



# President's GUIDE

## To Apex and Leadership

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*Apex Australia - Building Better Communities*

[Apex.org.au](http://Apex.org.au)



# The President's Manual

This President's Manual has evolved over a number of decades and is built on the experience and wisdom of a great number of Apexians.

The first iteration of this style of Manual was made by Colin Waugh, Queensland State Board Member in 1993.

In 1996 a standard manual was made for every club in Australia.

The efforts of Colin Waugh, Ian Pedley (SANT President 1997/98), former Executive Director Andrew Phillips, Leanne Songer, Training Chairman 1999/2000, Past National President Chris Morahan and current Apexian Jim McNall are acknowledged and thanked. Many more people have over the years contributed to the wealth of knowledge within Apex, and although you cannot be named individually, our thanks are extended to you as well.

If there are any errors in this Manual, it is certainly not the fault of any of the people named above. The current Communications Director, Mark O'Donnell, would like to publicly claim responsibility for all errors herein.

All elements of this Manual are available on our website, in the club resource section.

If you notice any improvements that can be made to this manual (and there will always be improvements), please forward them to [communications@apex.org.au](mailto:communications@apex.org.au) and we will definitely endeavour to include them.

Regards,

Nedd Golding

National President

Apex Australia 2014/15



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# Helpful Hints for New Leaders

Congratulations. Leading your Club will provide ample opportunities to do great things for Apex and your community, but it will have moments when all is not easy. It requires a deft hand, lots of interpersonal skills and plenty of patience. Be prepared to meet a wide variety of challenges and use these simple principles to guide you :-

## **PLAN**

Brainstorm with the other members of your Club and establish goals for the coming year. For example, your Club may be trying to implement new projects or fundraising activities. The first step is to organise a planning meeting to evaluate the needs and develop a plan.

## **RECRUIT**

Appoint sub-committees or task forces to work closely with you and the other Club Officers. Appointments should be to those who are enthusiastic about the goals and are highly regarded by other members. However, don't forget to use this to train the future leaders!

## **CONSULT**

Ask for advice and opinions from the members. Rather than introduce a "new member" programme by an authoritative decree, ask present members why the problem exists and what can be done about it. The outcome: "the new member" programme is bound to be successful because it is owned by your peers. One way or another, they will arrive at the same conclusion you would have, had you used the authoritative decree method.

## **ASK FOR HELP**

Humility often engenders a willingness to go the extra mile, so if you need help, simply ask for it. Put out a call for help to other members who have served in leadership positions. How did they handle a similar situation? How can they help you?

## **AFFIRM**

Congratulate. Praise. Smile. It is important to recognise the work of others, especially in public.

## **COACH**

If the group is unable to come to an agreement, encourage them to step back and deal with the issues one at a time and offer support as compromises are made.

## **LISTEN**

For example: A member upset at the slow pace of a project wants to resign. Listen and ask the member to describe how the slow pace makes them feel. Ask the member about options they have considered and offer your support. Your active listening is a motivator. Remember the old saying, "If you come to me with a problem without having a suggested solution, then you are part of that problem." Let the members own the resolution by being a part of the solution!

## **LEAD BY EXAMPLE**

Model characteristics of someone you regard as the "ideal member". If you want to encourage participation in all events and activities, be the first to sign up whenever help is needed.

## **TRACK**

Stay abreast of the work of sub-committees through informal and formal means. Ask sub committee's to provide copies of correspondence and to present progress reports to the entire Club.



## **ARRANGE FEEDBACK**

Do not be quick to offer comments and criticism. If a recommendation has been made during a meeting that is disagreeable to some, or even a majority of the members, ask for input from other members.

## **EVALUATE**

Resist the temptation to judge the work of others, however, foster a spirit of positive evaluation among the members. For example, after praising the efforts of a sub-committee who just arranged a programme, invite members to mention ideas they would like to see included in the future. Then encourage those members to meet with the sub-committee to talk about the event.

## **TRY TO HAVE AS MUCH FUN AS POSSIBLE IN YOUR ROLE**

It may not be the first time you have done it, but try to learn from your previous experiences and the experiences of others.

Never forget that your National Office, your Regional Communicator, your National Board and countless local committed and experienced Apexians may well provide you with the resources to find a solution to a challenge that you are having difficulties with.



# WHAT IS APEX ALL ABOUT?

## **To make the ideal of service the basis of all enterprise**

- To be of service to the community and seek support of community groups to assist Apex in its service activities
- To be of service to disadvantaged groups and individuals
- From time to time, to be involved as groups of Clubs in larger schemes or projects

## **To develop by example, a more intelligent and aggressive citizenship**

- To care and be seen to care for all individuals in society
- To be active leaders in the community
- To be involved in activities which assist Apexians to grow as individuals
- To establish meaningful relations with other organisations so that Apex is aware of the needs of the community
- To act in the community over issues and problems affecting the Australian community at local, regional and national levels
- To encourage pride in Australia and our heritage

## **Youth**

- Apexians should commit themselves to personal contact and dialogue with the young members of the community
- To strive to reduce the hardship faced by the unemployed, particularly the young
- To work to ensure the maximum possible opportunity for Australians to fully develop their potential
- To actively support existing youth organisations

## **To provide a means of forming enduring friendships, rendering altruistic service and building better communities**

- To assist families in our communities
- To provide opportunities, wherever possible, for family involvement generally
- To provide through service work, a meaningful process of personal involvement and a sense of achievement for all Apex members.

## **Membership**

- To make Apex membership available and attractive to young women and men in Australia.
- To provide programs offering a range of experience likely to encourage a greater commitment of Apexians to their membership of Apex.

## **To promote International understanding and friendship**

- To promote in the Australian community an increased international understanding.
- To be involved with organisations in order to be better informed of international affairs.
- To seek and provide opportunities for overseas service, international friendship and overseas travel.
- To encourage Australians to seek a better appreciation of the cultural diversity of Australia.



# **The Ideals of the Association of Apex Clubs**

**To make the ideal of Service the basis of all enterprise.**

**To develop by example a more intelligent and aggressive citizenship.**

**To provide a means of forming enduring friendships, rendering altruistic Service and building better communities.**

**To promote international understanding and friendship.**

## **Invocation**

**“For Good Food, For good Fellowship**

**And the privilege to serve, We give thanks “**

### **The Apex Song**

We who are Apexian members,  
With ideals Apex engenders,  
Every one of us remembers,  
Service is our Aim.  
In Fellowship we're meeting,  
In Friendship we're greeting,  
And more and more we gain a store  
Of beneficial knowledge at each meeting.  
We represent at all our sessions  
Various interests and professions,  
And we learn some helpful lessons  
At our Apex Club.



# Club President Guide

## INTRODUCTION

Now that you have been elected to the position of President of your Club, how do you feel? Are you euphoric, fearful, enthusiastic, or reluctant? Has the common saying “You’ll be sorry” got you worried? Forget all about this. It does not matter how you feel, as long as you are determined that your year will be a success, both personally and for your Club.

The one thing that will make you happy at the end of your term will be the success that you have achieved. You must make the extra effort to serve your Club. Avoid just following the steps of your predecessors. Use your initiative to implement new programs aimed at improving the performance and image of your Club.

There will be times when you will feel frustrated and wonder why you chose to do this job. There will be other times when you will be so full of joy and happiness at your success you will wish the job would last forever. Just remember that this job only lasts for twelve months. Make of it what you can in this time. To succeed you need to plan your activities. This booklet has been prepared to assist you toward having a successful year. Take the time to read it carefully. Put it aside for a couple of weeks, then read it again. This second time some of the points should start to make more sense.

Remember the old cliches – “*You only get out of something what you are prepared to put into it*” and “*Fail to Plan - Plan to Fail*”. Good luck and have an enjoyable year.

## SET YOUR AIMS

Before you start your year it is important to set some aims for the year. What do you hope to achieve this year as President? Choose one or two aspects of your Club that you feel need changing or improvement. Identify those aspects of the Club that don’t need changing and that you’ll just need to follow. Write down your aims for the year. Don’t make these aims too difficult or you will find they won’t be achieved. Not reaching your aims will only make you more frustrated and you will only feel bad at the close of the year when they have not been achieved.

Let the Club know your aims for the year and explain to them how, with their help these goals will be achieved. Review the aims on a regular basis to see how they are going and determine if they will be achieved.

The section on Goal Setting in this manual will provide you with some help on setting goals, determining how to achieve them and the periodic review processes.

## LEADING THE CLUB

You are the leader of your Club for the next twelve months. Many members of the Club will look to you for guidance and as a motivator when times are tough. If you don’t show enthusiasm, even when times are tough then how can you expect your members to feel enthused?

Don’t be afraid of failure. If you fail, take a step back and look at what went wrong. Look at how, if the project were done again starting today, you would do it differently to ensure that it doesn’t fail again. There will be times when you will fail but your aim should be at all times to ensure that this does not happen. Remember the “*Grow, Learn, Make Friends, Have Fun*” aspect of Apex?

There will be times when you will not agree with what the National Board has decided is the appropriate action. Even if you do not agree you must be seen to support this point of view to your Club’s members. Always ensure that Club members are aware of the activities that are being planned in your Region. Encourage them to attend as many functions at other clubs in your Region as possible so that they will realise the great fellowship that these events can offer.

You must make the effort to attend all possible social functions and service projects that your Club has planned. If you don’t attend these functions then the members will start to wonder why they should bother to attend. The





ultimate result will be that socials and service work will be poorly attended and the Club members will become unhappy. Failures then arise.

Communicate with members between meetings, especially those on your board. If you have projects or functions coming up talk to the person organising the function to see how it is going and to see if there are any areas they need help with. Avoid making your phone calls seem like you are checking up on them and that you don't trust them - make them sound like you are thinking of their best interests and want to make their job as smooth as possible.

## PROCRASTINATION

*"Why do it today when I can put it off till tomorrow!!"*

Procrastination is one of our biggest sins - putting things off until the last minute. Most times procrastination is done because of the fear of making a mistake or of not being able to attain your own or others imagined high standards. The job must be done sometime. Putting the job or decision off only makes matters worse, may make you look weak and indecisive in the eyes of your fellow Club members and will ultimately reduce the time that you have to do the job and less chance of doing it right.

## THINK OF YOUR MEMBERS

Each member brings to the Club their own ideas, strengths, weaknesses and feelings. Some members will have strong points that you need to recognise and harness to the betterment of the Club. Some members will have shortcomings, so these need to be recognised and you should avoid getting upset when these members let you down. These members have more than likely performed the job to the best of their ability.

Apex is a volunteer organisation. Each member will commit to the Club what time they have available. Each member will have different priority levels when it comes to Apex. It is important to recognise this fact and allow time in your planning to realise that in many instances members may not be available at the drop of a hat to assist with projects. Proper planning and ample notice to the members of planned activities will provide the greatest response from the members.

Praise for the efforts of the Club and its individual members is an important aspect that needs to be considered and of course used with due consideration. Praise for a member's effort is important, as it provides encouragement for them to continue. Praising someone for their efforts is something that can be made in public. It makes the person feel a bit more fulfilled as others in the Club are aware of their efforts. But avoid praising the same person regularly, even if they are doing a great job. Too much praise heaped on one individual will make the others in the Club feel inferior and may lessen their drive to perform.

The opposite exists when you need to critique someone's performance - this must never be done in public - it will be sure-fire way to lose the members support. Always discuss someone's poorer performances in private. How you approach the subject with the member will vary from individual to individual because we all take criticism in different ways. The aim of the discussion must be that at the end both parties can walk away happy the discussion is over and can easily get on to the next project without lingering resentments.

# Immediate Action Tasks

Before you take office at the Club's handover meeting there are several things you should do to ensure your year is a success.

**1. Read a copy of the Apex Manual** - it's online at [apex.org.au](http://apex.org.au), in the 'secure area'. Your club log in is your club name, and your password is club\*\*\*\*, where \*\*\*\* is your club number. If it's a 3 digit number the first number in your password is 0.

It won't take all that long and you will be surprised at the amount of useful information that it contains.

**2. Discuss the Handover meeting with your outgoing President.** It is an important event for them,



but equally it is important for you. Understand what is going to happen on the night, so you can ensure the handover ceremony runs smoothly. Offer to assist with organising the night.

**3. Meet with your incoming Secretary and discuss the coming year.** Agree on procedures that will ensure that the year goes smoothly, that all correspondence is handled quickly and efficiently. The Secretary is your extra right hand and will be one of your most valuable tools to ensuring the year goes without a hitch.

**4. Meet with the current Treasurer** and your incoming Treasurer to discuss budget planning for your year. Many Clubs fail to prepare budgets for the year and often find themselves without sufficient funds to complete the year. Your incoming Treasurer will have a session on budgeting as part of their training.

**5. Consider which members of the Club will be on the board** and allocate them appropriate portfolios. Don't be railroaded into giving your best friend the portfolio they want if you don't feel they are the most qualified to do the job. After you have selected your board, meet with them and outline your goals for their portfolio. Your success as a President will largely depend on the performance of these board members. Your Secretary and Treasurer could be used as a sounding board for your ideas.

**6. Decide on your main aims for your year.**

**7. Plan your year.** Create an Apex Calendar in your Calendar software. Note any planned events your club usually has, and any deadlines or events to be run at a Regional or National level. Share these events with your club members as early as you can.

**8. Ensure that you are familiar with the rules of meeting procedure**, it will be a terrific help in your year as President but also in any volunteer or management roles you may hold in the future.

**9. Take the opportunity to read the Secretary's and Treasurer's sections of this book**, (also available online) so that you are familiar with some of their duties. This will help you to better understand their duties, especially if you have never undertaken these duties yourself. Encourage the incoming Secretary and Treasurer to read this President's manual section also.

**10. Try to get along to the meetings of other Clubs.** Watch to see what they do and decide if any of their meeting procedures may help to improve the way your Club runs. Implement these when the opportunity arises.

