

Vice President:

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 Responsibilities:

The position of Vice President is a most important position wherein they will fill the role of President should the President not be available to carry out their duties.

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

- a) While filling the position of President, the Vice President must follow the guidelines as set out within the President Position Description and Responsibilities;
- b) the Vice President shall act in the capacity of Rort Co-ordinator, and shall be a member of all Rort committees and liaise with the current Rort committee and report to the National Board on a regular timeframe;
- c) the Vice President may perform other duties that may be requested by the National Board from time to time;
- d) the Vice President shall chair such meetings, as elected by those members attending, of the Association, in the absence of the President;
- e) the Vice President and all National Board members shall work within the Constitution of the Association at all times.
- f) 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 Vice 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:

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](https://www.abrs.gov.au/director-identification-number)

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) to 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.