisations.
- A brief statement of appreciation of the person and including any special characteristics.

Total space available for each person – including a small photograph – is restricted to one (1) A4 size page, single-spaced typing.

**AUSTRALIAN CHURCH WOMEN INC.**

**GUIDELINES - FELLOWSHIP OF THE LEAST COIN**

The **National Convenor of the Fellowship of the Least Coin** shall:

1. Convene Committee (if any committee) and refer to Guidelines of the International Committee for Fellowship of the Least Coin (ICFLC).  
Advise State/Territory Units of any up-date of Guidelines.
2. Write to the Executive Secretary  
International Committee  
Fellowship of the Least Coin  
advising her of the name and address of the National Convenor of the Fellowship of the Least Coin in Australia.
3. Act on any resolutions passed at National Conference relating to Fellowship of the Least Coin.
4. Prepare monthly reports (including dates and details of correspondence in and out) for National Executive.
5. Maintain a file of all correspondence for duration of office and hand on to successor.
6. Compile a list of all State/Territory Unit Fellowship of the Least Coin Convenors. Encourage all Unit Convenors to promote the Fellowship of the Least Coin by providing up-to-date material, and ask them to share ideas on promotion which could be helpful to others.
7. Inform all State/Territory Units of relevant Fellowship of the Least Coin news and produce articles for Editor of ACW News.
8. Maintain supply of Fellowship of the Least Coin Leaflets, Money-Box labels, and other publicity material for distribution to State/Territory Units when required. This material is free to all Units.
9. **Circle of Prayer Devotional Booklet:** (Published approximately every two years.)  
The Australian Church Women National Representative to Asian Church Women's Conference will provide the name and address of the person responsible for distributing the Booklets.  
  
Advise State/Territory Unit Convenors and obtain orders when new publication is available. Price per copy will be determined by National Executive when cost is known. Units may sell at a slight profit.
10. Prepare a report to be included in the working Papers for National Conference of approximately one (1) A4 size page. This report to be forwarded to the National Secretary two months prior to the date of the National Conference.

***In April in second year of office only*** request report from all State/Territory Unit Fellowship of the Least Coin Convenors for inclusion in report to National Conference.

Fellowship of the Least Coin continued

**11. Fellowship of the Least Coin Grants**

- (a) **September:** Check supply of Application Forms for Fellowship of the Least Coin Grants. If necessary write to the Executive Secretary, ACWC, for supply.
- (b) **November:** Contact State/Territory Unit Convenors inviting them to obtain forms if they wish to apply for a Fellowship of the Least Coin Grant. Remind them to refer to “Principles and Guiding Policy of Fellowship of the Least Coin” and “Australian Church Women Guidelines” when considering a submission. The International Committee of the Fellowship of the Least Coin requires that applications for any project grants should be in respect of an Australian project only.

When a request for an Application Form is received, forward a copy of the original form only. The official forms (in triplicate) will only be completed after the submission is approved by the National Executive of Australian Church Women. (It is important that the name and address of the Applicant’s bank and the account number is provided.)

All submissions on the form referred to above are to be in the hands of the National Convenor by 30 April.

**NOTE:** All applicants, on whose behalf a submission is made, need to be informed that in the event of receiving a Grant they will be required to supply a report, within six (6) months of receipt of the Grant, showing the way in which the grant is being used. This report is to be forwarded to the National Convenor who will forward it on to the Executive Secretary of ICFLC. A photograph of project work should be included.

In the event of the money received not being used for the purpose for which it was given, this money must be returned to ICFLC.

- (c) **May:** National Convenor to present Applications for Grants to National Executive for consideration.
- (d) All requests for Grants must be sent through the National Convenor and must be signed by the National President of Australian Church Women. (The form does not need to be signed by the General Secretary of the National Council of Churches – this would only occur if Australian Church Women did not exist. Refer ICFLC Guidelines, Funding Procedures.)
- (e) Successful applications to be forwarded to the Executive Secretary of ACWC to reach her by **31 May, unless otherwise advised**. Applications to be in triplicate on official forms, and signed by the National President of Australian Church Women.

**CHECK**

- 12. **Finance:** All contributions for the Fellowship of the Least Coin should be forwarded to the National Treasurer by 31 December each year.