## Club Meetings

Regular Club meetings are handled differently by Clubs. Some Club meetings adhere strictly to recommended meeting procedures. Other Clubs seem to disregard any formal meeting procedure, yet in many cases both types of Club can be successful. Often, the Club meeting is a combination of both types.

Planning of the Club meeting is important as it will ensure that the required business is transacted, members enjoy themselves and there is ample time for guest speakers or for fellowship. It is therefore important that you meet with your Secretary before the meeting to discuss the incoming correspondence and decide **before** the meeting what business needs to be dealt with at the meeting or what business can be left until the next Board Meeting.

A prepared agenda for the Chairman will ensure that the meeting flows smoothly. In many instances the agenda that will be prepared for normal meetings will be almost the same for every meeting so it is a good idea to prepare a suitable agenda at the start of the year with the Secretary, type this up and have it laminated. (Sample copy is in the online secure area) This is then available at each meeting for the Chairman to use. Items that should be covered in the agenda include:-

Call to order and Welcome members to the meeting

Ideals of the Association of Apex Clubs

Invocation by all Club members



Introduction of Visiting Apexians, Guests etc  
Welcome the Guests and visiting Apexians  
Membership Report  
Other Director's Reports  
Secretary's Report  
Treasurer's Report  
President's Report  
Guest Speaker (properly introduced before hand and thanked at the end)  
Visiting Apex Officials  
General Business  
Raffle  
Fines Session  
Meeting Critique

Remember that too many meetings the same will result in boring and dull meetings. The result will be that attendance drops off and decline will set in. Many clubs alternate between a formal meeting followed by a social or non-formal meeting. You should leave scope in every planned meeting to allow some variation and to provide some stimulus. Some points to consider with Club Meetings are:-

1. Encourage your directors to keep their reports short and not to talk for too long. Your Club has a newsletter that is emailed before each meeting. Encourage the Directors to put their reports in the newsletter so that all members have some time to plan and provide an answer as to their availability etc. You should also include a report in the Club Newsletter, leading by example.
2. Guest Speakers are an important part of the meeting and you should do your best to ensure that Guest Speakers are available on a regular basis. Avoid having speakers at every meeting, as more often than not, no business will get done. Once every third meeting would be a reasonable frequency.
3. When guest speakers do attend make certain that you introduce yourself before the meeting and make the guest welcome. Ensure that they have a nametag so that others in the Club will know who they are and ensure that someone in the Club is given the responsibility of making certain the guest is not left alone. Small courtesies like these will ensure that guest speakers continue to make themselves available for your meetings.
4. The most important aspect to ensuring that your meeting is a success and does not get bogged down is in the quality of the Chairmanship. Who chairs the meeting will vary with each individual Club. Some Clubs rotate the chairman at each meeting so that all Apexians get the opportunity to learn this important role. In others the Club President chairs each meeting. Included in this manual are guidance notes on Chairmanship and Meeting Procedure.
5. The Chairman should be familiar with the rules of meeting procedure (found in the General section of this manual). These have been designed to provide assistance at times when the meeting is getting bogged down with procedural motions etc. It is important that you as President are familiar with the rules of meeting procedure because you will often be called upon to arbitrate.
6. When a visiting Apexian is present at the meeting make certain that the Chairman recognises them and they are given the opportunity to address the meeting if they desire. In most cases they will advise you before the meeting of their intention to visit your Club. If this is the case, then they more than likely do wish to address the meeting. If you know of some issue that your Club has to discuss with the visiting Apexian, RC or board member, then advise them of these beforehand. This will give them the opportunity to prepare and will ensure that the most satisfactory answer can be given to the Club. Apex officials put a lot of extra time into their roles and this small



common courtesy goes a long way to making their job easier and more enjoyable. Remember that they are Apex Club members, doing their job in a voluntary capacity just as you are.

7. Consider using name place tags at the meetings. Each meeting ensure that members rotate their seating positions so that experienced members sit with newer members and can help pass along the appropriate information. This technique may prove useful if you have a troublesome group of members prone to disrupting the meetings.

8. Ensure that the Sgt. at Arms is fully aware of all their duties. Their duties do not just stop at the fining of members of the Club as a revenue raiser. Part of their duties are to ensure that meetings run smoothly and that members do not disrupt the proceedings. Consider the allocation of a permanent Sgt. at the start of the year and at each meeting allocate a Corporal to assist them.

9. Have several emergency ideas ready for use in the event that the guest speaker does not attend the meeting, or planned events finish early. Simple things such as round the table public speaking are simple ideas that can be held in readiness for emergencies.

10. Ensure that the Club has some form of raffle at each meeting. Normally it is the duty of the Social Chairman to organise the Club's raffles, however, no matter who is made responsible, try to have a raffle at each meeting. These do not need to be aimed solely at raising money, they should be fun and light hearted.

11. Understand the role of the Meeting Critic. Their role is not to just say how good the meeting was. Their role is to constructively critique the way in which the meeting procedure was handled. They should make suggestions that they feel will help improve the way the meeting runs.

## **Your Report to the Club**

At each meeting you should present a report to the Club. This report will include reminders to the Club members on activities that the Club has planned and any activities forthcoming regarding the Region or Nation. If a Board Meeting has been held since the last Club meeting you should also report on decisions made.

One of your other jobs is to "mop up" after the directors have presented their reports and fill in any missing details. Therefore you should make certain that your report is the last one on the agenda.

## **Board Meetings**

Board Meetings are a gathering of the members of the board of the Club to discuss matters that relate to the Club. The frequency that board meetings are held will depend on the amount of business that needs to be taken care of. Many Club boards meet on a monthly basis. Other Clubs meet less often, but remember that there is a minimum requirement under Incorporation on how many times the board must meet.

When (what day) you hold your board meetings is entirely up to you as President, but it is suggested that board meetings should be held just prior to Club Meetings (say within one week).

You should aim to keep the length of the board meeting as short as possible. Like the Club meeting, if they go too long the board members may well find excuses not to attend future meetings. They can be held remotely, either via phone or email, but they should still have a set goal and agenda.

Some useful things to think about to help in planning for board meetings:-

1. Prepare an agenda before the meeting - know what needs to be covered during the board meeting.
2. Meet or phone your Secretary before the board meeting and go through all of the incoming correspondence so that you are aware of what will be raised. Ensure that any relevant correspondence relating to specific portfolios is sent to the appropriate board member before the meeting so that they can come to the meeting prepared -and can make a recommendation on action to take.
3. Encourage the board members to keep their reports as short as possible and to the point.



4. Make certain that the newsletter editor includes a summary report of the board meeting in the next edition so that all members of the Club are aware of what is going on.
5. Encourage non-board members of the Club to sit in on meetings of the board. Make certain that when non-board members attend they are welcomed. Remember that non-board members do not have a vote but can be included in discussion about matters before the board.
6. If non-board members do attend, ask one of them if they would consider giving a brief summary of their impressions of the Board Meeting at the next Club meeting.

## **Closed Meetings**

Generally when there is a problem with one or two members of the Club the easiest way is to handle the problem outside of Club meeting times. However when the problem involves the great majority of the members of the Club one way to resolve the problem is to hold a closed meeting. A closed meeting is held with the active members of the Club only and does not include any guest, partners or others.

At a closed meeting, you, as President should chair the meeting. Your first duty should be to define the problem as you see it so that all members of the Club are aware of the problem and can focus on what needs to be done to resolve any conflict.

Some points to consider with closed meetings:-

Encourage all members to have their say with regard to the problem and their suggestions to remedy the problem.

Take care to prevent one or two members of the Club trying to run the meeting and force their point of view.

Take care to ensure that the time in which speakers present their views is strictly controlled and that verbal slinging matches do not occur.

Make certain that at the end of the meeting a resolution to the problem has been reached. As President it is your job to ensure that any action plans formulated by the Club meeting are carried out either by yourself or by the person appointed by the Club.

The main aim of the meeting must be to resolve the conflict or problem, without increasing any rifts that might exist or creating new ones. Everyone must go away from closed meetings happy that the problem has been resolved and with everyone "still on speaking terms". As Chairman of this meeting this ultimately rests with you.

## **Handover/Changeover Meeting**

The Handover meeting (sometimes called the Changeover Dinner) is one of the most important events in your year as Club President. A small amount of prior planning will ensure that the night is a great success. Some points to consider when planning your Handover Meeting are:-

Plan the date early so that all Club members are aware of the night and can ensure that they keep their calendar free. Setting the venue at this stage is not necessary. Remember that the Handover meeting should be held in the months of July or August.

Include the next incoming President in planning for the night. Remember it is also an important occasion for them.

Consider who you would like to conduct the handover event. If you desire to have a visiting Apex official conduct the handover of Presidents then ensure that you get your invitation to the official as early as possible - the earlier the better. Our National Board members would love to attend, but will need plenty of notice, and it is likely your club will need to contribute to their travel costs. If your handover or other meeting will coincide with a special event, eg 500th, 700th dinner etc, then ensure that the official is aware of this as it may help sway their decision to attend your meeting.



Consider inviting the local member, State and Federal representatives. Like our Association officials, these people lead very busy lives, so give as much notice as possible. The main aim should be to get the date to them. When they accept, the venue and start time can be advised later.

Arrange the venue, menu, entertainment etc and remember to confirm with the caterers the expected numbers for the dinner.

Arrange invites to all those who you'd like to attend (with RSVP date suitable to advise to the caterers):- club members & partners (this invite put into the newsletter should cover them all at once!), Club Senior Active Members, Club Life Members, Club past members, Club prospective members, other Apex clubs in your region, your RC and other Officials, other service clubs in your town plus any others.

Consider retiring members and what presentations you will be making to them on their retirement. Some Clubs present engraved pewter mugs to their members - and don't forget their partners either. Each Club has its own ideas. (see the Apex Supplies website for suggestions [www.apexsupplyhouse.com.au](http://www.apexsupplyhouse.com.au))

A nice gesture is to present the retiring Apexian's partner with a small gift, as a gesture of their support over the years their partner was in Apex. If you plan to incorporate the presentation to a retiring member with Life Membership on this same night, then consider how this will be done to ensure that the focus is not all on this member and removed from the others who are retiring.

Consider small awards for recognition of those still active members. These awards include 100% attendance and years of service. These small lapel badges are available through Apex Supplies. (orders can be made direct from their web site at [www.apexsupplyhouse.com.au](http://www.apexsupplyhouse.com.au)).

If your club has annual awards, arrange with the outgoing President to have them suitably engraved so they're ready to present to the recipient

Order from Apex Supplies the new President's badge and outgoing President's badge - allow time for them to be made and delivered to you in plenty of time - the order form is at our website, under the Club Guides Heading.

Many Clubs have toasts through the evening program. These often include toasts to the Association of Apex Clubs, the local Club etc. Consider who to assign to these duties and advise the person as soon as possible. There is nothing worse than walking into a dinner and being advised you are to propose a toast. Often if a parliamentary leader is proposing the toast they may request some information. Ensure that this information is forwarded promptly.

Toasts normally require a response. Assign these duties before hand, and ensure that those responding keep their responses short.

Try to keep the costs of the evening as low as possible. Remember that most Apexians have families and charging them too much for the evening may keep them away - if they have children they may also be up for baby sitting fees. Also keep in mind that invited officials and any parliamentarians should not be expected to pay for their meal.

Annual Reports should be prepared before the Handover Dinner and be available at the meeting. Consider how long it will take to have the report typed and printed, then set your close off date for all directors of the Club to complete their reports and get them to you. It will probably be necessary for you to remind the directors on several occasions about their reports.

Ensure that the Club's banners are on display. Any awards that the Club possesses should also be on display - your Club made the effort to win them - so why not flaunt them. Make certain that you have the Club's Charter certificate on display too. The official conducting of the handover will generally include this as part of the handover ceremony.

Raffles and fines sessions will help to break up the evening and should be considered an essential part of the evening. Encourage all members of the Club to make donations of prizes for the raffles. Consider who you give



the job of Sgt. to - a good Sgt. can make the night, a bad one can be a disaster.

Finally you should ensure that the handover dinner keeps moving along. Don't let the dinner drag on, the members may become restless.

## **Annual General Meeting**

The Annual General Meeting (AGM) should not be confused with the Handover Meeting. The Annual General Meeting of the Club is a requirement of the Incorporations Act (refer to your State Legislation - each State Department has excellent information online as to your legal requirements). The AGM is a formal meeting, while the Handover Dinner is essentially a semi-formal social function. The items to be covered at the Annual General Meeting are:-

- To adopt and accept the reports of the director's of the Club.
- To adopt and accept the financial statements ("Annual Report") of the previous Club year. The financial report of the Club must be audited before it can be adopted, so in many instances this will be the determining factor in the timing of the Annual General Meeting.
- To ratify the election of the President, Secretary and Treasurer and the appointment of the new Club board.
- To Appoint a Public Officer (if required by State Legislation). This is often the President or Secretary of the Club.

Notice of the Annual General Meeting of the Club must be given to all members of the Club. This is normally achieved by advising of the meeting via the Club's Newsletter. It is possible that the Annual General Meeting and the Changeover Dinner can be held at the same time. However it is more usual that they are held as separate events, in light of the need to conduct business at the AGM like the passing of the audited financial statements for the previous year.

## **Annual Report**

At the end of each Apex year a club needs to compile their own Annual Report. The Club's Newsletter Editor, usually prepares this with assistance from the Club Secretary or other members, as necessary. As the name suggests, the Annual Report is a document which summarises the club's events, activities and community involvement over the previous 12 months. Each Annual Report should include :-

- List of Club members for the year
- List of Club's Life & Senior Active members
- List of Club Directors for the year
- List of previous Club Presidents
- Report from the Club President
- Reports from all Club Directors
- Copy of the Club's audited financial reports
- Commissariat Report (Club Meeting attendance)
- Club's Service Hours Records
- The Ideals of our Association

## **Association Responsibilities**

As the leader of your Club for the coming year you have certain obligations towards the Association. These duties include:-



## **Incoming Correspondence**

You should review all incoming correspondence that comes from the National Office, National Board or your Regional Communicator. This information often contains information relevant to the successful functioning of the Association as a whole. Information that will come in will include calls to conventions & convention agendas, information to help your club conduct itself and decisions made at National Board meetings etc.

