

# AUSTRALIAN CHURCH WOMEN INC



## GUIDELINES

**October 2013 Revision with 2015 Updates**  
to be used in conjunction with the Constitution  
as at October 2013

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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 electronically to State/Territory Units in February. A master sheet together with a copy of Order of Service to be sent to each State/Territory Unit that requests a hard copy.

**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 20<sup>th</sup> 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 donation/affiliation fees 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

**June**            **Annual General Meeting** - In the non-conference year, in consultation with the state and territory units, set a date for the AGM which is within five (5) months of the end of the financial year.

**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.
9. Prepare an Annual Report on the activities of ACW approximately one (1) A4 page in length for the AGM, available for lodgement with the Registrar General if required. In addition in National Conference year a two year report (term of office) is to be prepared in time for inclusion in the Conference Working Papers.

**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 and National Secretary update Honouring Australian Church Women as necessary and ensure copies of new entries are forwarded to Units.

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

The **National Secretary** shall –

1. Act on all matters requiring attention from National Conference at end of term. 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. Send a copy of National Conference Working Papers and Minutes to 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 government recommended digital format, preferably in a recognised computer programme, in consultation with the elected Auditor, and so readily produce the required standardised accounts now required by Government agencies.  
Financial records [receipt books, cheque butts, deposit slips & associated documentation] must be kept for 5 years. With the advent of Electronic Records letters etc. could be scanned into word documents and kept with “Books of Account” on a USB, Disc or an external hard drive.
2. Be familiar with and comply with all relevant statutory requirements relating to the Associations Incorporation Act (ACT) and any amendments thereto. In particular regarding the annual appointment of an Auditor (amended 2013 and advised June 2015) “whilst the organisation has total revenue of \$400,000 or less the audit can be completed by an ordinary person who is not on the committee of the association and did not prepare or assist with the preparation of the accounts”.  
It is recommended this person be not related to the Treasurer or members of the committee and they should be familiar with the maintaining of digital financial records and preparation of accounts. They will be required to provide an Audit Report to accompany the Annual Statements for lodgement with the ACT Office of Regulatory Services.
3. The National Treasurer is responsible for maintaining and keeping up to date information and current contact details (and files associated with them) for the following:
  - a) Bank Account/s and Investments
  - b) Taxation requirements (ATO)
  - c) Australian Charities and Not for Profit Commission (ACNC) records
  - d) Australian Business Name (ABN)
  - e) Public Liability Insurance
  - f) Annual Return – in conjunction with the Public Officer resident in the ACT  
Ensure that the Members’ Register is updated and the Registrar’s office is notified where this is held by the Public Officer.
4. As soon as practical following the appointment of the National Executive the National Treasurer should
  - a) Arrange for the transfer of all BANK ACCOUNT/S AND INVESTMENTS with the incoming National Treasurer to ensure a smooth change of administration. The appropriate forms to change signatories for the existing Society Not-for-Profit Bank Account, together with any Investments should be completed at Conference ready for lodgement when appropriate. The Incoming National Executive will need to have appropriate Minutes, indicating the nominated signatories and positions, for presentation with the Transfer Form. The Minutes must be headed up in the correct format i.e.

AUSTRALIAN CHURCH WOMEN INC.

ABN 68 539 329 715

Minutes of Incoming National Executive (& date of meeting)

National Treasurer continued:

All signatories will need to have their profile on record with the Banking Company which can be done at any branch once the Treasurer has lodged the forms.

The same procedure will be required for any existing Investment Accounts.

- b) Apply for TAXATION EXEMPTION (State & Federal) as may be applicable. Currently the organisation is Tax Exempt BUT details of the contact person must be updated. The retiring National Treasurer should arrange for the appropriate forms to be completed at Conference.
- c) AUSTRALIAN CHARITIES AND NOT FOR PROFIT COMMISSION. The contact details should be kept up to date annually, together with financial information required, following the Annual General Meeting. The retiring National Treasurer to arrange - this can be done ON LINE.
- d) AUSTRALIAN BUSINESS NAME (ABN). The contact details of the organisation MUST be kept up to date. This will involve checking ON LINE after the Annual General Meeting and at National Conference the appropriate form should be available and completed with the details of the Incoming Treasurer and lodged immediately following Conference.