**AUSTRALIAN CHURCH WOMEN INC.**

**GUIDELINES - SPECIAL DAYS**

A worship program is prepared for two Special Days, based on the selected theme together with topics and questions suitable for group discussion. Topics and questions are optional. Copies are made available through the State/Territory Units of Australian Church Women and should be ordered several months ahead by other groups who wish to use these services.

In Addition to the Special Days above, Australian Church Women shall encourage the observance of **World Day of Prayer**.

**Fellowship Day** observed, where possible, on the last Friday in July. Offerings made on this day support the Winifred Kiek Scholarship.

**World Community Day** observed, where possible, on the last Friday in October. Offerings made on this day to be equally divided between Asian Church Women's Conference and an Australian Church Women nominated project. The name and details of the proposed recipient of the Special Project shall be forwarded to all State/Territory Units for approval by 31 March, and all applicants advised of the decision by National Executive. At the service **Fellowship of the Least Coin** donations are brought for dedication.

**Finance:** All offerings are to be forwarded to the National Treasurer (as requested in the Order of Service) no later than 30 November each year. State/Territory Units may subtract the percentage for expenses as determined by each National Conference.

When a project is chosen to receive the special offering given at World Community Day services, it should be explained to the recipients that it will take some time before the money is received for the project; in that, whilst the offerings are taken in October, it takes time for all the centres to send the money to State Treasurers, who in turn must send it to the National Treasurer, before she forwards the project grant.

A local committee may be appointed by National Executive to support the National Convenor.

The **National Convenor of Special Days** shall:

1. Convene committee (if any committee).
2. Act on any resolutions passed at National Conference related to Special Days.
3. Make recommendations to National Executive on theme for Special Days and groups or individuals to be asked to prepare Order of Service. The ACWC Day Order of Service from the previous year should be considered when preparing the World Community Day Service.

Special Days continued

4. Check copy of Order of Service when received to see that all relevant details are included, i.e:

- (a) **Fellowship Day**

- Offering for Winifred Kiek Scholarship.

- Prayer for all Scholars – past and present.

- The favourite Benediction of Winifred Kiek may be used (Optional)

- Sponsors – Australian Church Women Inc., also display of Australian Church Women Inc. badge/logo.

- Acknowledgement of group or individual who prepared the Order of Service.

- (b) **World Community Day**

- Offering – Special Project/Asian Church Women’s Conference.

- Fellowship of the Least Coin Offerings and Dedication.

- Sponsors – Australian Church Women Inc., also display of Australian Church Women Inc. badge/logo.

- Acknowledgement of group or individual who prepared the Order of Service.

5. State/Territory Unit responsible to be advised of any alterations deemed necessary by National Executive before the master copies are sent out.

- National Convenor to distribute master copies to all State/Territory Units.

6. Prepare guide for State/Territory Units preparing Special Days services, including the following:

- (a) Length of printed order of service to be kept to eight (8) pages maximum; including cover/back page with Unit news, optional discussion questions, etc.
  - (b) Theological content to be on an ecumenical basis. All language used shall be inclusive, not exclusive, in meaning.
  - (c) Hymns, generally chosen from the Australian Hymn Book, can have an alternative, any copyright obligations are to be noted. Apply for copyright where needed.
  - (d) The Lord’s Prayer to be included, title is sufficient.
  - (e) State/Territory Units to check copyright.
  - (f) Questions for discussion are optional.

Special Days continued

7. Orders of Service shall be printed with this instruction: *‘This Order of Service is copyright and may not be re-written or otherwise altered, except for the substitution of hymns that are considered to be more suitable or available in the local situation.’*
8. Prepare master sheets of Order of Service and Guidelines for leaders for distribution to all State/Territory Units. Master sheets should be typed/printed on one side only of white A4 size paper.

*The layout and printing of master sheets for the Order of Service for Australian Church Women’s Special Days are to be prepared in a professional style by the National Executive.*