Even if the correspondence does not directly relate to the activities of your Club you should review all incoming correspondence. There will be times when you will be called upon as Club leader to answer questions relating to the operation of the Association. Some of the correspondence that you have read may well help to answer these questions.

## **Regional Meetings**

Your Regional Communicator (RC) may from time to time call Regional Meetings. As Club President you are the Club's official representative at Regional level.

The RC should provide notice of the planned Regional meeting and forward an agenda of the meeting to each Club to allow time for Clubs to formulate their opinion on the agenda. Often these meetings will be via teleconference or electronic means.

Where possible you should raise agenda items with the Club, or if not possible at least raise them with the Club board so that decisions can be formulated.

At the Regional meeting it will be your responsibility to put forward the thoughts of your Club and to vote accordingly. You will also be asked to report on the current status and activities of your Club. You should report to the Club on the topics raised at the meeting and advise of any resolutions passed or obligations to be undertaken by the Club.

## **Club Report to National Office**

The National Office compiles this report when requested (approximately quarterly) by the National Board. The office combines the information contained in reports from each Club and prepares a report for the National Board. The report consists of a 'facts and figures' rundown of the status and recent activities of each Club.

If your Secretary is organised, then you will probably never see the Report come in or go out, as they will have attended to its completion themselves. However you need to check it yourself.

## **Near the End of Your Term**

Toward the end of your term there is one important thing that needs to be completed, the election by your Club of your replacement and those of the Secretary and treasurer.

Advice should be given to all Club members of the intention to hold the elections and of the proposed date. The notice should be included in the Club's Newsletter, along with a nomination form. You should give serious thought to including notices of the executive elections in the first Newsletter after the Christmas break so prospective candidates have plenty of time to think about the positions. The nomination form should include a place for the proposer and seconder of the nomination, as well as the nominee's signature indicating their willingness to participate. It is suggested that each candidate supply a statement of their proposed objectives for the ensuing year.

On the night of the elections appoint scrutineers if there is more than one nomination for any position. If there is more than one nomination for President you should consider giving each candidate the opportunity to address the Club on what they hope to achieve as Club President. Remember that if you do this, you should ask the other candidates to leave the room while the candidate addresses the meeting.

Voting on elections is preferential and by secret ballot. Ballot papers should be destroyed after the announcement of the election results.





When the elections are over the current Club Secretary should order new badges from Apex Supplies, for the incoming President and the Past President's badge for you. It is strongly recommended that this be done immediately, so you are not left in the lurch come Changeover time.

The Club Secretary should also ensure National Office is advised of your new executive's details, with a preferred mode of contact for them.

Finding candidates for the positions can either be really easy, or it can be down right difficult. In many cases you will find that you will have to talk the idea over with the members of the Club whom you feel have the ability to take on the job and start planting the seed. Sometimes you may find that the member is interested in taking on the position, but lacks some knowledge. These members may be more receptive to taking on the job if they know that some more experienced members of the Club have taken on the jobs of Secretary or Treasurer and will be there to help them through the year.

After the new President has been elected get together with them and discuss your current year. Let them know what has been happening and any ideas you might have that will help them prepare for their year as Club leader. Don't be offended if they want to 'make a few changes'. Discuss their ideas openly and help them work out how they can be 'made to happen'.

## **Induction of New Members**

One of the greatest rewards that you will experience as President will be in the induction of new members into your Club. This ceremony is an important part of any member's life in Apex. It marks their beginning as an Apexian and will be something that they will remember for a long time. It is therefore important that you do an induction ceremony that they will want to remember.

In the Document section in our website there is a Guide to Inducting a New Member, with a couple of sample induction ceremonies that can be performed. Both have their good and bad points and are meant as a guide to what can, and should be done during the induction ceremony. The final format that you use is entirely up to yourself, and it should be something that you will be comfortable with.

Some aspects that need to be remembered when inducting a new member are:-

Plan ahead. Order your New Member Form from National Office, allowing enough time to receive your New Members Pack and Badge.

Tell the member to be inducted the basics of what will be happening during the induction ceremony. Also tell them at about what time in the meeting you plan to conduct the induction. It will put them at ease and make the ceremony go a bit easier.

The ceremony should be conducted with some dignity, as it is a very important part of Apex.

The new member needs to be reminded of the obligations that go with being a member of an Apex Club. They need to be asked if they are prepared to undertake and fulfil these commitments.

You should ask the member being inducted to recite the ideals of Apex, after they have been given their induction certificate.

Make certain you welcome the new member as a part of your Club at the conclusion of the induction ceremony.

Other than these basic suggestions, what is included in the induction ceremony is entirely up to you. It is suggested that the inclusion of some material about the history of Apex and your Club may also be appropriate.

If a Life Member or National official is present at the meeting where a new member is to be inducted, then it is normally common courtesy to ask this official to induct the new member.

Like other Apex activities and ceremonies it is considered common courtesy to advise the official before they enter the room that you would like them to conduct the induction. You know they will be attending, so call them the day before.



Don't feel obligated just because you have a visiting official to ask them to perform the induction. This may be the only chance you get this year to perform this important ceremony so take the opportunity to at least perform one induction yourself.

If you decide to take this tact then make certain you advise the visiting official your reasons for doing the induction yourself - then they won't feel snubbed or passed over.

## **Delegation of Authority**

Your enthusiasm may see you trying to take on every leadership role that the Club needs filled during the year. Consider the effect this may have on the future of the Club! If you take on every Chairman's role on every committee then:-

Other members may not get the opportunity they need to develop their skills. Remember many members see Apex as a valuable training ground and providing the opportunity to take on leadership roles is one way to provide value to their membership.

Members who feel they have the skill to take on a particular role may have their enthusiasm dampened.

The time you have available to give to the community through Apex may well be stretched beyond your ability to meet every commitment and you may risk not meeting your all-important commitment as President.

So it makes sense that wherever practicable and wise, you should delegate tasks to other members of the Club who show some aptitude and/or willingness toward the task. Don't delegate every task, some are your own responsibility that should not be delegated. You need to strike a balance between delegation of some tasks and asserting the Leadership role expected by your Club.

When you delegate, you should make sure to:-

Honor the delegation and make sure you do not undermine the authority of the delegate at any time (or risk losing the person concerned).

Make sure the delegate reports periodically to Club Board Meetings so everyone keeps informed about progress and can contribute if appropriate.

Provide whatever praise, encouragement, guidance and help are needed to get the job done.

Avoid criticism wherever possible, but if you must criticise, do it constructively and privately.

Indicate what new responsibility you would like a member to handle and why

You will need to give a brief overview of the new responsibility, including its general functions.

Indicate why the member has been asked to take on this responsibility. Reasons may include that they are:-

The most experienced or the most capable in the Club.

A member who shows potential in this area.

A member who is capable of bigger and better things.

A member who would be able to use the new skills in other areas.

Describe the new responsibility in detail. Outlining specific tasks and necessary commitments

Have a detailed list of the tasks - written down. The member should be given as full a picture as possible of how you see the responsibility and what will be expected of them. At the same time you should not be too prescriptive - leave room for their creativity and individual way of doing things.

Ask for questions and suggestions

If you have previously developed a favorable climate, the member will be open and frank in their questions and suggestions.



Listen to the Member's comments and respond immediately

Listen without trying to "sell" your own point of view. The objective here is to respond by indicating that you understand the member's feelings about the new responsibility.

Ask the Member for a commitment and offer your help

You should specifically ask the member to accept this responsibility. If they want time to think over their decision, a date should be set for their answer.

If they accept you should offer to help them in handling the new responsibility.

Express your confidence in the Member's ability to successfully handle the new responsibility

You should indicate your confidence that the member will successfully handle the new responsibility. You must also be supportive, ie willing to provide all the help and support they need to do the job properly.



# Apex Insurance – in summary

## Club Activities

We are covered for a lot of activities. If the new thing that your club wants to do isn't on this list contact Maninder at AON. Maninder has been our insurance broker for a number of years and has an excellent grasp on your Club's needs.

### Items covered include:

Canoeing	Swimming	Expeditions	Poker Run
Skating/Skiing	Tennis	Camping	Baseball
Abseiling	Fishing	Clean Up Australia	Water polo
Archery	Muddy water family fishing	Campfires	Netball
Carpet Bowls	Golf	Badminton	Cricket
Cycling	Ten-Pin Bowling	Volleyball	Futsal (indoor soccer)
Squash	Kayaking	Kayaking	Traffic Marshals
Dancing	Dancing	Camel Race	Crowd Control during events
Event Promotions	Biathlon	Stalls selling food and beverages etc during events	Charity bike rides
Movie screenings	Community work such as Libraries, Aged/child-care, RSPCA or Animal shelters	Car boot sales	Art Shows
Trail/Motor Bikes	Agriculture Society Shows	Carols by Candlelight	B&S Balls
Teen Fashion Awards	Ride on Lawnmower Race	Public Speaking and Debating	

## The people

We insure both members and volunteers, including Life Members, helpers and prospectives. The purpose of this insurance is to relieve any hardship occasioned to any member (or authorised volunteer) arising out of an accident/incident while directly involved in an authorised Apex activity.

To be covered the activity needs to be minuted by the club meeting and volunteers as well as members need to have signed on. We have a service record sheet on the website for this purpose.

This insurance is, in very broad layman's terms, a cross between workers compensation and personal injury insurance. If something happens to you while you are on your way to or from an Apex activity or while you are participating in an Apex activity you can claim. The amounts vary depending on the incident and severity of the injury.

Volunteers for the purposes of the policy who engage in any Apex work with the consent of, or under the authority of a representative of an Apex Club. They are covered the same as any Club member would be.

There are exclusions, and you should make yourself familiar with the full contents of the policy.



## Property

Your Club's property is fully insured, but only if you have it listed with Maninder at AON, contact details below. We currently cover all of the following:

Cars	Trucks	Trailers	Busses
Caravans	Bbq trailers	Coldrooms	All terrain vehicles
Scooters	Generators	Parks	Sheds
Camps	Caravan parks	Buildings	Fences
Farm animals	Jumping Castles		

If your club has assets you need to let Maninder know about them or they aren't covered. A club asset sheet follows and your club should complete it and send it to Maninder asap.

## Conclusion

Insurance is normally based on common sense. If your activity, claim or enquiry is not based on this maxim then the chances are insurance will not apply.

It is difficult to prejudge any event or set of circumstances, if you are considering a claim it will always be considered against the complete policy.

If you are in any doubt, contact our broker, Maninder, via phone or email, details below.

Apex Insurance has always been an area that is not well understood. Insurance is a major part of your Club fees every year and it does provide you with excellent cover.

If you have any questions or need more information please contact:

**Maninder Sandhu at Aon Insurance**

**Email: [maninder.sandhu@aon.com](mailto:maninder.sandhu@aon.com)**

**T: 61292537240**

**F: 61292537269**

**M: 0410576629**

**A few minutes on the phone (or a quick email) to cover a forthcoming project may save much heartache later if something goes wrong**



# Asset Register

Apex club of \_\_\_\_\_

This form is to be used by Apex to help facilitate our Insurance renewal, and in particular, assist should the need arise to make a claim against the Apex Insurance Policy. It may also be used by the Association to see what capabilities exist in different areas to facilitate service work.

If you have a storage facility (shed, clubhouse etc) where your assets are stored, please advise the address of this facility:

\_\_\_\_\_  
\_\_\_\_\_

Is this facility insured/registered under the Apex Insurance Policy? (Y / N) \_\_\_\_\_

If not, how is this facility insured: \_\_\_\_\_

\_\_\_\_\_

Asset	Replacement Value	Serial Number (if relevant)

If there is not enough space in the list, please copy and make a second page.

Assets include any item that you wish to be covered under the insurance Policy. Small, low value items such as cooking equipment, first Aid kits or fire equipment should be grouped.

(e.g. Asset = Safety equipment inc First Aid and Fire value = \$300.00)

**Email: [maninder.sandhu@aon.com](mailto:maninder.sandhu@aon.com)**



# LIFE MEMBERSHIP PRESENTATION GUIDE

1. Introduction
2. The Rules
3. Proposition
4. Presentation Tip
5. The Presentation Folder
6. What happens after National Boards Approval?
7. Planning the Presentation
8. Application Forms
9. Contact

## INTRODUCTION

It is the intention of the guide to assist clubs making application for endorsement of Life Membership Status through their Regional Communicator or National Board, in order to achieve a satisfactory level of presentation. Remember this is one of the most historically significant accolades to ever be awarded by Apex to its members. So these members doing the ground work on a Life Membership Presentation must give the presentation of the records containing the achievements of an applicant as much attention as the 8 from 13 minimum criteria that a member must achieve to be awarded Life Membership.

## THE RULES

The current rules for Life Members as presented in the current Apex Manual are as follows.