*NB The ATO, ACNC and ABN are three separate entities administered by the Taxation Department and it is necessary for all to have the up to date information and contact details.*

- e) PUBLIC LIABILITY INSURANCE. This policy covers all units, Australia wide and covers the period 1<sup>st</sup> October through to 30<sup>th</sup> September. Prior to renewal a new Proposal Form must be completed before the Premium will be calculated. Refer to previous year's details.  
Copies of Renewed policies must be emailed immediately to all units and hard copies sent with the Annual Designated Funds Request letter and form.
- f) ANNUAL RETURN – Lodged by the Public Officer in the ACT – immediately following the Annual General Meeting.
  - Ensure that all details are correct
  - Ensure appropriate signatures have been included
  - Ensure that copies of the Accounts, with signed Audit Report are attached.
  - Ensure that a report on the activities of the Australian Church Women is also included
  - Provide cheque for the Public Officer to cover lodgement costs.

*NB National Treasurer and Public Officer should always maintain a copy of this return in their records.*

Any changes to those who hold Executive positions must be advised and the appropriate lodgement made within the time-frame required by the Act. The Public Officer would need to be advised immediately of any such change/s and attend to the appropriate legal requirements, again maintaining a copy for both herself and the National Treasurer.

National Treasurer continued:

5. Petty Cash - Each National Executive has the freedom to exercise their preferred method of operation.
  - a) Prompt reimbursement for approved expenditure by Treasurer following normal payment procedures.
  - b) Issue under the Imprest System – i.e. the initial sum be determined by the National Executive and who will receive advances. Reimbursements are made as needed in order to maintain that sum.
    - Recipients of Petty Cash and the amount to be issued should be decided (and minuted) at the first meeting of the National Executive
    - Ensure that all Petty Cash imprest holders have all claims for reimbursement finalised before the end of each financial year.
    - All Petty Cash should be returned to the National Treasurer at the close of National Conference..
6. Act on any resolutions regarding finance which may have been passed at National Conference.
7. Compile a list of Unit Treasurers immediately after National Conference. It is preferable to also have a list of the current Presidents and Secretaries for easy reference.
8. Present a Statement of Accounts at each meeting of the National Executive for distribution with the Minutes. Present a list of Accounts for Payment and seek ratification of any monies expended since previous meeting. Relevant correspondence or emails should be noted and a file maintained for future reference if deemed appropriate.
9. A file of correspondence should be maintained re Designated Funds.
- 10. To comply with the Constitution of Australian Church Women Inc.: Prepare and circulate to each Unit each year an audited financial statement: 14 Finance D. An audited Financial Statement shall be circulated annually to all State and Territory Units and shall be presented to the Annual General Meeting for endorsement..**
11. During the month of October the National Treasurer is to forward a letter to all Units requesting **TRANSFER OF DESIGNATED FUNDS** they are holding together with completed details on the form provided. These should be returned prior to the 20<sup>th</sup> December.
12. January/February the following monies should be collated for approval by National Executive for transfer to the relevant recipients.

**Winifred Kiek Scholarship.** This is comprised of Fellowship Day Offerings, donations and monies received for Honouring Australian Church Women nominations. A percentage, as determined by the National Executive, but not exceeding 10%, should be deducted for Administration plus the cost of the printing & postage of the WKS brochure featuring the current year's scholars prior to this payment being sent to the treasurer of the Trust.

National Treasurer continued:

The percentage retained must at least be sufficient to cover any outgoings that the Trust may request and the biennial audit charges.

**Fellowship of the Least Coin.** This is comprised of the special offering taken at the Community Day services plus any specific donations received and monies from the Units for sales of Circle of Prayer.

