



National Membership:

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:

- a) The person responsible for membership, should maintain contact with sub committees to support their endeavours at increasing membership;
- b) look for opportunities to support the formation of new Apex 40 Australia sub committees;
- c) support newly formed sub committees to be aware of the Constitution of the Association.

Membership Position:

As the position of Membership is a position nominated by the Board, the holder of this position does not need to register with ASIC.

Term of Office:

- 1) Our Constitution refers to National Board members "Term of Office".
- 2) The position of Membership is for a minimum of one (1) year.
- 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).

Continuity:

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

Correspondence:

- 1) Where possible, all correspondence should be by email to save costs.
- 2) When replying to National Board emails, it is preferred that Reply All is used so that all National Board members are privy to the response.
- 3) It is also preferred that a CC of all outgoing emails be sent to the National Secretary.



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).

Member register:

- 1) The constitution refers to information held within our “Register of Members”, please read this carefully.

New members:

When the secretary sends details of a new members joining you should send a “Welcome Letter” to that member.

Communication:

- 1) communicate with the 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.

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 good 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 decision 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.