

National President:

Apex 40 Australia Inc. National Board Position and 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 Responsibilities.

The President is to lead the Association and guide the National Board in their duties to the Association.

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

- a) Provide leadership to the National Board and the membership of the Association;
- b) to represent the Association, in a variety of forums;
- c) to support the Association and its policies internally and externally;
- d) exercise the governing authority of the National Board when advised to do so by the National Board;
- e) plan and chair National Board, Annual General and General meetings, including involvement in meeting agenda preparation in consultation with the secretary;
- f) ensure adherence to the Association's Constitution and assure the integrity of the National Board process;
- g) 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.
- h) promote to sub-committee presidents the use of the Apex 40 Facebook page to publicise their upcoming events which may result in members of other sub-committees, who are in the region at the time, attending the event.
- i) act as the main liaison between the National Board and the President of Apex Australia;
- j) act as the main liaison between the National Board and the Chairman of the Apex Foundation;
- k) review the Memorandums of Understanding, MOU's, with Apex Australia & the Apex Foundation in the November of each second year commencing 2015;
- l) the President and all National Board members shall work within the Constitution of the Association at all times.
- m) 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) Our Constitution refers to National Board members "Term of Office".
- 2) The position of President 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, the outgoing office bearer assists the newly elected person to the position of office.

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.