This should be marked 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.

The amount, after deducting the pre-determined percentage for Administration, not in excess of 10%, is transferred in Swiss Francs directly from the ACW Inc. Bank account to the Bank Account designated by FLC. (*Confirm details by email prior to the transfer* – refer to file for previous year).

The fee for the transfer comes from National Administration Funds

**World Community Day Offering – Special Project.** This is to be forwarded to the appropriate body.

**World Community Day Offering – ACWC** To be forwarded together with any specific donations received for ACWC and Subscription orders for the ACWC Newsletter. The Annual Affiliation Fee of \$150US is included as part of the total amount remitted, and this to be advised in the letter of explanation. A predetermined percentage is deducted for Administration, not in excess of 10%. The amount is transferred in US Dollars from ACW Inc. Bank Account to Bank Account designated by ACWC. (Confirm details by email prior to transfer – refer to file for previous year). The fee for transfer comes from National Administration funds.

A copy of the transfer details together with the list for Subscriptions should be emailed to the ACWC Secretary at this point of time:

Rev. Lee Moon-Suk, Asian Church Women's Conference, PROK Office Building, Academy House, San 76, Insu-dong, Gangbok-gu, Seoul South Korea 142 714

In the year of the Quadrennial Assembly of ACWC an additional \$1,000 US (from Overseas Travel Fund) is added to the amount to be remitted. This covers the registration fees for the four (4) voting delegates to ACWC Assembly. (*Confirm amount per delegate on each occasion as it could be subject to change*)

A Certificate stating the amount of funds for ACWC for that particular year should be prepared by the Treasurer and given to the Australian Representative to present at the Opening Service of the Assembly.

### 13. NATIONAL CONFERENCE FUND.

The fund is to cover the expenses of National Conference.

\$5000 must be maintained as a capital fund

All Units are urged to support this annually.

National Executive will prepare the budget required for the cost of the National Conference and accommodation, thus determining the amount to charge. They should pre-determine the amount of non-refundable Registration Fee to be incorporated into this charge.

National Treasurer continued:

All 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 both the ACWC Representative and Winifred Kiek Scholarship Trust Representative (who shall be members of ACW), to the National Conference.

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

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

#### 14. 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.

#### 15. 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

\$1000 must be maintained as a capital fund. All 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.

#### 16. PUBLIC LIABILITY INSURANCE

All states are urged to contribute annually to cover this expense which is regarded as necessary for organisations to have at this time.

17. Monies received during the year for sale of the book, WINIFRED, should be incorporated into Administration at the end of the financial year as these have already been paid for.

18. Monies for the sale of ESSAY BOOKLETS which have been introduced since the 2013 Conference should be recorded separately and costs and prizes decided by National Executive should be deducted from the income.

19. ALL INTEREST received on money held by National Executive is to be transferred to Administration.

National Treasurer continued:

20. REPORTS. The Treasurer is required to prepare a report for inclusion with the biennial Conference Working Papers and also for submission to the Annual General Meeting with the Audited Annual Financial Accounts.

**TREASURER'S TIME LINE**

**EVERY MONTH**, within the first few days of the month, finalise the cash book balances for the previous month.

Go on-line and use Net Bank then print off a Bank Statement for the month and look up the Investment interest.

These should be reconciled with the cash book and a printed Statement of the finances for the month is prepared for circulation.

A list of payments to be ratified or for approval will be required for each Executive Meeting. Payment vouchers with relevant accounts/receipts should be kept on file.

Ensure Receipts are attended to promptly, details entered in the Cash Book, and monies banked as soon as possible.

**JANUARY/ FEBRUARY**

The % of Designated Funds to be distributed should be calculated and payments prepared ready for presentation and approval at the first Executive Meeting for the year.

Immediately following this meeting the funds for transfer overseas should be attended to and the WKS & Special Project funds mailed off. Depending on the particular meeting arrangements of the Executive in office this may be held over until the February meeting.