### Life Members

#### 8.5 Life Members

A Member of a Club (whether current or former) who is considered by a Club to have given exceptional and outstanding service to a Club or the Association, and has demonstrated a commitment to the ideals of the Association and to the future growth of the Association, shall be eligible for life membership of the Association provided that a Club nominates the person for life membership and can establish, to the satisfaction of the National Board, that the person has achieved at least eight of the thirteen standards listed below:

- (a) Has averaged better than fifty (50) hours per year community service work through Apex;
- (b) Has averaged better than fifty (50) hours per year service work to the community through volunteer work outside of Apex;
- (c) Has served at least five (5) years on other community Committees or projects;
- (d) Has recorded an average annual Dinner Meeting attendance of not less than eighty (80) percent over his or her Apex career;
- (e) Has attended at least four (4) District Conventions or three (3) State Conventions or one (1) National



Convention or one (1) WOCO Convention during his or her Apex career;

(f) Has achieved an attested level of praiseworthy performance as a Club Executive (President, Secretary, Treasurer);

(g) Has achieved an attested level of praiseworthy performance as a District, State or Association Officer;

(h) Has recorded an average annual minimum of four (4) full inter Club visits during his or her Apex career (Convention attendance as an Association official are not to be included);

(i) Has been a Committee Chair or the main instigator of any extraordinary Club, District, State or Association Project;

(j) Has demonstrated a significant commitment to the fourth Ideal of the Club namely to promote international understanding and friendship;

(k) Has sponsored at least four (4) Apex members during his or her Apex career;

(l) Has completed a minimum of eight (8) years active membership;

(m) Has served at least five (5) years as Club Board member of Association or State Board Member.

### 8.5 Continued

B. On an application for life membership being submitted to the National Board the National Board must:

i) ensure that the application incorporates the minimum requirements outlined in the Rules; and

ii) accept and endorse the application if and only if the presentation is of a professional standard befitting the award and the criteria set out in the Apex Australia Life Membership Presentation Guide have been satisfied.

C. An application to the National Board must be in the form prescribed by the National Board and accompanied by a non-refundable application fee of \$100.

D. No application for Life Membership will be considered by the National Board if the National Board determines that the application has been actively pursued or promoted by the person being proposed for life membership.

E. A Member of a Club admitted to life membership of a Club is a Life Member of the Association irrespective of the continued existence of the Club to which the person was admitted as a Life Member.

F. A Life Member may transfer his or her membership into another Club if he or she satisfies the requirements of the Rules relating to the transfer of Members of Clubs as if he or she was a Member of a Club.

G. A Life Member shall be entitled to participate in all Club activities but shall not be entitled to vote or hold office on the Club Board.

## PROPOSITION

The highest honour that you can bestow on a present, past or retiring member of an Apex Club is awarding them Life Membership. The Club President and Secretary will need to work together in order to submit a Life Membership Application they have chosen to submit.

All applications should follow the Application for Life Membership which is available for download at the National Apex Website. It is also worth noting that all applications must be accompanied by a \$100 Application Fee which will be used to purchase trophies and certificates if the application is successful. It is used solely for this purpose.

For an application to be successful, as much information on the application should be obtained from work done in the Apex Association and well as in the wider community. The applicant must also fulfil a minimum of 8 of the 13 pre-requisites listed on page 2 of this document, which are repeated from Clause 8.5 of the Manual





## PRESENTATION TIPS

When looking at presentation options find something that is within budget but will be long lasting and effective. Keep in mind many people will read this document and the presentation reflects the applicant in more ways than one.

### Do's

- Start Early
- Use a binding shop to help with your presentation

(There is a range of options for all budgets; you don't have to spend the earth to have a great presentation)

- Take the time the application deserves
- Give the application the presentation it deserves
- Find an appropriate presenting style that reflects the applicant
- Collect photos, press clippings etc to include within the submission
- Make sure your layout is of a consistent style (eg. fonts are consistent etc.)
- Presentation areas should all be type set
- Look at all spelling and grammar and make sure it is correct (often times spell check on a P.C. is not good enough)
- Have other Senior Apexians look over the presentation before it goes before the National Board for ratification
- As a general rule of thumb, you should aim to collect at least one testimonial for each year of the Apexian's career. It's not a requirement, but simply an aim to give the presentation the gravitas it deserves.

### Don't

- Use a manila folder or plastic sleeve ring bound folders for presentation
- Use a clear document sleeve to present documents
- Leave it to the last minute
- Rush the process – this will be a keepsake the applicant can keep to remember this honour and should appropriately reflect their "life" in Apex.
- Simply collect a series of emails and send them on for approval.

## THE PRESENTATION FOLDER

Presentation Folders can range in price from \$50 to 1,000. There is a wide range of different options.

To see what style suits your budget and ideas, visit your local binding shop in order to discuss your options (There are some possible book binders in the list below.)

Binding Centres across Australia include:

Craftsmen Bookbinders, Virginia, Brisbane, Qld, ph: (07) 3865 3555

City Binding And Copy Centre, Sydney NSW, ph: (02) 9299 5054

GBC South Australia, Adelaide SA, gbc.sa.com.au, ph: (08) 8410 7500

Whites Law Bindery, Caulfield South, VIC whiteslaw.com.au, ph: (03) 9523 6026



Prestige Bookbinders Pty Ltd

Launceston TAS , [prestigebookbinders.com.au](http://prestigebookbinders.com.au), ph: (03) 6334 1551

Classic Bookbinders, Riverdale, WA, [classicbookbinders.com.au](http://classicbookbinders.com.au), ph: (08) 9479 477

## **WHAT HAPPENS AFTER NATIONAL BOARDS APPROVAL?**

The application will be sent to Supply House so plaques, certificate and badges can be organised. There is a range of options of different types of certificates the club can order.

For details contact the Apex National Supply house at [apexsupplyhouse.com.au](http://apexsupplyhouse.com.au) or call them on 07 4125 1059.

## **PLANNING THE PRESENTATION**

It is suggested that the presentation evening is an event in itself and not on the same night as a Club's Changeover Dinner. Although having the evening separately creates more work, achieving Life Membership is a huge honour and deserves the recognition and celebration and independent evening brings.

## **CONTACT**

For further information or for tips on how to present a Life Member Application please contact Life Members Chris Morahan (0417 237 043) or Richard Colwell (0433 118 000).

APPLICATION FORMS ARE AVAILABLE ONLINE AT [APEX.ORG.AU](http://APEX.ORG.AU)



# AGENDA FOR MEETINGS

Meetings will flow far more smoothly if the Chairman has a firm guide as to what is going to happen.

It is the role of the Club Secretary to prepare the agenda for the Club meeting (in close consultation with the Club President). Most times the agenda will be fairly consistent from meeting to meeting so little or no alteration will be required. It may be a good idea to consider preparing a typed agenda at the start of your year, and having this laminated. This can then be given to the Chairman at the start of the meeting and the Chairman can be advised of any alterations necessary for the particular meeting. Keeping it on a laptop also works well, but a single laminated sheet of paper will never have a flat battery or need to be plugged in.

A sample of a typical meeting agenda is:

- Call to order, and Welcome members to the meeting
- Ideals of the Association of Apex Clubs
- Invocation by all Club members
- Introduction of Visiting Apexians, Guests etc
- Welcome the Guests and visiting Apexians
- Minutes previous meeting and business arising
- Incoming & Outgoing Correspondence
- Director's Reports
- Treasurer's Report
- President's Report
- Guest Speaker (properly introduced before hand and thanked at end)
- Visiting Apex Officials
- Fines Session
- General Business
- Raffle
- Meeting Critic

## CHAIRMANSHIP AND MEETING PROCEDURE

Some clubs have their President act as Chair for every meeting during their tenure. Other clubs rotate the Chair role amongst all club members. This provides a great opportunity for all Apexians to develop their public speaking and presentation skills. However, to be an effective Chair you need to be familiar with the rules of meeting procedure so that you can assist the President in performing that role and ensuring that the meeting proceeds in an orderly manner.

Included in the following sections are guidelines on Chairmanship and guidelines on the procedural motions that are commonly used at Apex meetings. You should take the time to study these guidelines and have a copy handy at all meetings.



## GENERAL INFORMATION

There are a number of ways in which the Club meeting can be run. Some Club meetings run to very strict formal rules, following the rules of meeting procedure to the letter. Other Clubs virtually ignore all of the rules of meeting procedure. Yet in many cases both types of Club will be successful. More often than not correct meeting procedure combined with a small amount of looseness results in the most effective meeting.

The items discussed in this section should be interpreted as elaboration, guidance and explanation of the application of the Rules of Meeting Procedure found in the next section.

## THE CHAIRMAN'S ROLE

The role of the Chairman is to control the meeting and to ensure that the meeting proceeds in an orderly fashion and that all those who seek it, may be heard by the meeting.

Some notes for the Chairman are:-

1. Review the agenda before the meeting to determine the order of business. Briefly chat with each of the Club's directors to determine if they have anything to say. If they do not have any report to make then do not call on them at all. Any reports they make should only be a summary of the information in your previous Newsletter .
2. Start the meeting on time. Finish early if possible so that there is plenty of time for socialising afterwards.
3. Know your meeting procedures - there will be a time when you will be tried out sooner or later.
4. Create an atmosphere of goodwill and courtesy. Never allow meetings to become too hilarious, or too solemn.
5. Do not monopolize the meeting - allow everyone to have their rightful say.
6. Make certain that all speakers can be heard. If there is destructive talk while others are speaking, momentarily halt the speaker and ask those talking to stop. Utilise the Fines Sergeant to assist where necessary.
7. Insist that all questions and points should be addressed through the Chair. Encourage those who wish to speak to stand so that they may be more easily heard.
8. Always explain to the meeting why you have made your decision as Chairman. This is particularly so if the decision may seem controversial. If you are in doubt over the correct decision, do not blunder ahead. Pause and review your meeting procedure guide. If still uncertain as to the correct procedure ask for advice from those more experience.
9. Allow all members to have their say, even if you not agree with their decision. If members start to stray from the point of the discussion or motion then politely pull them up, advise of this belief and ask that they get back to the point of the debate.
10. Ensure you recognize any guests and visiting Apex officials during your opening welcomes. If you are not certain of their names ask someone before the meeting and write their names down so you don't forget.
11. Encourage all those present to have their say. If the newer members seem quiet remind them know their opinion is valued.
12. If the discussion during the meeting is causing some controversy then one option is to recommend the debate be referred to a committee (allowing fuller and more detailed consideration) and call for motion to that effect.
13. Each person may only speak to a motion on one occasion. They may speak to several motions at the meeting.
14. The most important point to remember in chairing a meeting is common sense and courtesy.



# MEETING PROCEDURE BASICS

Following are some of the more common procedural motions that you will encounter, including some basic points about each motion. A summary table of all procedural motions is included at the end of this section.

## GENERAL MOTIONS

Whenever a decision is to be asked of the meeting the decision will be put in the form of a motion. The motion will indicate the decision to be made and the method in which the decision is to be implemented. A motion must always be placed in the affirmative, it must be clear and precise and contain no ambiguity.

1. The mover of the motion will state something to the effect "I move that ..."
2. The Chairman has the duty to determine if the motion is in order. It must comply with the rules governing the running of your club. You must decide if the motion if accepted is workable. If the motion is not in line with your rules or is not capable of being implemented then you must reject the motion, but you must also explain the reasons behind your decision.
3. If the motion is acceptable the Chairman must call for a seconder to the motion. No debate on a motion may take place until the motion has been seconded. If there is no seconder move right along, 'there's nothing to see here'.
4. Once seconded the mover of the motion has the right to speak to the motion. Once the mover has spoken the seconder is called upon to speak to the motion. The seconder will normally decline, choosing to listen to any argument against the motion and before placing their rebuttal.
5. After the mover has spoken the Chairman will call for speakers against the motion. If there are no speakers against the motion, the motion is put to the vote immediately.
6. If there are speakers for and against the motion these speakers address the meeting in turn until all those who wish to speak have spoken, or all argument in the debate has been exhausted.
7. Where there has been debate against the motion the mover has a right of reply.

The secretary will then read the motion for the last time.

The vote is then taken. The decision on whether the motion will be accepted is generally a majority vote. However, in the case of Rule changes more than 50% of votes in favour may be required. The Chairman will need to ensure that the rules relating to "notice" of a proposed Rule change have been fulfilled. Once proper notice is given, the Secretary should establish the required majority to pass a Rule change motion [refer 2 above].

## AMENDMENTS TO THE MOTION

Amendments to the motion may do one of several things:

- add to the original motion
- subtract from the original motion
- substitute words in the original motion

## HOWEVER AMENDMENTS MAY NOT:

- negate the current motion
- be moved by the mover or seconder of the original motion

Note that only one amendment may be under discussion at any one time. If another member at the meeting wishes to make an amendment they may foreshadow a motion for discussion after voting on the present amendment has concluded.



The process for amendments is:

1. The amendment is moved
2. The Chairman decides if the amendment is acceptable - and that must be that it does not change the original intent of the motion. If not acceptable the Chairman must state the reasons why.
3. If acceptable the Chairman calls for a seconder to the motion. If there is no seconder then debate resumes with the original motion.
4. The mover of the amendment then speaks to the motion. The seconder may speak at this time if they so desire.
5. A speaker against the amendment is then called. If there is no speaker against the amendment then the amendment is put to the vote immediately.
6. If there is a speaker against the amendment the rotation of those for and against is taken until all have spoken, or till all new debate has been exhausted.

**Please note that this motion is NOT a vote of no confidence in the Chairman.** It is simply a procedural way of disagreeing with a meeting procedure ruling made by the Chairman. If members of the meeting do not agree with the Chairman's ruling then they need to vote against the motion that that ruling be upheld.

### **THE MOTION BE PUT**

1. This motion is moved to terminate discussion and bring the matter to a vote.
2. The Chairman has discretion whether to accept this motion, and should be satisfied that the matter has been reasonably discussed and that the views of the minority have been heard.
3. Once satisfied the Chairman may accept the motion. It does not require a seconder and shall not be discussed, amended or adjourned.
4. If the closure motion is carried, the main motion is subject to a right of reply by the mover of the original motion and then put to the vote.
5. If the closure motion is carried whilst an amendment is being discussed, it is only the amendment that shall be put to the vote.
6. If the closure motion is lost, discussion continues on the matter before the meeting.
7. A person who has already moved, seconded, or spoken to the main motion or any amendment may not move the closure motion.

