



Roaring 40's Editor:

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) At least three 3 times per year, or as directed by the National Board, prepare a newsletter "Roaring 40's" with information covering Apex 40, Apex, Apex Foundation and any other information relevant to Apex 40 members;
- 2) when completed, send the Roaring 40's in Word format to the National Secretary for distribution to members.

Newsletter (within the Association Constitution):

- 1) The Roaring 40s means a newsletter used by Apex 40 Australia Inc. to communicate items of interest to members.
- 2) The National Board shall arrange for the publishing and distribution of a newsletter known as "The Roaring 40s", which will form a communications link between Members and the National Board. Publication will be from time to time as the need arises, but not less than three times a year. (Sub Committees may have their own newsletters or meeting notices as required).

Newsletter: (periodic)

- 1) A National Board Newsletter is sent periodically covering items of interest and National Board updates to members;
- 2) this Newsletter is generally less than two (2) pages;
- 3) the National Secretary will distribute this Newsletter.

Roaring 40's Editor Position:

- 1) As the position of Editor 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 Roaring 40's editor 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).

Continuity:

- 1) It is essential that, when a new person is nominated to this position, 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.

Member register:

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

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.