**JUNE**

Towards the end of the month ensure all copies of receipts, payment vouchers and relevant supporting documentation are prepared ready for Audit , together with cheque butts and deposit books.

**JULY**

The Accounting Records for the year should be finalised and reconciled and draft Financial Statements prepared.

The Auditor should be contacted and the appropriate records given for Audit & Audit Statement. At all times the National Treasurer should seek to provide information as requested.

The Treasurer should prepare an Annual Report for presentation with the Accounts at the Annual General Meeting and this would outline any significant changes or concerns.

During this month a new Proposal Form will be sent from the Insurance Company for completion and this requires to be promptly returned so they can assess the renewal fee to be charged.

An accompanying letter stressing the need for the renewal notice to be sent as soon as possible so payment can be made. The Treasurer should keep a copy of both the Proposal Form and letter which are submitted and keep in the file for future reference.

National Treasurer continued:

In the year of the Biennial Conference this Report would be prepared for inclusion with the Working Papers.

### **AUGUST**

Payment should be authorised in advance so there is no hold up. Request that initially the Renewal Certificate be emailed to the National Treasurer as early as possible.

### **SEPTEMBER**

As soon as the new Public Liability Insurance Certificate is received:

- Ensure that a copy is promptly emailed to all State/Territory Units for circulation to their branches prior to Community Day Services to be held in October
- Send out Letter and Designated Fund form to all State/Territory Unit Treasurers for completion and return before 20<sup>th</sup> December. This allows ample time for units to have back funds from Community Day to include with their other monies for the year.
- A hard copy of the current Certificate of Public Liability Insurance Cover should be included with this letter.

### **NOVEMBER**

At the Executive Meeting held this month ensure a decision is made as to the percentages to be deducted for Administration from Designated Funds when they are received.

An email to all Unit Treasurers should be sent reminding them that Designated Funds should reach you no later than 20<sup>th</sup> December. This allows ample time for units to have received back monies from Community Day for inclusion.

### **DECEMBER**

All monies from State and Territory Units to be in and banked by 20<sup>th</sup> December. It is best to hold off final calculations until January as some Unit is always dilatory.

### **ANNUAL GENERAL MEETING**

This is to be held within the time frame of 5 months from end of financial year.

#### **Immediately following the AGM**

- Paperwork is to be completed in conjunction with the Public Officer who will in turn lodge the Annual Return in the ACT. The Treasurer to ensure the cheque is prepared for the Public Officer to facilitate lodgement. Both the Public Officer and the Treasurer should have a copy of the latest return in their files.
- The required reporting and notification of updated contact details should be provided to the - Australian Tax Office; Australian Charities and Not for Profit Commission; Australian Business Name and also Public Liability Insurers.

### **NATIONAL CONFERENCE – HELD BIENNIALLY**

- **Securing a Conference Venue** This will need to be attended to possibly even before changeover of Executive and a deposit required. It should be checked that the deposit required is refundable within a reasonable time frame should a later decision be made not to proceed with having a Conference. A request by the Incoming Executive should then be made to the current Executive asking if there are funds available in the National Conference Fund to accommodate such a request. If in agreement then a copy of all the relevant paperwork would need to be sent to them for appropriate action.

National Treasurer continued:

- Once the cost of venue and other anticipated major expenditure is known the Treasurer should endeavour to prepare a budget.
- The Executive should, in conjunction with the Treasurer, work out what the amount of the Non-Refundable Registration should be and the cost of conference accommodation etc.
  
- If additional fund-raising for conference is appropriate to offset some of the costs this should then be investigated and the whole state unit asked to participate and give their support.
- Time line for Publicity, Registrations to be in and Instalment payments to be decided.

Prior to **HAND-OVER AFTER A CHANGE OF NATIONAL EXECUTIVE** all outstanding accounts should have been paid, all paperwork up to date and the appropriate forms for Bank & Investment signatories forwarded to the new Treasurer to lodge as soon as appropriate BUT definitely within a 2 month time frame, unless otherwise indicated at the most recent National Conference..

