

THE APEX AUSTRALIA **LIFE MEMBERSHIP PRESENTATION** **GUIDE**

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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.

THE RULES

The current rules for Life Members as presented in the current Apex Manual, under section 8.5

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.

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

- 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.

Avoid

- Using a manila folder or plastic sleeve ring bound folders for presentation
- Using a clear document sleeve to present documents
- Leaving it to the last minute
- Rushing the process – this will be a keepsake the applicant can keep to remember this honour and should appropriately reflect their “life” in Apex.

THE PRESENTATION FOLDER

Presentation Folders can range in price from \$50 to 1,000. There is a range of different to see what style suits your budget and ideas, visit your local book 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, gbcsa.com.au

ph: (08) 8410 7500

Classic Bookbinders

Riverdale, WA, classicbookbinders.com.au

ph: (08) 9479 4777

Whites Law Bindery

Caulfield South, VIC whiteslaw.com.au

ph: (03) 9523 6026

Prestige Bookbinders Pty Ltd

Launceston TAS , prestigebookbinders.com.au

ph: (03) 6334 1551

WHAT HAPPENS AFTER NATIONAL BOARDS APPROVAL?

The application will be sent to Supply House so plaques, certificate and badges can be organised. Be sure to supply a monitored delivery address when lodging your application (some plaques have been known to sit on Apex Club PO Boxes for periods of time).

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 the National Office admin@apex.org.au