**9. Time Table**

- August** Research possible recipients for World Community Day Special Project to be returned to the newly appointed Convenor (in Conference year) for recommendation to National Executive in February.
- October** Draft copy of Fellowship Day Order of Service should be to hand. Check as per No.4 (a).
- November** Draft copy of Fellowship Day Order of Service to be presented to National Executive for approval. Master sheets to be prepared as per Nos. 6 and 7.
- February** Submit to National Executive names of proposed recipients of World Community Day Special Project in order of preference. National Executive selects recipient/s and submits to State/Territory Units for endorsement.
- Draft copy of World Community Day Order of Service should be to hand. Check as per No.4 (b).
- Research possible themes and groups/individuals to prepare Fellowship Day Order of Service for following year, for presentation to National Executive meeting in March.
- Forward master sheets for Fellowship Day Order of Service to all State/Territory Units by last week in February.
- March** Present themes and recommended group/individual to prepare Fellowship Day Order of Service for the following year to National Executive for approval.
- Following selection, contact group/individual inviting them to prepare Order of Service and suitable (optional) questions for discussion, to be forwarded to National Convenor by 1 October.
- Submit draft copy of World Community Day Order of Service for approval by National Executive. Master sheets to be prepared as per Nos. 7 and 8.

Special Days 'March' continued

The group or individual preparing the draft copy of Order of Service for Special Days (Fellowship Day and World Community Day) to obtain all copyright permission necessary for the use of hymns, scripture, etc. Cost (if any) to be paid from National Executive General Fund.

**April**      *In April in second year in office only* request report from all State/Territory Unit Convenors for inclusion in report to National Conference.

**May**        Forward master sheets for World Community Day Order of Service to all State/Territory Units by last week in May together with information on Special Project.

**June**        Research possible themes and groups or individuals to prepare World Community Day Order of Service for following year for presentation to National Executive meeting in July.

**July**        Present themes and recommended group or individual to prepare World Community Day Order of Service to National Executive for approval. Following selection, contact group or individual inviting them to prepare Order of Service and suitable questions for discussion by 1 February.

The group or individual preparing the draft copy of Order of Service for Special Days (Fellowship Day and World Community Day), to obtain all copyright permission necessary for use of hymns, scripture, etc. Cost (if any) to be paid from the National Executive General Fund.

10. Prepare monthly reports (including dates and details of correspondence in and out) for National Executive.
11. Maintain a file of all correspondence, together with copies of Orders of Services for duration of office and hand on to successor.
12. Prepare a report, to be included in the Working Papers of National Conference of approximately one (1) A4 size page; and to be forwarded to the National Secretary two months prior to the date of the National Conference.

**AUSTRALIAN CHURCH WOMEN INC.  
GUIDELINES - SOCIAL JUSTICE ISSUES**

A committee may be appointed by National Executive to support National Social Justice Issues Convenor.

The **National Social Issues Convenor**, shall:

1. Convene committee (if any committee used).
2. Act on any resolutions passed at the National Conference relating to Social Justice Issues.
3. Prepare monthly reports (including date and details of correspondence in and out) for National Executive.
4. Maintain a file of all correspondence for duration of office and hand on to successor.
5. Compile a list of all State/Territory Social Justice Convenors. Encourage all Unit Convenors to promote Social Justice Issues by providing up-to-date material, and ask them to share information on issues, which could be helpful to others.
6. Inform all State/Territory Units of relevant Social Justice Issues and produce articles for Editor of ACW News.
7. Prepare a report, to be included in the working papers for National Conference, of approximately one (1) A4 size page. This report to be forwarded to the National Secretary two months prior to the date of the National Conference.

**GUIDELINES - PUBLIC OFFICER(New)**

**The Public Officer**

1. is the person with whom the Registrar General corresponds;
2. is responsible for compliance with the Act;
3. is the person on whom documents are served;
4. has the power to sign documents on behalf of the Association; and,
5. may be an indefinite appointment.

**In fulfilment of these duties the Public Officer shall**

1. be familiar with the Associations Incorporation Act (1991) of the Australian Capital Territory, particularly in relation to the requirements for
2. the lodging of the Annual Return ;
3. the notification of change of membership of National Executive;
4. the lodging of any amendments made to the constitution of Australian Church Women Inc.
5. be reimbursed for any expenses incurred in the course of fulfilling her duties;
6. be promptly provided by National Executive with all necessary details to enable her to carry out her duties.

**AUSTRALIAN CHURCH WOMEN INC.**

**GUIDELINES - PUBLICITY**

The **National Publicity Officer** shall:

1. Act on resolutions passed at National Conference relating to National Publicity of Australian Church Women.
2. Prepare monthly report (including correspondence in and out) for National Executive.
3. Maintain a file of all correspondence for duration of office and hand on to successor.
4. Compile a list of contact persons from each State/Territory Unit, each National organisation or denomination participating in Australian Church Women, each National special interest group participating in Australian Church Women through its State/Territory Unit.
5. Prepare information concerning the work of Australian Church Women to be released to:
  - a. State/Territory Units.
  - b. National organisations of each participating denomination, National special interest groups participating in Australian Church Women.
  - c. The General Press.
  - d. Such information to be ratified by the National Executive before release.