A full statement of the financial situation at time of hand-over should be prepared, balanced with Bank & Investment institutions and if possible had the Auditor look to verify all is in order.

This should also have been “signed off” by the out-going Executive and Minuted.

**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 or for saving as a PDF file for electronic distribution.
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**

The purpose of this Scholarship is to provide training for Christian women in Theological Studies and/or Lay Leadership. Where possible a Scholarship will be given each year.

The Winifred Kiek Scholarship for Theological Training/Biblical Studies may be offered through an appropriate training centre.

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. 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.

**Winifred Kiek Scholarship Scholar's Agreement:**

Acceptance of the Scholarship may be made by a simple signed letter of acceptance.

**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.

Winifred Kiek Scholarship continued:

Where the full amount available to fund scholarships in a particular year is for any reason not expended the Trustees may, with the approval of National Executive, carry over the surplus into a subsequent year or return to the Capital Fund.

The Trustees will determine prior to meeting to review the applicants 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 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. In November send Christmas letters to former Scholars.
9. Maintain Honouring Australian Church Women Book in consultation with the National Secretary and ensure that new entries are inserted into the official book.

Winifred Kiek Scholarship continued:

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

1. The Trustees shall have the responsibility of administering the finances and the selection of the recipient/s, , 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 the end of June each year the amount of money available for the next scholarship prior to reviewing the application and notify National Executive accordingly.
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.
  - d. The application form to include the requirement that a report must be given by the scholar at the conclusion of the Scholarship.

The Trustees shall recommend to the National Executive

- a. The recipient/s of a Winifred Kiek Scholarship
- b. Where the Scholarship/s is to be taken

The Trustees shall:

- a. Determine a suitable time to send application forms to the designated area for the ensuing year and set a time for their return.
  - b. Be responsible for making recommendations to the National Conference for any changes in the way the Winifred Kiek Scholarship is promoted and/or awarded.
5. The Trustees will notify the successful applicant and the nominating/sponsoring organisation concerned, requesting a prompt acceptance. . The Trustees will also notify the National Executive of the acceptance of the Scholarship. They will also notify unsuccessful applicants and their nominating organisation.
  6. The Trustees shall forward to National Executive copies of the Minutes of their Trustees meetings within 21 days of such meetings
  7. The Trustees will give assistance, where possible, in making visa and travel arrangements
  8. A Resources Bursary is available through the Trustees, from the Honouring Australian Church Women Book funds.
  9. A formal signed acceptance of the Scholarship is required.
  10. Trustees to prepare a report for National Conference of approximately one (1)

Winifred Kiek Scholarship continued:

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.

**TIME TABLE:** Winifred Kiek Scholarship

**October** **Winifred Kiek Scholarship Convenor:** State/Territory Units to be asked to advise number of leaflets required. Leaflets to be ready for printing in February.

**November** **Winifred Kiek Scholarship Convenor:** 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.

**December** **Winifred Kiek Scholarship Trustees:** Application forms to be sent out by 31 December.

**January** In recess.

**February** **Winifred Kiek Scholarship Convenor:** Winifred Kiek Scholarship Leaflets printed.

**March** **Winifred Kiek Scholarship Convenor:** 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.

**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** **Winifred Kiek Scholarship Trustees:** Applications for Winifred Kiek Scholarship close by 31 May.

Winifred Kiek Scholarship continued:

**June and July** **Winifred Kiek Scholarship Trustees:** The Trustees shall recommend to National Executive the recipient/s of a scholarship.

**August** **Winifred Kiek Scholarship Trustees:** Following the approval of National Executive of the recommendation/s, the successful applicant/s to be advised.

**September** **Winifred Kiek Scholarship Trustees:** When acceptance received, begin planning for the following year. Notify National Executive and Winifred Kiek Scholarship Convener so that Convener can plan Pamphlet for following year to send to Printer by end of November.

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);
  - 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.

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.

Winifred Kiek Scholarship continued:

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.