### **PROCEED TO THE NEXT ITEM OF BUSINESS**

1. This motion is moved to shelve the matter before the meeting.
2. This motion can be moved at any time after the main motion has been moved and seconded.
3. The Chairman has discretion whether to accept this motion.
4. Any person who has already moved, seconded, or spoken to the main motion or any amendment may not move it.
5. It does not require a seconder and the motion shall not be discussed.
6. If carried, discussion on the matter before the meeting is terminated and is considered as being disposed of for that meeting. The meeting proceeds to the next item of business. If this procedural motion is moved and carried whilst an amendment is before the meeting, it has the effect of terminating discussion on the amendment.



The next item of business therefore is the main motion.

7. If lost, discussion on the matter before the meeting continues.
8. There is no right of reply for an amendment. The secretary reads the amendment and the vote is taken.
9. If the amendment is carried the amendment becomes part of the original motion and is subject to further discussion or amendment.
10. If there is any discussion or amendments take the foreshadowed amendments first.

## **COMMON PROCEDURAL MOTIONS**

### **POINTS OF ORDER**

A point of order may be taken in respect of any irregularity in the proceeding. For example the motion before the meeting may be outside the scope of the meeting, there has been a failure to comply with the rules, or that improper language has been used.

Any person may rise and address the chairman on a point of order.

The chairman shall cease all proceedings and listen to the point of order.

The mover of the point of order shall confine any observations and comments to the specific point of order raised.

The chairman may permit others to speak to the point of order briefly provided no new matter is raised.

The chairman shall then rule on the point of order.

### **MOTIONS OF DISSENT**

On occasions following a point of order, or when the chairman has made a ruling there may be persons who disagree with the ruling.

Any person who disagrees with the chairman's ruling may move that the ruling be dissented from.

The chairman shall cease all proceedings to allow the motion of dissent to be considered.

The motion must be seconded and may be discussed, but the discussion must be brief, to the point and no new matter may be introduced.

The motion shall take the positive form and is usually moved in the form: 'That the Chairman's ruling be upheld'

There is no need for the chairman to vacate the chair whilst the motion of dissent is being discussed or voted on.

### **THE MOTION LIE ON THE TABLE**

This motion is moved to suspend discussion on the matter before the meeting for continued discussion at a later time.

It applies to original motions and amendments.

The Chairman has discretion as to whether to accept this procedural motion.

It is not debatable and does not require a seconder.

If carried whilst an amendment is being discussed, both the amendment and the motion lay on the table.

The question may be discussed later at the same meeting, or another meeting, by using the motion "The Motion be taken from the Table."

### **MOTION OF RECOMMITTAL**

When the motion has been dealt with at a meeting, this motion may be moved to permit the meeting to rediscuss the original motion.



It may be that new material or information has come forward that could change the manner in which the previous motion has been considered.

The Chairman has discretion as to whether to accept this motion.

If carried it has the effect of taking the original motion back to the same position as immediately prior to being put and may be further discussed and amended.

### **MOTION OF RESCISSION**

On occasions motions that have previously carried may be found to be unworkable or a mistake has been made.

**A rescission motion has the effect of negating the previous decision**

## **RULES OF MEETING PROCEDURE**

### **PREAMBLE**

1. Subject to any Legislation, Apex Constitution or Manual Requirement, Club Rule or Standing Order ("Rule") to the contrary, these rules of meeting shall govern the conduct of all Apex meetings.

2. From time to time, Standing Orders may be suspended upon a resolution of the meeting, to allow for unusual or unforeseen circumstances.

### **NOTICE OF MEETINGS**

3. Subject to any Rule to the contrary, reasonable notice shall be given of every meeting.

4. A notice convening a special meeting shall specify the nature of the business to be transacted and the meeting cannot act outside the scope of the notice.

### **QUORUM**

5. Subject to any Rule to the contrary, a quorum comprises at least one-half of the persons entitled to vote.

6. A quorum shall be present at the commencement of a meeting and shall be maintained throughout the meeting.

7. If during a meeting a quorum is not present, the Chairman shall close the meeting or adjourn it for such period as they think fit.

8. When a meeting is adjourned for lack of a quorum, due notice of the adjourned meeting shall be given to all persons entitled to be present; **the adjourned meeting shall be empowered to transact business even though a quorum may not be present.**

### **MINUTES**

9. The minutes of a meeting shall be read and confirmed at the next regular meeting.

10. On a resolution of a meeting, minutes may be taken as read.

11. A motion confirming the minutes shall not require a proposer or a seconder, but may be put by the Chairman in the following manner: "You have heard the minutes of the last meeting read; is it your wish that I sign them as a correct record of the proceedings?"

12. Any inaccuracy in the minutes shall be indicated prior to the result of the motion being declared; any discussion shall be confined to the particular point.

13. After the minutes have been confirmed and signed by the Chairman they shall not be altered.

### **CORRESPONDENCE**

14. The Chairman may direct that correspondence be read without requiring a motion to that effect. Each





letter or other communication may be dealt with after having been read or distributed and the appropriate action taken by resolution, but no motion shall be required if no action is desired.

## **REPORTS**

15. The Chairman may determine whether a report shall be given to a meeting without requiring a motion to that effect, irrespective of whether such report is to be presented by a member or a person not a member.

16. After a report has been given the meeting may deal with it by motion for its adoption, rejection, reference back for further report, or such other action as may be desired, but no motion is required if no action is desired.

## **MOTIONS AND AMENDMENTS**

17. Motions and amendments shall be proposed and seconded, except as provided herein.

18. No discussion shall be permitted on a motion or on an amendment until it is seconded, and if there is no seconder it shall lapse, except that the Chairman, before calling for a seconder, may allow the mover to briefly explain the import and purpose of the motion.

19. A person may second a motion for an amendment pro forma in order to permit discussion; the seconder need not support or vote for the motion.

20. A motion shall be clear and unambiguous, shall be couched in precise and definite language, shall comply with any prescribed Rule as to form and notice, and shall be affirmative in form.

21. A proposer may withdraw a motion or an amendment with the consent of the seconder, and with the agreement of the meeting.

22. An amendment shall not, except with the Chairman's permission, be moved by the proposer or the seconder of the motion.

23. An amendment can be proposed even though the motion is one of which due notice has been required and given.

24. An amendment shall relate to the matter involved in the motion and shall not be a direct negative of the motion.

25. A right of reply is exercisable by the proposer of a motion, but not by the proposer of an amendment.

26. The debate shall be terminated when the proposer of the motion has replied.

27. An amendment shall be voted on before the original motion is put.

28. If the amendment is lost the original motion is revived and is subject to further amendment until all amendments have been disposed of.

29. Amendments may be dealt with in any order provided each subsequent amendment differs from the motion and the defeated amendments.

30. If the amendment is carried the amended motion becomes the motion and may be further amended.

31. Amendments are not amendable. If an amendment is carried, then Rule 30 applies.

32. If no further amendment is proposed the amended motion as carried takes the place of the original motion and becomes the motion. It is then put to the meeting as a motion, subject to right of reply.

33. One amendment only shall be discussed at a time, but a person may inform the Chairman an intention to foreshadow an amendment and may state the form of the foreshadowed amendment but shall not propose or discuss it until the amendment before the meeting has been dealt with.

## **POINTS OF ORDER**

34. Any person may at any time rise and address the Chairman on a point of order, but shall confine any observations to the point of order raised which shall be taken immediately the breach of order occurs.



35. A point of order may be taken in regard to any irregularity in the proceedings, for example:

(a) That the motion before the meeting lies outside the scope of the notice calling the meeting;

(b) That there is no quorum present;

(c) That there has been a failure to comply with some Rule;

(d) That improper language has been used.

36. A speaker called to order shall be given an opportunity to explain.

37. The Chairman shall rule on the point of order taken, but may, before doing so, permit others to speak briefly provided no new matter is introduced.

### **MOTION OF DISSENT**

38. Any person who disagrees with the Chairman's ruling may move that the ruling be dissented from. This motion shall be seconded and may be discussed, but the discussion shall be brief and to the point, and no new matter shall be introduced.

39. The Chairman shall not be required to vacate the chair while the motion of dissent is being discussed or voted on.

### **MOTION OF RECOMMITTAL**

40. When a motion has been dealt with, a motion of Recommittal may, at the Chairman's discretion, be moved to permit the meeting to re-discuss the original motion. If the motion of Recommittal is carried the original motion stands in the same position as immediately prior to being put and may be further discussed and amended.

### **MOTION OF RECISSION**

41. Motions previously carried can be rescinded because they are unworkable or a mistake has been made. In this case a motion of recission is required. Such a motion can be moved at any time and by any member entitled to move or second motions.

### **PERSONAL EXPLANATION**

42. A previous speaker who feels they may have been misrepresented or misquoted by a subsequent speaker may on request to the Chairman be given permission to make a personal explanation which must be brief.

### **GENERAL**

43. Discussion shall not be permitted unless there is a motion before the meeting.

44. Discussions shall be relevant to the matter before the meeting, whether it be a motion, an amendment, a point of order, or a personal explanation.

45. Speakers at a meeting shall rise and shall address the chair.

46. The Chairman may at any time rise to address the meeting and any person then speaking shall resume their seat.

47. No person shall speak more than once to a motion, except the proposer of a substantive motion who is entitled to reply. This procedure can be relaxed at the Chairman's discretion at 'informal' meetings.

48. A previous speaker to a motion may again speak on an amendment or a motion for the adjournment of the debate, on a point of order and, by permission of the Chairman, in personal explanation of previous remarks.

49. The Chairman decides which speaker is entitled to priority provided that the meeting may by resolution determine that a particular person shall or shall not be heard, and a motion to that effect shall be moved and seconded but not debated.

50. The Chairman may require a speaker to resume their seat if the time prescribed is exceeded or, if no time is prescribed, a reasonable time for speaking.



51. The meeting may by resolution determine that a speaker be no longer heard. This motion shall be moved and seconded but not debated.
52. The Chairman shall have the power to terminate a debate after a reasonable discussion.
53. The Chairman of a meeting shall be impartial, but may take part in a discussion, and may move or second a motion or an amendment provided only if the Chairman vacates the chair after appointing a temporary Chairman.
54. The business of the meeting shall be conducted in the order of the agenda, unless the meeting determines to take the items in some other order.
55. The Chairman shall not adjourn a meeting of their own accord in order to avoid its coming to a decision on a matter before the meeting. The Chairman may, to preserve and restore order, adjourn a meeting for a short period or until another day.

## **VOTING**

56. Voting on motions and amendments shall be determined on the voices, or by show of hands.
57. If the Chairman is in doubt as to the result or if any person present so requests, the Chairman shall require a show of hands and shall appoint two scrutineers from the meeting to count the votes.
58. If the Chairman is doubtful as to the counting of the votes the Chairman may forthwith take another vote, even though the result of the vote has been declared.
59. The Chairman shall not be required to determine the voting by a poll (the recording of votes of writing), or by a division.
60. Elections shall be determined by written ballot.
61. The Chairman, other than the Chairman of a Convention, may exercise an original vote.
62. Subject to any Rule to the contrary, the Chairman shall have a casting vote in the event of there being an equality of votes.

## **FORMAL MOTIONS**

### **THE CLOSURE**

63. The closure is moved to terminate discussion and bring a matter to vote. The form of the motion is:  
*"That the motion be now put."*
64. The closure shall be proposed but not discussed, amended or adjourned. No seconder is required.
65. If carried, mover of original motion puts the main motion immediately subject only to exercise of right of reply.
66. If it is lost, discussion continues on the main motion.
67. The closure may be applied to an amendment, in which case only the amendment is put.
68. The Chairman has discretion as to whether to accept a closure motion and would need to be satisfied that the matter has been reasonably discussed and that the views of the minority have been heard.
69. The closure may be moved while another person is speaking.
70. A person who has already moved, seconded, or spoken to the main motion or any amendment may not move it.

### **THE PREVIOUS QUESTION**

71. The previous question is moved being taken on a motion. The form of the motion of the previous question is: *"That the motion be not now put."*



72. The previous question can only be moved upon a motion, not while an amendment is being discussed.
73. It can be moved after the disposal of an amendment and takes priority over all other amendments.
74. The previous question may be discussed and during the discussion the main motion which it is desired to shelve may also be debated .
75. If the previous question is carried the main motion can not be brought forward at the same meeting but may be proposed at a subsequent meeting.
76. If the previous question is lost the main motion must be put without further discussion, subject to the right of reply by the mover of the original motion.

### **PROCEED TO NEXT BUSINESS**

77. The object of the motion 'That the meeting proceed to the next business' is to shelve the matter before the meeting.
78. The motion can be moved at any time other than while another person is speaking, provided, however, each item on a printed agenda must be heard to point of the mover of the motion having the right to speak to their motion if the motion has been seconded, unless the mover is absent or has withdrawn the motion, before the Chairman can accept a motion: "That the meeting proceed to the next business."
79. A person who has already moved, seconded, or spoken to the main motion or any amendment or the matter then being discussed by the meeting may not move it.
80. This motion shall be moved but there shall be no discussion or amendment. No seconder is required.
81. If it is carried, discussion on the matter before the meeting is terminated, and the meeting proceeds to the next business, the matter under debate being considered as disposed of for that meeting.
82. This motion may be moved while an amendment is being discussed, and if carried, the meeting resumes discussion on the main motion. The next business is the main motion.
83. Business shelved by a resolution that the meeting proceed to the next business may only be brought up again on notice of motion for a further meeting.
84. If lost, the motion may be moved again at a later stage of the meeting.

