



National IRO:

(International Relations and Apex Liaison Officer)

Apex 40 Australia Inc. National Board Position responsibilities:

Within this document:

- a) *Apex 40 Australia Inc. is referred to as the Association;*
- b) *Constitution refers to Rules and By-laws of the Association;*
- c) *All National Board Members should have a reasonable knowledge of the constitution as this covers some of the legal requirements of all the positions on the National Board.*

Position Description and Procedures:

- 1) The position of IRO is a most important position within our organization.
- 2) The position ensures a bond between our Association and similar associations overseas as well as Apex Australia and the Apex Foundation.
- 3) These bonds are essential for the ongoing future of our Association.

Roles of the IRO shall be, but not limited to, the following:

- a) Maintain a working relationship with Apex Australia;
- b) maintain a working relationship with the Apex Foundation;
- c) foster existing relations and contacts with other WOCO organizations;
- d) continually reach out to new WOCO organizations and form relationships;
- e) to be directly involved in any overseas visits to other WOCO organizations;
- f) to be directly involved with visitors from overseas when visiting our Rort or sub-committee functions;
- g) to attend and report to National Board meetings in person or by electronic media;
- h) to carry out all reasonable functions as requested by the National Board.
- i) promote all of our Association functions with all related overseas institutions;
- j) make contact with potential visitors and assist in making contact with potential hosts;
- k) to communicate with Apex 40 membership on a regular basis such as by way of sub-committee visits, via the Website, "Roaring 40's", Facebook and any other means as the Association deems fit for that purpose;
- l) attend National Board meetings either in person or by electronic media (Zoom, email or other electronic method).

Election National Board:

At the Annual General Meeting the Members shall elect or confirm the positions on the National Board subject to the Constitution of the Association.

Term of Office:

- 1) The Constitution refers to National Board members "Term of Office".
- 2) The position of IRO is for a minimum of two (2) years.
- 3) This is necessary to keep some consistency of operation for the position.

Meeting protocol:



- 1) At times, some of the discussions at a National Board meeting may need to stay within the Board, so please consider what you pass onto members.
- 2) Board members may attend National Board meetings either in person or by electronic media (Zoom, email or other electronic method).

Correspondence:

Copies of all relevant correspondence should be sent to the National Secretary for record keeping.
Where possible, all correspondence should be by email to save costs.

Continuity:

It is essential that, following an AGM, when a new person is elected to this position, the outgoing office bearer assists the newly elected person to the position of office.

email requirements:

- 1) When sending emails to multiple addresses, address the email to yourself and BCC (Blind Carbon Copy) to all other addresses. It is a requirement of the Privacy Act that private email addresses are not displayed to other recipients;
- 2) the exception to this requirement is when an email is sent to a group such as the National Board by a member of that National Board, it is permissible to use CC (Carbon Copy).

ASIC:

Following the AGM, each newly elected National Board member is to supply the following information so as to enable the Secretary to lodge a Form 490 with ASIC.

Information required:

- a) Full name (not just initials);
- b) Date of Birth;
- c) Place of Birth, Town or City, including Post Code;
- d) State and Country of Birth;
- e) Previous name (if applicable);
- f) Date of Name change (if applicable);
- g) Full Street address (Not P.O. Box), including Post Code;
- h) Each elected National Board member must have a Directors ID.
- i) <https://www.abrs.gov.au/director-identification-number>

Apply for a director ID

Australian Business Registry Services (ABRS) issues and administers director IDs.

[Visit the ABRS website to learn more and apply](#)

What is a director ID?

A director ID is a 15-digit identifier given to a company director or someone who intends to become a company director.

Director IDs are unique. No two directors have the same one.

Who must have a director ID?

All directors of Australian companies need a director ID. You also need a director ID if you are the director of a:

- registered Australian body
- registered foreign company
- Aboriginal and Torres Strait Islander corporation.

When to apply

If you plan to become a director, you must apply for a director ID before you're appointed.

If you're already a director and do not have a director ID, you must apply now.

Legal responsibility of all National Board members:

- 1) All National Board members have certain legal duties to the Association.
Some of the duties are:
 - a) Have a reasonable knowledge of the Constitution, as this covers some of the legal requirements of the positions on the National Board;
 - b) not to make improper use of information acquired by virtue of their position or to make improper use of their position to gain personal advantage or cause harm to the Association;
 - c) take proper care and ensure due diligence;
 - d) exercise their powers in good faith and in the best interests of the Association and for a proper purpose;
 - e) ensure that the Association does not "trade insolvently".
This means that the committee should not continue to operate and enter into contracts or incur debts that the Association cannot repay.
- 2) If a National Board member makes a business decision relating to the operation of the Association, they must, among other things:
 - a) ensure that decisions are in the best interests of the Association;
 - b) not have a personal interest in the decision.
- 3) There are also duties under the law that have been in existence for many years. The substance of these common law duties has not changed and must be followed at all times by all National Board members.