**12. Finance:** All contributions for the Fellowship of the Least Coin should be forwarded to the National Treasurer by 20 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 20 December 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 electronic master sheets of Order of Service and Guidelines for leaders for distribution to all State/Territory Units. If sending hard copies 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. The Order of Service to be placed on the website.

## **10. 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.

11. Prepare monthly reports (including dates and details of correspondence in and out) for National Executive.
12. Maintain a file of all correspondence, together with copies of Orders of Services for duration of office and hand on to successor.
13. 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.

**AUSTRALIAN CHURCH WOMEN INC.**

**GUIDELINES – PUBLIC OFFICER**

**The Public Officer**

1. is the person with whom the Registrar General corresponds;
2. is responsible for compliance with the Associations Incorporation Act (1991) of the Australian Capital Territory;
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
  - 1.1. the lodging of the Annual Return ;
  - 1.2. the notification of change of membership of National Executive;
  - 1.3. the lodging of any amendments made to the constitution of Australian Church Women Inc.
2. be reimbursed for any expenses incurred in the course of fulfilling her duties;
3. be promptly provided by National Executive with all necessary details to enable her to carry out her duties.
4. keep a file containing copies of all returns lodged with the Registrar (for reference purposes)
5. send another copy of all returns lodged with the Registrar to the National Treasurer to be filed with all other Government required papers regarding ATO, ABN &, ACNC

The Public Officer is not a member of the National Executive. Attendance at Annual General Meetings and the National Conference is voluntary; however, she would receive all appropriate documentation.

**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.

**AUSTRALIAN CHURCH WOMEN INC.**

**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. send ACW website updates requests received from the State Unit Website Managers to the ACW Website Administrator (if one has been appointed) as and when required;
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.
7. Be proactive in ensuring that outdated information is removed from the Website, including past events, and old addresses
8. Be diligent in making sure personal information is not placed on the Website.

**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.
3. send website updates requests to the National Website Manager for implementation as and when required.
4. Be proactive in ensuring that outdated information is removed from the Website, including past events, and old addresses
5. Be diligent in making sure personal information is not placed on the Website.

**AUSTRALIAN CHURCH WOMEN INC.**

**GUIDELINES - ASIAN CHURCH WOMEN'S CONFERENCE REPRESENTATIVE**

**Asian Church Women's Conference:** Australian Church Women participate in Asian Church Women's Conference through an Australian representative on the General Committee.

Australian Church Women's contribution to Asian Church Women's Conference is half of the offering received at each World Community Day Service throughout Australia and any other monies collected by State/Territory Units.

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

2.6.3 *The National Representative shall:*

- 2.6.3.1 *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;*
- 2.6.3.2 *be responsible for promoting ACWC and FLC and ensuring that an annual contribution is made to these organisations;*
- 2.6.3.3 *be responsible for supplying –*
  - 2.6.3.3.1 *an annual report to the Executive Secretary on work done in her country among church women;*
  - 2.6.3.3.2 *materials suitable for publication in the ACWC Bulletin in line with the aims as stated in Article III;*
- 2.6.3.4 *promote the ACWC Bulletin and encourage subscriptions;*
- 2.6.3.5 *ensure that ACWC and FLC are widely promoted at national and local church gatherings whenever possible.*

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.
2. Receive all correspondence from Asian Church Women's Conference along with the National President and National Secretary and ensure that appropriate action is taken, in conjunction with 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.

Asian Church Women's Conference continued:

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. 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) .
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.
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.
7. 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.

Australian Church Women National Conference continued

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. Request from State/Territory Units any profiles for entry into the Honouring Australian Church Women book along with accompanying donation. New entries can be distributed at National Conference to State/Territory Units
  13. Finalise all details of National Conference including agenda, hospitality, publicity, reception of participants, etc.
  14. Prepare Working Papers, print and forward to delegates and observers, at least four weeks prior to the date of National Conference.
  15. 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.
  16. 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

17. 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: \_\_\_\_\_