### **ADJOURNMENT OF DEBATE**

85. A motion for adjournment of the debate is moved for the purpose of shelving the matter being discussed.
86. The adjournment may be to a definite date or indefinitely.
87. If the motion is carried the particular matter being discussed (both motion and amendment) is adjourned, but the meeting proceeds with other business.
88. This motion shall not be moved while any person is speaking.
89. The motion may not be moved or seconded by any person who has already moved or seconded or spoken to the main motion or any amendment.
90. The motion may be discussed and speakers to the main motion or any amendments may speak to the motion for adjournment of the debate.
91. The motion for adjournment may be amended as to time, date, and place. No other amendments shall be permissible.
92. The mover of this procedural motion has a right of reply, however the mover of the original motion is not put if the procedure motion is carried.
93. If lost, the motion may be moved again at a later stage of the meeting.
94. The business to which the debate related shall have priority over another except formal business at the



next meeting.

### **ADJOURNMENT OF MEETING**

95. The motion for adjournment of the meeting may be moved during the course of debate on a matter before the meeting.

96. The motion may not be moved or seconded by any person who has already moved or seconded or spoken to the main motion or any amendment.

97. The motion may not be moved while another person is speaking.

98. The motion may be discussed.

99. The motion may be amended as to the time, date and place of the adjourned meeting; no other amendments shall be permissible.

100. If the motion is lost, it may be moved again at a later stage of the meeting.

101. If the motion fixes no time and date the meeting shall be adjourned to the next regular meeting.

### **MOTION LIE ON TABLE**

102. This motion applies to original motions and amendments.

103. It is not debatable or amendable.

104. If carried on an amendment, the original motion and the amendment lay on the table.

105. The question may be later discussed at the same or subsequent meeting following the motion that *"The question be taken from the table."*

### **AUTHORITY**

106. Where any matter is not provided for in the Rules, *"Guide for Meetings and Organizations"* by N.E. Renton, shall be followed.

### **CHAIRMAN'S ROLE**

107. The Chairman shall use discretion at all times as to the strict (or otherwise) conduct of meetings.

**108. *The most important assistance a Chairman can give to any meeting is common sense.***



# GOAL SETTING

*“A Journey of a thousand miles begins with a single step”*

## INDIVIDUAL GOAL SETTING

- 1. Start by making an inventory of your dreams, the things that you want to have, to do, to be and achieve.** Create the work achievements, family achievements, Apex achievements, people, projects and feelings that you want to be a part of your life. Relax about how you are going to get to these goals - which will be dealt with later. Commit to writing non-stop for 10 to 15 minutes. Feel like a winner while you are writing.
- 2. Go over the list you made, estimate when you expect to reach these goals; one month, six months, 1 Year, 5 years.** Now look at how your list came out. Are all your goals short term, or are they long term or is there a balance of both. If all your goals are long term you will need to develop some steps to take you there. If all your goals are short term think about how you want to be remembered at the end of your life.
- 3. Pick out the four most important goals for you for the next twelve months.** The things that you are most committed to most excited about and would give you the most satisfaction. Also write down why it is important that you achieve them. WHY you do something is much more important than HOW to do it. If you have a big enough WHY, you can always figure out HOW.
- Now that you have a list of your key goals, review them against the guidelines for formulating goals that follows this section. If they violate any of these conditions, change them to fit.
- 5. Make a list of the strengths you already have at your disposal.** These may include your character traits, friends, financial, education, time, energy, skills and tools. As you write, focus on times when you made effective use of those resources to achieve goals in the past.
- Write down at least three times in your life when you were totally successful in business, relationships, sport, or financially. Describe what you did that made you succeed and what qualities or resources you used.
- 7. Describe the kind of person you would have to be to attain your goals.** Will it take self discipline, education, time, courage, commitment? Write two paragraphs about all the character traits, skills, attitudes, beliefs and disciplines you would need to have as a person in order to achieve what you desire.
- 8. Write down, in a few sentences, what prevents you from having the things you desire right now.** Dissect your personality to see what's holding you back from achieving what you want. Do you fail to plan? Do you plan, but fail to act? Do you try too much at once? Do you get so fixated on one thing that other opportunities go past?
- Now take each step of your four key goals (created in step 3) and **create a first draft of a step by step action plan** on how to achieve it. Start with the goal and ask “What would I have to do first to accomplish this?” or, “What prevents me from having this now, and what can I do to change the situation?” Make sure your plans include something you could do today.
- 10. Come up with some role models.** The surest way to succeed is to model someone who has already done what you want to do. Write down the names of three to five people who have achieved what you want to achieve, and specify in a few words the qualities that made them successful. Imagine for a moment that each of these people is going to give you some advice about how to best go about accomplishing your goals. Write down some main idea that each person would give you if they were speaking to you personally.
- 11. Create your ideal day.** What people would be involved? What would you do? How would it begin? Where would you go? Create your ideal day from the time you get up to the time you go to sleep.
- 12. Design your perfect environment.** Let your mind go. Design an environment that would bring out the best of all that you are as a person. Where would you be? What tools would you have? What support would you have around to make sure you achieved and created all you desired in life?



## GUIDELINES FOR FORMULATING YOUR GOALS

**1. State your goal in positive terms.** Say exactly what you want to happen.

**2. Ensure that your goals are S.M.A.R.T.**

**S - Specific**

How does your goal look, sound, smell and feel? Engage all your senses in describing the results you want. The more sensory rich your description, the more you will empower your brain to create your desire. Clarity is power.

**M - Measurable**

Know how things will look, how you will feel and what you will see and hear in your external world after you have achieved your goal. You need some way of keeping score.

**A - Achievable**

Motivation to achieve is highest when you see yourself as having a 50/50 chance of successfully achieving the goal. Goals set lower provide no sense of achievement and goals set higher cause us to abandon hope.

**R - Responsible**

Be in control and ensure that the responsibility for the goals is yours. Things that you can affect directly, not dependent on other people having to change.

**T - Time Limit**

The goal and each step in achieving it needs to have a time limit for completion. A deadline is a powerful motivator.

**3. Verify that your goal is ecologically sound and desirable.** Extend into the future the consequences of achieving your goal to ensure it benefits you and other people.

**4. Make sure that your goals are written down.** If you don't write them down they are still only dreams. The process of writing our goals and action plans transfers your daydreams into specific and measurable actions that you can accomplish.



# PROBLEM SOLVING

Problems encounter each of us everyday of our lives. In many instances the problem is a simple one and it is easily overcome. In other cases it may not be a simple case to solve and more time is required to overcome the problem. Like many other things problem solving follows a few basic steps and when followed in their logical order resolutions to the problem will be forthcoming.

A basic approach to problem solving is:-

## **Define the Problem**

### **Define your objective**

### **Develop a range of solutions**

### **Compare your solutions to your objective**

### **Make your decision and act on it**

### **Follow up and make corrections**

## **DEFINE THE PROBLEM**

Obtain as much information and opinion from your members as to what they perceive the problem to be. If it is to do with membership, then what are the causes of the Club's membership decline? When did the change first begin? What else happened at the same time? How have these things affected our Club? What makes our situation unique? Too often we all jump to solutions without fully defining the problem. Read the following section on barriers to effective problem solving.

## **DEFINE YOUR OBJECTIVE**

What are the results we are looking for in this situation? What **MUST** we achieve that is measurable and time limited. What are the additional things that we would like to achieve, the **WANTS**? Do we have a priority of objectives, are some more important than others? A Club can only focus on a limited range of objectives. If you have too many then you will achieve nothing.

## **DEVELOP A RANGE OF SOLUTIONS**

The more solutions you can generate the greater the chance you have of being able to combine effective solutions together. The more initial solutions you can develop the greater the flexibility you have when the results of your actions are not as you had anticipated. If you only have one solution and it doesn't achieve the desired result, then you are back to square one.

## **COMPARE YOUR SOLUTIONS TO YOUR OBJECTIVES**

In turn compare each of your potential solutions to your stated objectives in terms of the **MUSTS** and the **WANTS**. Solutions should always be compared to the objectives rather than to each other. The degree to which a solution achieves your objectives provides a consistent measure for each solution. At the same time each solution needs to be evaluated on the basis of:

- Building on the Club's strengths
- Solutions must limit the impact of the Club's weaknesses
- Evaluate solutions in terms of quick impact and long term impact - A mixture of both is desired.
- Try something that has not been used in the past - if you continue to do what you've always done in the past, you'll continue to get what you've always got.

## **MAKE YOUR DECISION AND ACT ON IT**

Given the above comparisons of possible solutions against your objective, which solutions or combinations of solutions provide the best result at a manageable risk level? Effective group decision making is one of the most important aspects of successful Clubs. If everyone is committed to the decision then the Club will do whatever it





takes to produce the objective.

Next identify the major steps or chunks involved in achieving the solution. Identify when they are to be completed by and who is responsible for completing them.

**FOLLOW UP AND MAKE CORRECTIONS**

As we all know things seldom work out the way we expect them to. The key to an effective action is follow up to review the results of our actions and then take corrective steps to get the result that we wanted.

Follow up and evaluation are essential and must be scheduled with responsibilities to allow for frequent evaluation.

# OVERCOMING BLOCKS TO EFFECTIVE PROBLEM SOLVING

<p><b>PERCEPTUAL BLOCKS</b></p> <ul style="list-style-type: none"> <li>Being prepared to see the truth</li> <li>Accepting diversity of views</li> <li>Recognizing problems</li> <li>Seeing the problem in perspective</li> <li>Separating cause and effect</li> </ul> <p><b>EMOTIONAL BLOCKS</b></p> <ul style="list-style-type: none"> <li>Be prepared to make mistakes or look foolish</li> <li>Have Patience</li> <li>Courage = Commitment + Doubt + Action</li> <li>Taking Risks</li> <li>Able to accept disorder to achieve change</li> <li>Need for challenge</li> </ul> <p><b>INTELLECTUAL BLOCKS</b></p> <ul style="list-style-type: none"> <li>Seek knowledge or advice in the problem solving process</li> <li>Creative thinking</li> <li>Flexible thinking</li> <li>Being methodical</li> <li>Recognizing inadequate information</li> </ul>	<p><b>COMMUNICATION BLOCKS</b></p> <ul style="list-style-type: none"> <li>Using appropriate language</li> <li>Effective presentation skills</li> <li>Adequate explanations</li> <li>An active management style</li> <li>A flexible management style</li> </ul> <p><b>ENVIRONMENTAL BLOCKS</b></p> <ul style="list-style-type: none"> <li>Focus on the solution</li> <li>Limited distractions, Physical comfort, Necessary Support</li> <li>Necessary Support</li> <li>Moderate stress levels</li> <li>Good communication</li> <li>Stimulating work</li> <li>Acceptance of personal responsibility</li> </ul>
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# National Awards Manual

1. **Trophy Register**
2. **The Newman O’Dea Association Dinner Notice Award**
3. **Lorraine Jansen Electronic Newsletter Trophy**
4. **Whopper Gavel**
5. **Eric Hooper Service Award**
6. **Travelling Map Trophy**
7. **Golden Stirrer Trophy**
8. **Kava Bowl**
9. **John Stokes Boomerang**
10. **Mary Kathleen Membership Trophy**
11. **The Donald Mackay Citizenship Initiative Award**
12. **Apex Week Publicity Award**
13. **National President Gavel and Stand**
14. **The Langham Proud District Governor of the Year Award**
15. **The Ewen Laird Apexian of the Year Award**
16. **Harry Hodges Best First Year Apexian**
17. **The Sir John Buchan Memorial Young Apexian of the Year Award**
18. **Apex Australia Best Club Award**
19. **Public Speaking Awards**
20. **22 Year Award**
21. **27 Year Award**

## 1. Trophy Register

1.1 A register of awards shall be maintained and updated annually by the National Board at the conclusion of the National Convention/AGM; this register shall include a list of all awards and trophies presented by the Association.

1.2 No new National Trophies or Awards shall be introduced unless discussed at a Board Meeting and accepted at another Board Meeting.

1.3 The National Board shall call for nominations for all awards (with the exception of Senior Serving Apexian Award, Whopper Gavel and Golden Stirrer Trophy) sixty (60) days prior to each National Convention/AGM.

1.4 Nominations for all Awards (with the exception of Senior Serving Apexian Award, Whopper Gavel and Golden Stirrer Trophy) will close thirty (30) days prior to each National Convention/AGM and shall be forwarded to the National Board for distribution to the nominated judges.

## 2. The Newman O’Dea Association Dinner Notice Award

Award Preamble

During the early developmental years of Apex the task of distributing information to the rapidly expanding association became too great a burden for then Secretary-Treasurer (Sir) John Buchan. A decision was made to produce a magazine style bulletin. The first Editor was Newman O’Dea of the Geelong Apex Club. A natural choice for the position, Newman O’Dea was a journalist by profession with extensive experience in Ballarat, Melbourne and Geelong. It was his incredible skills and dedication to Apex that evolved the Apexian Magazine. The first Apexian was produced in July 1933. His famous quote within the magazine



*"..... Apexians, this is your magazine, the Association is yours.  
You belong to Apex, Apex belongs to you.  
What are you going to do with it....."*

still bears relevance to modern Apex. In late 1942 Newman O'Dea passed away after a long illness at the young age of 35 after having been the Apexian editor for 9 years. Life Governor and Secretary Treasurer Roy Fidge paid tribute to Newman O'Dea. ".....he (O'Dea) was one of the first members of the original Apex Club in Geelong and always maintained his interest in and concern for Apex. During his years of editorship he produced something which forged a main link between clubs, one which has become our greatest medium for an interchange of ideas especially for rank and file members. He was associated with everything likely to further the Apex ideals of fellowship and service....."

This style of editorship only further encouraged clubs to produce their own quality newsletters and bulletins. The Association Newsletter Award is dedicated to the memory of Newman O'Dea with the ideals of encouraging inventive and practical Club newsletters with the principles of providing information both local, State and National as well as entertainment and fun for the membership. It was Newman O'Dea's creativeness that has led to the idea that Clubs produce newsletters and bulletins that are enjoyable to read. This award is a tribute to this pioneer of the Apex Club Newsletter. [NBApr02]

2.1 There shall be an annual competition to ascertain the best newsletter produced by the Club in the Association during the 12 months ending June 30th in each year. Nominations shall be forwarded to the National Board who shall judge them in accordance with a marking system approved from time to time by the National Board. At least three separate issues of the nominated Club's Dinner Notice shall be submitted with the nomination. The winner is to be announced at the National Convention/AGM and recorded in the minutes.