**GUIDELINES – WEBSITE**

The **National Website Manager** shall:

1. take direction from and report to the National Executive;
2. be responsible for maintaining the Website in conjunction with the Website Administrator;
3. be responsible for editing the national page of the Website;
4. maintain contact with each State's contact/website manager
5. prepare a report, to be included in the Working Papers of the National Conference, of approximately one (1) A4 size, and forwarded to the National Secretary two months prior to the date of the National Conference

The **State Unit Website Manager** shall:

1. be responsible for maintaining and editing the State Unit Website;
2. maintain contact with the National Website Manager.

**AUSTRALIAN CHURCH WOMEN INC.**

**GUIDELINES - ASIAN CHURCH WOMEN'S CONFERENCE REPRESENTATIVE  
REVIEW-check with Donna**

**Asian Church Women's Conference:** Australian Church Women participate in Asian Church Women's Conference through an Australian representative on the General Committee. **The major fundraising project for the Asian Church Women's Conference is the Signature Campaign. As a sign of solidarity with ACWC, it is therefore requested that the State/Territory Units have the Signature Cards available at all World Community Day Services each year so that those attending these services could, if they so desire, sign the cards as a gesture of their standing alongside their ACWC sisters.**~~DELETE~~

Australian Church Women's contribution to Asian Church Women's Conference comes from half of the offering for the Special Project received at each World Community Day Service throughout Australia and any other monies collected by State/Territory Units. The monies will be sent to ACWC as determined at each ACW Biennial National Conference.

According to the By-Laws of the Asian Church Women's Conference:

7. *The National Representative shall:*
  - 7.1 *receive all correspondence from ACWC Executive Secretary and ensure that this information is communicated to the National organisation and encourage them to take appropriate action;*
  - 7.2 *act on all matters related to ACWC during the quadrennium she is in office;*
  - 7.3 *be responsible for promoting ACWC and FLC and ensuring that an annual contribution is made to these organisations;*
  - 7.4 *be responsible for supplying –*
    - 7.4.1 *an annual report to the Executive Secretary on work done in her country among church women;*
    - 7.4.2 *materials suitable for publication in the ACWC Bulletin in line with the aims as stated in Article 3;*
  - 7.5 *promote the ACWC Bulletin and encourage subscriptions;*
  - 7.6 *ensure that ACWC is promoted at national and local gatherings of church women.*

In view of the above the **Australian Representative to Asian Church Women's Conference** (who is an ex-officio member of the National Executive) shall:

1. Promote Asian Church Women's Conference and Fellowship of the Least Coin particularly within the State/Territory Units.

Asian Church Women's Conference continued

2. Receive all correspondence from Asian Church Women's Conference and forward appropriate information to the National Executive of Australian Church Women for dispersal to all State/Territory Units.
3. Encourage contributions to the Asian Church Women's Conference Quarterly Bulletins.
4. Prepare an annual report for National Executive.
5. Receive from Australian Church Women's National Executive members details of all correspondence sent to or received from Officers of ACWC and ICFLC.
6. Maintain a file of all correspondence for the duration of office and hand on to successor, together with any financial records and other appropriate documentation.
7. Prepare a Report of approximately one (1) A4 size page to be included in the Working Papers for Australian Church Women's National Conference; and forwarded to the National Secretary two months prior to the date of the National Conference.
8. Prior to the National Conference before an ACWC Quadrennial Assembly, ensure that nominations have been sought for Delegates and Observers {refer Australian Church Women's Constitution, **6.1.5.(b)**}. Remind National Executive and State/Territory Units of the responsibilities of Delegation members.
9. Prepare, in conjunction with the National Secretary of Australian Church Women, a report of Australian Church Women's activities for the ACWC Quadrennial Assembly.
10. Prior to the ACWC Quadrennial Assembly, inform Delegates and Observers of any personal offerings they may be expected to make (and the currency in which it should be made) during the Opening Service of the Assembly (e.g. they may be asked to make a small offering for a Birthday Tree).
11. Be aware of the need to respond on behalf of Australian Church Women when annual contributions are called for at ACWC Quadrennial Assembly. This may be done by handing in an envelope containing a statement informing ACWC that Australian Church Women's annual contribution will be forwarded, as usual, by the National Treasurer before the end of the following December.
12. Submit regular articles to ACW News.

