

GUIDELINES FOR PRESIDENT ELECT.

Attend Executive and Council meetings.

Become acquainted with proceedings and members.

Prepare and print the invitations and Order of Service for the Installation Service.

Make arrangements for the Installation Service at the church of her choice.

GUIDELINES FOR PAST PRESIDENT

Remain on the Executive for two years.

Preside at meetings if the President is unavailable.

Attend functions on her behalf if requested.

Be supportive and willing to undertake responsibilities to assist her.

GUIDELINES FOR SECRETARY

Maintain official minute books and send copy of Council minutes to National Executive.

File minute books in ACW filing cabinet.

Prepare correspondence for meetings.

Keep Secretary's files up to date.

Contact President to prepare agenda for meetings.

Handle correspondence as directed.

Keep imprest account and present a statement of it to the Treasurer at the end of November meeting.

- 1) Book meeting rooms.
- 2) Prepare yearly calendar and rosters for distribution to all Council Members.
- 3) Remind speakers before meetings and send thank you letters after the meeting.
- 4) Arrange gifts for speakers plus re-imburement for travelling.

Prepare annual report for annual meeting, also biennial report for National Executive meeting.

Keep N.S.W. directory of council members up to date with written permission annually. These are available to members.

Liaise with and assist the president especially regarding items 1, 2, 3, 4.

AUSTRALIAN CHURCH WOMEN - N.S.W. STATE UNIT.

GUIDELINES - MINUTE SECRETARY.

Take minutes of Executive and Council Meetings.

Type minutes and send one copy, as soon as possible to the President and the Secretary.

Be present at all meetings.

Keep an imprest account and present a statement of it to the Treasurer at the November meeting.

GUIDELINES FOR MEMBERSHIP SECRETARY

Welcome a new member at the first attendance, give them a kit containing

- 1) information about membership of the Council,
- 2) information about the functions of Australian Church Women.

Introduce the new member to the President and to the meeting.

Provide and distribute name tags for Council Members at each meeting.

Make provision for a list of attendees and apologies for each meeting.

Send minutes to members who are unable to attend Council.

Prepare a report for Newsette when appropriate.

GUIDELINES FOR THE TREASURER FOR ACW NSW UNIT.

It is the duty of the Treasurer to issue receipts for all monies received and bank promptly. All cheques to be paid are passed for payment or ratified at a Council Meeting.

JANUARY -

- * Prepare accounts to Branches for Affiliation fee \$10
- * Prepare accounts to Denominations for Affiliation fee \$15
- * Prepare accounts to Affiliated bodies for Affiliation fee \$10
- * Balance books and present to auditor

FEBRUARY -

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MARCH -

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APRIL -

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MAY -

- * Alternate years: -
- * Installation Service/Dedication Service
- * There are guest speakers for each of these services and the host church needs to be paid for the use of their facilities.
- * The year of the Installation Service a State Conference may be held and the Treasurer needs to calculate the cost of the registration in consultation with the Conference Convener to make sure that all costs will be covered.

JUNE -

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JULY -

- * Check that all monies are received from the Branches from the Fellowship Day Service. The list of Branches holding the Service is held by the Special Days Convener.

AUGUST -

- * Affiliation due to the National Council of Women of NSW Inc. This must be paid so that the Delegates are able to vote at the AGM in September.

SEPTEMBER -

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OCTOBER -

- * Check that all monies are received from the Branches for Community Day Service. (See July).

NOVEMBER -

- * The following is to be paid to the National Executive ACW by 30th November: -
- * Fellowship of the Least Coin less expenses and 5%
- * Fellowship Day Service less printing/postage and 5%
- * World Community Day Service less printing/postage and 5%
- * Winifred Kiek Scholarship less 5%
- * National Travel Fund \$150
- * Overseas Travel Fund \$150
- * ACWC Partners \$500
- * ACWC Bulletins (Check to see if all subscribers are continuing and the current price)
- * Pay UCA for use of room for following year.

DECEMBER -

- * Close books at 31st December to prepare for Audit

GUIDELINES FOR CONVENOR (SPECIAL DAYS).

Prepare and distribute ACW kits for promotion of new branches.

Pursue the formation of new Branches by sending ACW information and kits to church women's organizations in N.S.W. at appropriate intervals, requesting publicity for ACW through their circulars/publications. Offer to arrange for a speaker from ACW for their central or suburban meetings. Country speakers also arranged on request.

Encourage, support and generally maintain interest in newly formed Branches.

Maintain a speaker's team to be prepared to speak at church women's groups to encourage Special Days participation.

Encourage invitations to Executive Members to Special Days in the metropolitan area.

Reports to Council Meetings, yearly report to AGM, and reports to Newsette by 3rd week of the month prior to publication, with the 'theme' and an indication of the success of the Special Day Service.

Maintain report book of Orders of Service details, number ordered, number attended and names of contact persons.

Arrange for printing and distribution of Orders of Service.

Send order forms for Orders of Service also our yearly calendar of ACW news, WKS leaflets and any publicity material.

Keep imprest account and present a statement of it to the Treasurer at the November meeting.

FELLOWSHIP OF THE LEAST COIN
GUIDELINES FOR CONVENOR

Be well acquainted with the Fellowship and its beginnings.

Be prepared to speak, or provide a speaker if required.

Keep up to date through correspondence and "Circle of Prayer".

Order new volumes of "Circle of Prayer", according to needs, with consent of the Executive in liaison with the Treasurer.

Liaise with Publicity Convenor for press releases re Fellowship, and articles for denominational papers.

Keep a supply of publicity materials, e.g. national and state pamphlets suitable for current needs. Also spoons and badges to sell.

Print yearly "Grants" made by International Committee for information and distribution to churches, groups and individuals participation in the Fellowship.

Deal with all correspondence and enter same in the correspondence book.

Forward all money to the Treasurer.

Mail receipts to sender, adding information and publicity material.

All receipts and expenses to be recorded, and as far as possible, receipts for postage etc. be kept and presented to the auditor each 12 months. Petty cash book to be balanced with cash in hand on November each year.

Yearly reports to be prepared for Annual Meeting and for inclusion in Annual Report.

A report and devotional to be prepared for each Council Meeting unless otherwise notified.

Short report to be prepared for inclusion in each Newsette publication, and to be sent to the editor by the 3rd week of the month prior to publication.

GUIDELINES FOR WINIFRED KIEK SCHOLARSHIP CONVENOR

Keep an interest in both present and past scholarship holders through personal written contact.

A committee of three, plus the convenor, shares this written contact. Should any member of ACW be travelling overseas in the region of any of the WKS persons, they should be encouraged to visit if possible, and report back to the Council.

Make regular reports to council meetings, Newsette by the 3rd Monday of the month prior to publication, and a yearly written report to the AGM.

Keep contact with the national WKS Convenor. Should a WKS person be resident or visiting N.S.W. the Convenor with her committee and in conjunction with the State Unit Executive, assists with any necessary arrangements for her needs.

Keep an imprest account and present a statement of it to the Treasurer at the November meeting.

GUIDELINES FOR BRANCH CONVENOR

1. Maintain roll of Branches.
2. Maintain roll of Branch contact persons.
3. Maintain roll of Branch representatives to State Council and notify Membership Secretary.
4. Liaise between State Council and Branches.
5. Liaise with promotion and publicity - mailing for Special Days report form details.
6. Assist Branches with promotion and publicity.
7. Assist Branches to grow ecumenically.
8. Ensure that key persons in Branches exercise a 'team ministry'.
9. Send resume of Council minutes to Branches quarterly.
10. Liaise with State Secretary, attending to all Branch matters as appropriate.