2.2 Entries will normally be the winner of the Region Newsletter Award in the year nominated.

### **3. Lorraine Jansen Electronic Newsletter Trophy**

#### **Award Preamble**

"Lorraine Jansen was instrumental in the formation of the Women's Association of Apex Clubs in 1990. Serving as the first National President in that first year. A Member of Adelaide Northern District Women's Apex Club she also held the position of National Membership Chairman for the two subsequent years. Leaving women in Apex in good hands following the merger of the two Associations, Lorraine retired from Apex in 1998. This award was carried over from the Women's Association and is in recognition of her outstanding contribution to Apex. This Award recognizes excellence and diligence in the area of Club Newsletters". It also serves to acknowledge the new electronic medium used by many clubs.

3.1 The Club judged to have the best on-line newsletter will be awarded the Lorraine Jansen Newsletter Trophy.

3.2 The award is to be judged by the National Board in the same manner as the Newman O'Dea Association Dinner Notice Award.

### **4. Whopper Gavel**

#### **Award Preamble**

In order to encourage members to attend National Conventions an idea for a Gavel competition was borrowed from 20-30 International. At the 1948 Perth National Convention, Melbourne Apexian Tom Bellair presented a Gavel to be awarded to the Club with the best attendance at Conventions, taking into account distance travelled and the percentage of members of the Club present. Wollongong Apex Club was the inaugural winner of the Award, which came to be known as the Whopper Gavel. [NBJul01]



4.1 The Gavel shall be awarded annually at the National Convention/AGM to the Club which in the opinion of the Board has the best representation of active members at the National Convention/AGM having regard to the distance travelled by the most direct practicable route and the difficulties encountered in such travel.

4.2 The Gavel shall circulate freely throughout the Association.

4.3 The Gavel shall be tabled at all Dinners and General Meetings of the Club in possession of such Gavel and if it is not tabled by the holding Club it may be claimed by any Apexian or Apexians or meeting and shall be forfeited by the holding Club.

4.4 If one-third or more of a Club visit the holding Club's Dinner or General Meeting the holding Club shall forfeit the Gavel provided that if two or more Clubs fulfil this quota the Club travelling the greatest distance shall be entitled to take the Gavel.

4.5 The Club holding the Gavel two weeks prior to National Convention/AGM shall return the Gavel to the National Board at the Convention/AGM at least 24 hours before the Official Opening of the Convention/AGM.

4.6 Clubs and Apexians shall not deliberately impede circulation of the Gavel which shall be engraved as circumstances warrant.

4.7 Clubs hosting National Conventions/AGMs of either of the two Conventions/AGMs following that Convention/AGM shall not be eligible to be awarded the Whopper Gavel.

4.8 Each Club acquiring the Whopper Gavel during the course of the year shall notify the National Board when the Gavel comes into its possession and again when possession is relinquished.

## **5. Eric Hooper Service Award**

### **Award Preamble**

Eric Hooper is often a forgotten figure in Apex folklore. The three Founders take pride of place in the pages of Apex history. But it was Eric Hooper who stands alone as our first Association President. Eric Hooper was one of the Charter members of the first Apex Club in Geelong and was present at the inaugural meeting of the young men's organisation on 19th November 1930 when the idea first developed.

He was subsequently on the first Geelong Apex Club Board when it formed on 10th March 1931. In 1932 in Geelong at the second Apex Conference and the first as the Association of Apex Clubs, Eric Hooper was appointed as the first Association President for the 1932-33 year. He went on to be the Association Secretary-Treasurer from 1933-35. In recognition of the excellent services rendered to Apex he was appointed the Association's first Life Governorship in 1936. This Award was named in their honour as our first Association President and one of the true Founders of our Association of Apex Clubs of Australia. [NBJul01]

5.1 The Eric Hooper Award is a perpetual trophy to be presented at the National Convention/AGM.

5.2 The Award shall be given to that Club whose service project is judged by a panel of judges chosen by the Awards Committee.

5.3 The service project shall be judged according to the following guidelines. ·The project must be imaginative and workable. ·It must be of definite community benefit as befits the Apex service ideal. ·The project must be a project either completed or nearly completed in the Club year preceding the closing date for entries. ·The same project from any one Club may only win once.



5.4 Clubs submitting projects for consideration shall send a report of the project to the National Board which said report shall include:

- a brief outline of the project from planning and feasibility through to implementation.
- the service project results which may be a progress report and shall contain photographs and publicity material and
- a cost estimate or Financial Statement.

5.5 The entries may be circulated to Clubs and/or displayed on the Apex Web Site.

5.6 The winning Club will receive a permanent record of having won.

5.7 Entries will normally be the winner of the Region Service Award in the year nominated.

## **6. Travelling Map Trophy**

6.1 The Travelling Map shall be presented to the President or Representative of the Club or Region who shall host the next National Convention/AGM and shall remain the property of the host Club or Region until the next National Convention/AGM when it shall be handed over to the President or representative of the host Club or Region of the next National Convention/AGM. [NBAug02]

6.2 The Map shall bear an engraved plaque signifying the year and location of each National Convention/AGM.

## **7. Golden Stirrer Trophy**

7.1 The Golden Stirrer Trophy shall be presented to the most effective Delegate at a National Convention/AGM as decided by the Sergeant-At-Arms.

## **8. Kava Bowl**

8.1 The Kava Bowl is to be presented to the Club or Region which has made the greatest contribution to Overseas Service in the twelve months prior to the National Convention/AGM. [NBNov01]

8.2 The Kava Bowl award shall be judged by the Awards Committee and shall be presented at the National Convention/AGM.

## **9. John Stokes Boomerang**

Award Preamble

John Stokes was a Member of the Mount Gambier Apex Club in South Australia. In 1962 he was elected to the position of President of WOCO. During his term of office he overcame significant issues that threatened to disband WOCO. In 1962 Active 20/30 had threatened to withdraw from WOCO and it was through John's persistence that this was averted. John Stokes dedication to international relations and the encouragement for Apexians to travel overseas to visit other like minded service organisations, in particular other Apex Associations, was the background to the subsequent striking of this award. This award is presented in recognition of Regions who make the effort to promote the Fourth Ideal, that of promoting international understanding and friendship. [NBJul01]

9.1 The John Stokes Boomerang award shall be presented to the Region with the highest percentage membership (yearly average) attendance at any overseas Apex Association's National Convention held during the 12 months prior to Apex Australia's National Convention/AGM. The award is to be presented at National Convention/AGM.

9.2 The Awards Committee shall judge this award.



## 10. Mary Kathleen Membership Trophy

10.1 The Mary Kathleen Membership trophy shall be awarded to the Club which has the greatest increase in membership in the twelve (12) months since the last National Convention/AGM.

10.2 The presentation of the trophy shall be made at the following National Convention/AGM.

10.3 The winner shall be decided based on the figures contained in the census due by the 30th June in any year.

## 11. The Donald Mackay Citizenship Initiative Award

### Award Preamble

Don Mackay was an active Member of the Griffith Apex Club and numerous local community organisations with a passion for young people, believing it was their right to grow in an environment that fostered better citizens. Throughout his Apex career Don Mackay was a keen 'conventioneer', deeply interested in International Relations. He was instrumental, with his peers in the commencement of Apex Sri Lanka, travelling there on numerous occasions building many friendships as a result.

Donald Mackay was awarded Life Membership of the Griffith Apex Club in 1974 and on retiring from Apex continued to serve the community he loved as an active concerned citizen, even running for State Parliament. Unfortunately Don Mackay is better known for his mysterious disappearance in July 1977, a result of his being named in court as an informant in relation to the location of a drug crop in 1976. He was never seen again. A subsequent Royal Commission left Griffith and Donald Mackay branded for life.

Unfortunately for his family and the Griffith Community, Don became popularly known as an "anti-drug campaigner". Don Mackay was one who stood against the tide of those that produced and sold drugs to our children. When he saw a wrong he tried to make it right. He was not outspoken but he was a competent, effective speaker, a concerned, active citizen and devoted family man that worked tirelessly to assist those he perceived to need a hand.

Don Mackay through his untimely disappearance in 1977 inspired the model of integrity all Apexians should hold dearly. He worked for his community through active citizenship living a simple life of altruism out of genuine care and concern for his fellow citizens because he believed he could make a difference, and by sharing his dreams with others he knew they would experience this too.

His fellow Griffith Life Members believed Don's example of active Citizenship is the foundation of all Apex activity. By active citizenship we have a service to perform and fellowship to enjoy with those whom we invite to assist to make the dream a reality. As such, an award was struck in their honour in 1988 with the inaugural winner being Cohuna Apex Club. The Donald Mackay Citizenship Award, presented annually at our National Convention/AGM in memory of this outstanding Apexian, recognises an Apex Club for their efforts in building a better community in that year by undertaking a local Citizenship initiative. [NBJul01]

11.1 The Donald Mackay Citizenship Initiative Award is a perpetual trophy which shall be awarded at the National Convention/AGM. The winning Club will receive a permanent record of having won.

11.2 The award shall be given to that Apex Club or Apexian whose citizenship initiative is judged by a panel of judges chosen by the Awards Committee.

11.3 The citizenship initiative shall be judged according to the following guidelines;

- The initiative must be imaginative and workable.
- It must have definite community benefit
- The initiative must be a project either completed or nearly completed in the Club year preceding the closing



date for entries

- The same initiative may only win once.

11.4 Clubs may nominate their own initiative or an initiative of one of their members by submitting a report of the initiative to the National Board for consideration. The report shall be complete and concise and should include:

- an outline of the initiative from planning and feasibility through to implementation
- the citizenship initiative results which may be a progress report and shall contain photographs and publicity material
- a cost estimate and a Financial Statement

11.5 The entries may be circulated to the Clubs and/or displayed on the Apex Web Site. Entries will normally be the winner of the Region Citizenship award in the year nominated.

## **12. Apex Month Publicity Award**

12.1 The Apex Month Publicity Award shall be awarded to the Club which obtains the best press coverage in Apex Month.

12.2 The Award shall be presented at the National Convention/AGM immediately following Apex Month.

12.3 The award shall be judged by the Awards Committee.

## **13. National President Gavel and Stand**

13.1 The National President Gavel and Stand shall be handed over at the National President's Handover to the incoming National President by the outgoing National President.

## **14. The Langham Proud Regional Communicator of the Year Award**

Award Preamble

The role of Regional Communicator is the most vital of all Association positions. Without a hardworking, intelligent and communicative Regional Communicator, the Region cannot be successful. The idea of Regions is in fact the idea of development and fellowship amongst neighbouring clubs. This is the greatest gift that one of our Founders Langham Proud gave to our Association. Langham Proud was one of the three Founders of Apex. He served as Secretary of the original Club during its formation as the Young Business Men's Club and then as it transformed to the Apex Club of Geelong on March 10th, 1931.

Langham Proud later moved from Geelong to Camperdown and it was their efforts to form a Club there that produced the Camperdown Apex Club. The inaugural dinner held in August 1931 resulted in the development of Apex from two clubs – Geelong and Ballarat to three –and as a result our Association was born. Langham Proud was the Fellowship Director on that first Camperdown Apex Club Board.

Langham was then instrumental in the formation of Districts when he formed part of the Investigating Committee to develop the Association into Districts at the 1934 Albury National Convention. The idea of Fellowship, something that is so vital in the role of Regional Communicator is bound by the efforts of Langham Proud who was awarded Life Governorship in 1945. He was an Apexian who not only founded the first Club but also worked tirelessly in the development of Apex through other areas. This award is dedicated to his memory so that Regional Communicators' can aim to achieve fellowship, development and success in their Regions.

This award is to be presented annually at the National Convention/AGM to the Regional Communicator who has best represented their Region and the Association during the year.

14.1 The award shall be judged by the National President or their nominee.



14.2 A perpetual trophy which shall be retained until the next National Convention/AGM shall be awarded.

14.3 The winner shall receive a permanent trophy.

## **15. The Ewen Laird Apexian of the Year Award**

### **Award Preamble**

The greatest achievement any Apexian can make is that of service to their community, their Club and to themselves. Ewen Laird, was one of those people. One of the three Founders of our Association it was his foresight combined with that of the other two Founders, Buchan and Proud that lead to the development of what is the only Australian born Service Club.

As part of the developing Club, he served on the Committee of the initial Young Business Men's Club soon to evolve into Apex. It was Ewen's imagination and forethought that developed the symbol we wear over our hearts today: the Apex symbol. The first meeting of Apex Victoria held on 26th July 1931 adopted a coat emblem designed by Ewen Laird as the official badge. Consisting of a triangle enclosing five rays of the rising sun it symbolised the rising generation of youth with the base of Citizenship and sides of Fellowship and Service. It was Ewen Laird's imagination and dedication that led us to where we are today.

Ewen Laird's time spent overseas in 1933 also assisted in the development of our International Relations in particular that with the Round Tables of Great Britain. His ongoing correspondence between Apex and Round Table during that time was one of the factors that culminated in the development of the group of Service Club's thread together in what is now known as WOCO.

Awarded Life Governorship in 1945, Ewen Laird remains as one of the three fathers of modern Apex. This award is dedicated to his memory and presented to an Apexian who symbolizes what our Association strives for. It is presented to an Apexian who upholds all that was first developed by Ewen Laird and Buchan and Proud, one who upholds the Ideals of Apex and serves their Club and community in an exemplary manner [NBApr02]

15.1 This Award is to be presented annually at the National Convention/AGM.

15.2 The Award shall be judged and presented by the National President.

15.3 Each Regional Communicator shall nominate one Apexian from their Region for this Award. The Apexian nominated will be the Region winner if the Region has an award.