**AUSTRALIAN CHURCH WOMEN INC.**

**GUIDELINES – NATIONAL ARCHIVIST UNDER REVIEW**

**The National Archivist shall**

1. be responsible for the safe-keeping of the National Archives, to be deposited in the steel filing cupboards provided. The Archives are to be kept in a fire and damp-proof environment.
2. make the National Archives or information contained in them available to members of ACW for the purposes of research.
3. give assistance to the State Unit Archivists where required.
4. give assistance and information to members of other bodies wanting to research our Archives, subject to permission from the National Executive.
5. receive materials for the National Archives from National Executive officers and convenors following each National Conference.
6. prepare a Report, to be included in the Working Papers of the National Conference of approximately one (1) A4 size, and forwarded to the National Secretary two months prior to the date of the National Conference, including Any recommendations on the Archives.
7. following the National Conference she shall receive a copy of the Conference Minutes and any official photographs, for filing in the Archives.
8. act on any resolutions passed at National Conference related to the National Archives.
9. The National Archivist should receive copies of the Minutes of the National Executive, following the Executive meetings and be on the mailing list of the Publication Editor to receive ACW NEWS.

**NB**

The National Archivist is not a member of the National Executive and is not required to attend the National Conference. However, she should be invited to attend as a visitor and to receive the Working Papers.

**GUIDELINES – AUSTRALIAN WOMEN’S COALITION REPRESENTATIVE**  
***NOTE THAT***

The **National Representative for the Australian Women’s Coalition** shall:

1. be a member of Australian Church Women and have a good understanding of its ethos;
2. preferably be available to attend two face to face meetings each year, plus any extra meetings deemed to be essential;
3. be able to receive and send email, as all correspondence is handled in this way;
4. after each face to face meeting report promptly to the National Executive indicating matters that need to be acted upon by that Executive and/or State/Territory Units;
5. be authorised by the National Executive to communicate any matters needing urgent attention directly to the National, State/Territory Units for action
6. be an ex-officio member of the National Executive and, if resident in another State/Territory to that of the National Executive, should attend at least one National Executive meeting each year of her term;
7. shall hold office for a period of two years;
8. shall notify the National Executive immediately if she needs to resign from the position before her term is finished. The National Executive, in consultation with State/Territory Units, will then be responsible for finding someone to complete the unexpired term.
9. prepare a report, to be included in the Working Papers of the National Conference, of approximately one (1) A4 size, and forwarded to the National Secretary two months prior to the date of the National Conference.

**AUSTRALIAN CHURCH WOMEN**

**GUIDELINES - AUSTRALIAN CHURCH WOMEN NATIONAL CONFERENCE**

1. Decide on National Conference venue and dates early in term of office and make appropriate bookings. Advise all State/Territory Units.
2. Plan National Conference program and prepare preliminary budget.
3. Invite guest speakers.
4. Prepare National Conference brochures/registration forms. Invitations for National Conference to be sent to the following, (according to the Australian Church Women's Constitution):
  - State/Territory Units Australian Church Women;
  - National Denominational Organisations;
  - National Life Members of Australian Church Women;
  - Australian Church Women Representative to Asian Church Women's Conference;
  - Winifred Kiek Scholarship Trustees;
  - National Special Interest Groups;
  - National Archivist.
5. Request reports from all of the above, except National Life Members. All reports should be limited to one A4 size page for inclusion in the National Conference Papers, and forwarded to National Secretary two months before the National Conference.
6. Keep State/Territory Units informed of details of National Conference, i.e.
  - Appointment of delegation (2 voting delegates, 2 non-voting observers, visitors, etc.);
  - Costs;
  - Travel pool;
  - Reports, agenda items, notices of motion, changes to Constitution, etc. Motions to National Conference may be submitted only by State/Territory Units and by the current National Executive .
  - Notices of motion concerning changes to the ACW Inc. Constitution are to be received by National Secretary at least four (4) months prior to National Conference. Other notices of motion and agenda items are to be forwarded to the National Secretary at least three (3) months prior to the National Conference for inclusion in the Working Papers.
7. Contact banks/business houses re possibility of provision of National Conference folders, stationery items, etc.

8. Notify State/Territory Unit providing Incoming National Executive of the amount of money available for travel costs of five members.
10. Ascertain names, addresses and telephone numbers of those nominated for National Executive for ensuing term. Write to State/Territory Units next in rotation, inviting them to form the next National Executive.

Suggested rotation for National Executive, commencing 2007

- Australian Capital Territory
  - Queensland
  - South Australia
  - Western Australia
  - New South Wales
  - Tasmania
  - Victoria
11. Remind State/Territory Units that nominations for National Life Membership of Australian Church Women, together with a profile, should be forwarded to National Executive eight weeks prior to National Conference for inclusion in National Conference papers. Each State/Territory Unit is entitled to two National Life Members only.
  12. Finalise all details of National Conference including agenda, hospitality, publicity, reception of participants, etc.
  13. Prepare Working Papers, print and forward to delegates and observers, at least four weeks prior to the date of National Conference.
  14. Ensure that a copy of the Minutes is sent to each delegate and observer at the National Conference no later than two months after the end of National Conference.
  15. After National Conference, forward a copy of the National Conference Working Papers and Minutes to:

Preliminary Processing  
National Library of Australia  
CANBERRA ACT 2600

Australian Church Women National Conference continued

16. Appointment of voting Delegates to Asian Church Women's Conference Constitution reads:

*5.3.1 Each country shall have an equal number of votes.  
This shall include members of the General Committee.*

Australia has four (4) voting delegates to the ACWC Assembly.

Delegates shall include:

The incumbent National Representative who represents Australia on the General Committee.

Any Australian delegate on the ACWC Executive Committee.

The number of delegates elected at National Conference or appointed by ACW National Executive to meet the designated number of four delegates.

An **ACWC nominating committee** made up of two representatives from each State/Territory shall be formed at each National Conference of Australian Church Women, during which the Australian Representative for the next quadrennium of the ACWC is to be appointed (every four years). This committee is to discuss the nominations, giving consideration to the suitability of each person, and together recommend the person they deem most suitable for the appointment.

#### **GUIDELINES – ANNUAL GENERAL MEETING**

The meeting shall be held at least once in each calendar year and within five (5) months after the end of each financial year of the association.

The meeting shall be called with not less than four (4) weeks' notice.

The Notice of the Meeting shall include the date and time of the meeting, the business of the meeting with Agenda, Financial Statements and Reports.

Agenda items shall include –

1. To confirm minutes of the previous Annual General Meeting
2. To receive the President's Report
3. To receive the Financial Statement for the year ended 30<sup>th</sup> June and Auditor's Report
4. To recommend the appointment of the Auditor for the next 12 months.
5. To elect or confirm any Committee Members as appropriate, naming term and status
6. To consider any other business placed on the Agenda one (1) month before the Annual General Meeting.
7. Update the Members' Register

**AUSTRALIAN CHURCH WOMEN INC.**

**GUIDELINES -SPECIAL PROJECT**

The following guidelines are to help with the decision of the selection of the Special Project/s for World Community Day.

1. Australian Projects should take precedence over suggestions for an overseas project unless an exceptional case presents itself.
2. Non Government Organisations be preferred to Government funded organisations – unless it can be shown that Government funding has been reduced so drastically that essential services are being cut or reduced.
3. It is preferable that the project/s should have a Christian perspective.
4. All Units are asked to be responsible in making sure that the criteria for these guidelines have been addressed.

**AUSTRALIAN CHURCH WOMEN INC.**

**APPLICATION FORM FOR SPECIAL PROJECT**

The Unit making this application is asked to complete the form below and send to the National Special Days Convenor by the end of February.

Name of Unit proposing the Special Project: \_\_\_\_\_

Title of Special Project: \_\_\_\_\_

Address of Special Project:  
\_\_\_\_\_

Contact Person -  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Details of Special Project – i.e. Aims and expected outcomes:  
\_\_\_\_\_  
\_\_\_\_\_

Description of needs and financial plan: (Attach information if insufficient space)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there a brochure or printed information available on the Special Project?  
If so, please include it with this application.

Any additional information in support of the application:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Unit President: \_\_\_\_\_

Date: \_\_\_\_\_