15.4 A perpetual trophy shall be awarded and the winners name inscribed accordingly. A permanent trophy will be awarded to the winner.

15.5 That the minimum criteria for applications for this Award be:

- to have fully upheld the Ideals of the Association of Apex Clubs;
- to have contributed towards their Club and the community in an exemplary manner.[ NCAug02]

## **16. Harry Hodges Best First Year Apexian**

### **Award Preamble**

Harry Hodges is remembered by the Association as a long-standing, very active Member from New South Wales. Harry took an uncompromising stand on issues of importance, particularly where necessary to protect the interests of the Association. Harry is best remembered however for this affinity with the younger members of our Association and his guidance to those members. Harry's efforts remind us that we must value and treasure our first year Apexians whilst listening to their ideas but guiding them in accordance with our Ideals.





16.1 The Harry Hodges Best First Year Apexian shall be awarded to the Apexian judged to have completed their best first full year in Apex.

16.2 This Award to be presented annually at National Convention/AGM.

16.3 The Awards Committee shall judge this Award.

16.4 Each Regional Communicator shall nominate one Apexian from their Region for this Award. The Apexian nominated will be the Region winner if the Region has an award.

16.5 That the minimum criteria for applications for this Award be :

- to have completed one full calendar year in Apex
- to have been awarded the VIP Award for accruing at least 100 points according to the VIP Program within their first year in Apex
- to have fully upheld the Ideals of the Association of Apex Clubs
- to have contributed towards their Club and the community in an exemplary manner

16.6 National Office shall send the list of Apexians completing the VIP Program in each Region to the Regional Communicators at least 6 weeks prior to the National Convention/AGM.

## **17. The Sir John Buchan Memorial Young Apexian of the Year Award**

### **Award Preamble**

The name John Buchan is synonymous with our history. He was one of the three Founders of the Geelong Apex Club and was a prominent figure in the subsequent formation of the Association of Apex Clubs. At the second Convention held in Geelong in 1932 the Association was formed and John Buchan was appointed as Association Secretary-Treasurer. He was National President in 1935 and was awarded Life Governorship in 1945.

Sir John Buchan was a strong advocate for youth both in his days as an Apexian and beyond. He served on numerous National forums to discuss youth related issues and was influential in the restructure of the Apex Association in the 90's. He was a visionary and saw our Association as one that had an important part to play in Australia's future. Sir John Buchan viewed youth and their own future as vital for Australia and this award named in his honour is one that recognises the achievement of young men and women in Apex. [NBJul01]

17.1 Each Region may submit the name and details of one [1] outstanding young Apexian [an Apexian under the age of 25 years at the time of the close of nominations] to the National Board. The Apexian nominated will be the Region winner.

17.2 The Young Apexian of the Year Award shall be awarded to the Apexian who during the year made an outstanding contribution to the future of Apex and who has future leadership potential.

## **18. Apex Australia Best Club Award**

### **Award Preamble**

This award was originally titled the Chris McGurgan Best Club Trophy and was first presented to Clubs within the original Women's Apex Association. It was then transferred to encompass all clubs after the 1997 merger. Chris McGurgan was the Women's Association of Apex Clubs of Australia National President in 1994/95 and 1995/96. The Award was renamed the Apex Australia Best Club Award in 2002 to recognise the successful merger of the two Associations and growth and success of Apex Australia and to celebrate the achievements of the Associations most outstanding Club for the previous twelve months. [NBNov02]



18.1 The Apex Australia Best Club Award shall be awarded to the Club considered to be the best for the Apex year last concluded or if the Convention/AGM is held prior to the end of the current Apex year, for the Apex Year to be imminently concluded.

18.2 The Award shall be judged by the voting members of the National Board.

18.3 Each Regional Communicator shall nominate one (1) Club from their Region for consideration for this Award. If any Region had already judged for the Apex Year in question its best Club, then that Club shall be the nominee for this Award. The winner of the Award shall be judged at the Pre-Convention/AGM National Board Meeting.

18.4 A perpetual Trophy shall be awarded to the winning Club. The Club shall receive a permanent Trophy.

## **19. Public Speaking Awards - The Bevan Rutt Public Speaking Award.**

### Award Preamble

Bevan Rutt of the Adelaide Apex Club was the 1950 delegate to the WOCO Convention in Vancouver and was appointed to the position of World President of WOCO at that same Convention. Bevan Rutt was so impressed by the benefits derived from public speaking contests that on his return he actively pursued, developed and successfully commenced a National Public Speaking Competition that was subsequently named after him. The first competition was held at the 1954 Bunbury National Convention and the inaugural winner was Max Lemon of the Adelaide Apex Club. [NBJul01]

19.1 The winner of each Region Public Speaking Contest shall compete in the Association final to be held at the next succeeding National Convention/AGM at a time nominated by the National President.

### General Rules [NBApr06]

19.2 Each finalist may speak on a subject of their choice; however the subject and content must be appropriate to a mixed audience which may contain children. The content of the finalist's speech shall be original to themselves. [NBJul99]

19.3 The duration of each speech shall be five (5) minutes with a warning bell at four (4) minutes.

19.4 The order of speakers shall be selected by ballot.

19.5 Adjudicators shall be three (3) in number, selected by the Convention Committee.

19.6 The Adjudicators' marking sheet shall be that which is contained in the Apex Manual.

19.7 The Adjudicators shall select a chairman who shall announce the winner and shall not deliver an individual criticism of each speaker.

19.8 All competitors have the right to:

- know their placing
- meet the Adjudicators provided that the Adjudicators are willing to do this.

19.9 The winner shall not be entitled to participate at any succeeding National Convention/AGM.

19.10 The Chairman at a National Convention Public Speaking Finals shall be the National Youth Manager or as directed by the National President. [NBApr06]



19.11 The Chairman at the National Senior Public Speaking Competition at a National Convention shall be the National Youth Manager or other National Chairman as directed by the National President.

19.12 The Chairman of all National Public Speaking Competitions has the right to stop a contestant speaking if the subject or content is not appropriate to a mixed audience which may contain children. [NBApr06]

19.13 The Chairman at a National Junior Public Speaking Final shall be the National International Youth Manager or other National Manager as directed by the National President.

19.14 Should a contestant who wins their Region competition decide not to compete in the National Competition then the runner-up in the Region Competition will be entitled to compete in the final.

#### Organisation

19.15 The following people will be responsible for various aspects of the competition:

- National International Relations & Youth Committee Chairman

19.16 Coordinate National competition for State winners

19.17 Select three (3) adjudicators for each competition

19.18 Regional Communicator or other person as directed by the Regional Communicator.

19.19 Arrange transport for their competitor and chaperone to National Convention/AGM.

19.20 Arrange accommodation for their competitor and chaperone.

19.21 Arrange National Convention/AGM registrations for their competitor and chaperone.

#### National Convention Committee

19.22 Suitable venue with stage, lighting and seating for audience

19.23 Microphones

19.24 Lectern

19.25 Apex Adjudicators for each competition (suitable qualified)

19.26 Apex Public Speaking Score Sheets (from web site) 3 for each participant plus spares

19.27 Biros

19.28 Chairs and desks in 4 separate locations in venue (1 for each adjudicator and 1 for the time keeper and chairman)

#### A Time Keeper

19.29 A Stop Watch

19.30 A Bell [NBOct04]



## **20. 22 year award**

The National Board shall present an inscribed walking stick to Members of Clubs on the 22nd anniversary of that person's membership.

## **21. 27 year award**

(a) A specially made pin shall be awarded annually to all members in their 27th year of that person's membership.

(b) The award shall be purchased each year for the recipients and shall be presented at the AGM and recorded in the minutes.

(c) The recipients will be notified by National Board of their achievement or prospective achievement (prior to the Association AGM of that year) by the National Board 120 days prior to the AGM.

(d) The recipients will be invited to attend the AGM to receive their award at the cost of the Association.  
Apex Australia



# Apex Australia



## BEST CLUB AWARD NOMINATION FORM

**The Apex Region .....**

**Hereby nominates**

.....

**and provides the following in support of this application**

**Dated this   <sup>h</sup> day of .....**

**CLUB PRESIDENT**

**CLUB SECRETARY**

Please attach any additional information & letters in support of the nomination



## APEX HISTORY (for past Twelve Months)

---

### Club Details

Membership (start of year)			
Membership (end of year)			
Prospectives			
% Dinner Meeting Attendance		Number of Meetings	
Total Service Hours		Number of Events	
Interclub Visits		Total Km	
Convention/Meeting Attendance (Regional / National)			

### Details of Service / Citizenship projects performed by this club:

--

### Details as to why this club should be considered for the Best Club Award:

--



# Apex Australia



## DONALD MACKAY CITIZENSHIP AWARD NOMINATION FORM

**The Apex Club of .....**

**from the Region.....**

Nominates the citizenship project

(insert project title)

**Dated this <sup>h</sup> day of .....**

Please attach any additional information & letters in support of the nomination



***PROJECT DESCRIPTION:***

***PROJECT ACHIEVEMENTS:***

***PROJECT SPECIAL FEATURES:***

***CLUB MEMBERSHIP SUPPORT:***

***PUBLICITY RECEIVED:***

***DATE PROJECT COMPLETED:***

***STATEMENT OF AUTHORITY:***

The details given in this submission and attachments are a true and correct record.

President:

Secretary:

Date:





# Apex Australia



## ERIC HOOPER SERVICE AWARD NOMINATION FORM

**The Apex Club of .....**

**from the Region .....**

Nominates the service project

(insert project title)

**Dated this <sup>h</sup> day of .....**

Please attach any additional information & letters in support of the nomination



***PROJECT DESCRIPTION:***

***PROJECT ACHIEVEMENTS:***

***PROJECT SPECIAL FEATURES:***

***CLUB MEMBERSHIP SUPPORT:***

***PUBLICITY RECEIVED:***

***DATE PROJECT COMPLETED:***

***STATEMENT OF AUTHORITY:***

The details given in this submission and attachments are a true and correct record.

President:

Secretary:

Date:



# Apex Australia



## JOHN STOKES BOOMERANG AWARD NOMINATION FORM

(insert Region name)

With a total membership of (insert membership numbers)

Had (xx) members attend an Overseas Convention in (year)

### List of Members attending Overseas Conventions

Member Name	Overseas Convention Attended



## KAVA BOWL AWARD NOMINATION FORM

**(insert Club or Region name)**

Nominates the International Relations project

**(insert project title)**

**Dated this<sup>h</sup> day of**

Please attach any additional information & letters in support of the nomination

***PROJECT DESCRIPTION:***

***PROJECT ACHIEVEMENTS:***

***PROJECT SPECIAL FEATURES:***

***MEMBERSHIP SUPPORT:***

***STATEMENT OF AUTHORITY:***

The details given in this submission and attachments are a true and correct record.

President:

Secretary:

Date:



# Apex Australia



## LORRAINE JANSEN ELECTRONIC DINNER NOTICE AWARD NOMINATION FORM

**The Apex Club of .....**

**from the Region .....**

**Dated this <sup>h</sup> day of .....**

**Club President**

**Club Secretary**

Please attach at least three separate printed copies of the club dinner notice in support of the nomination. If unable to print, please provide a link to three on-line copies of the newsletter.



# Apex Australia



## NEWMAN O'DEA ASSOCIATION DINNER NOTICE AWARD NOMINATION FORM

**The Apex Club of .....**

**from the Region .....**

**Dated this <sup>h</sup> day of .....**

**Club President**

**Club Secretary**

Please attach at least three separate copies of the club dinner notice in support of the nomination



# Apex Australia



## SIR JOHN BUCHAN MEMORIAL YOUNG APEXIAN OF THE YEAR AWARD NOMINATION FORM

**The Apex Club of .....**

**Hereby nominates**

**As the Young Apexian of the Year**

**from the Region .....**

**and provides the following in support of this application**

Please attach any additional information & letters in support of the nomination



## APEX HISTORY (for past Twelve Months)

---

### Personal Record

Name			
Date Joined			
Club / Board Position			
% Dinner Meeting Attendance		Club Meetings	Makeups
Service Hours		No of Events attended	
Interclub Visits			
Convention/Meeting Attendance (Regional / National)			
New Members Sponsored			

### Citizenship/Community Activities (other than Apex) and Positions

Position	Organization	Service Hours

### Club Support

This nomination was sighted by and approved for submission by the Club Board at a meeting held on \_\_\_\_\_

Signed \_\_\_\_\_

Club President

Club Secretary





**Details of Outstanding Achievement performed by this member:**

**Details as to why this member should be considered for the Young Apexian of the Year Award:**



# Apex Australia



## HARRY HODGES BEST FIRST YEAR APEXIAN AWARD NOMINATION FORM

**The Apex Club of .....**

**Hereby nominates**

**As the Best First Year Apexian of the Year**

**from the Region .....**

**and provides the following in support of this application**

Please attach any additional information & letters in support of the nomination



## APEX HISTORY (for past Twelve Months)

---

### Personal Record

Name			
Date Joined			
Club / Board Position			
% Dinner Meeting Attendance		Club Meetings	Makeups
Service Hours		No of Events attended	
Interclub Visits			
Convention/Meeting Attendance (Regional / National)			
New Members Sponsored			
VIP Award Points			

### Citizenship/Community Activities (other than Apex) and Positions

Position	Organization	Service Hours

### Club Support

This nomination was sighted by and approved for submission by the Club Board at a meeting held on \_\_\_\_\_

Signed \_\_\_\_\_

Club President

Club Secretary



**Details of Outstanding Achievement performed by this member:**

**Details as to why this member should be considered for the Young Apexian of the Year Award:**



Clockwise from left

Our Mascot, "Dunk" giving a helping hand..

Working at the Apex Chalet, Snowy Mountains, NSW.

Racing hard and raising money for kids with cancer, Outback South Australia

The latest of our many overseas Work Parties.

Helping victims of natural disasters in Tasmania..





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