

# Secretary's GUIDE



## To Apex

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Apex - It's the Aussie  
word for Volunteering



# The Secretary's Guide

This Manual for Club Secretary 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 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.

The complete Manual is 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



# 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 Secretary's Guide

## INTRODUCTION

### YOU ARE THE KEY LINK IN THE CLUB

Whether you realise it or not, you are the hub of your Club. In a well organised, well run Club you will find an efficient Secretary. Make no mistake, you are in for a busy but rewarding year.

You will find that your duties can be divided into three main categories:-

Planning;

Communication;

Recording;

To be a good Club Secretary, you need to be an efficient Club administrator. The smooth functioning of your Club rests largely at your feet.

### PLANNING

You are the President's other right hand. You must meet and communicate with your President on a regular basis regarding correspondence received, forthcoming events, deadlines, Board and Club meetings, meeting agendas etc. Set yourself a time to do this - it should be regular, preferably weekly, otherwise fortnightly. But don't let it build up or it will be too much for both of you, or the correspondence will not receive the attention it may require. Regular email contact plus phone contact at least once a week is suggested.

### COMMUNICATION

You are the central communicator on and for the Board. Regular communication with Board members will facilitate efficient operation. Set up a system that ensures that Board members receive emails pertinent to their portfolio at the earliest possible opportunity. This will ensure that they have sufficient time to research any matter and be able to make a proper recommendation on a course of action. To be forewarned is to be forearmed.

You should circulate the minutes (including an action list) of Club and Board meetings within a week of the meetings. Minutes serve to remind members of the tasks that they need to pursue and other issues that arose from the meeting. Likewise agendas should be circulated prior to meetings, to give notice to members of any special discussions that may take place.

You are the link with Apex beyond your Club level. You should ensure that those items relating to the Association are dealt with promptly and that the relevant information is passed on to the President or Club Members.

### RECORDER

You are the main record keeper for the Club. Ensure that minutes of the meetings are recorded accurately and kept backed up correctly. Your records should be kept in a neat and logical method.

## PREPARING FOR YOUR YEAR

Before you start your year you should complete several tasks that will help you to perform in the most efficient manner possible. Suggested tasks are:-

- Meet with the incoming President and discuss how you will communicate on matters of importance, correspondence etc;
- Discuss with the incoming President the procedures that they wish to adopt regarding Club and Board meeting agendas;
- Spend time with the current Secretary going through their procedures regarding minutes, correspondence, supplies etc;



- Determine from your predecessor the current procedures regarding correspondence collection. Make certain that you obtain the key to the letterbox and the password to your email accounts.
- Discuss with the incoming President the calendar of events for the coming year. Share calendars with the President, board and Club members.
- Advise your local council and any other civic groups you have contact with, of the new Club Executive. Advise the National Office of the new Club Executive and the remainder of the incoming Club Board and their portfolios. Provide phone and email addresses and preferred means of contact.
- Advise the relevant Government Department of the change of Public Officer. Check online for the requirements of incorporation in your State. Many Clubs automatically require their Secretary to also be their Public Officer.

## **SUCCESSION**

One of your roles will be to ensure that your position is filled next year and that the transition is orderly.

A common error made by Club Secretaries is to over emphasise the amount of work involved in the position. This can discourage potential successors! As with any job, it can seem like a lot of work at the beginning, but as time goes by you quickly learn the most efficient ways of doing the job.

You can encourage potential successors by carrying out your duties with efficiency and flair and making the job seem easy and interesting. Make this one of your goals during the year. And above all, don't lose your sense of humor!

When it comes time to hand over, ensure that your successor is fully briefed on all current matters before the Club and that all records and property of the Club are passed on.

## **EMAILS**

One of the important jobs that you will need to do is to file all of the Club's incoming and outgoing correspondence. There are many ways to file the information that you will handle as Secretary. Whichever way you choose to file, the important thing is to be able to easily locate any information that you may be called upon to produce.

Many clubs create their own email address, using a free email server. This ensures that the mail is never lost and can be passed on to your successor. Save emails in logical folders and sub folders so that others can locate them when needed. You should also ensure that the passwords are regularly updated, try to strike a balance between keeping this information secure and ensuring the necessary people have access to it.

Some suggested folders are:-

Association Circulars and Mail

Incoming Board Matters

Completed Board and Club Minutes

Apex Supply House

Odds and Ends

Immediate Action

If you pass on correspondence to a director then consider retaining a separate folder for yourself. You should ensure that any correspondence sent outwards by other Club members is copied to yourself.

Before handing on your role some culling of previous year's emails will be necessary. Minutes of Board and Club Meetings must be kept. Other than that you should keep correspondence and documentation that can have some relevance in future years. In general you should do the culling with your President, especially if you are not certain what to keep or discard.





## **MINUTE TAKING & RECORDING**

### **GENERAL NOTES ON MINUTE RECORDING**

Minutes of Club and Board Meetings are an important, *if not the most important part of a Club*. The minutes of meetings are a history of the activities and decisions of the Club. They can become the basis of the Club's history.

Minutes must be complete, yet concise, accurate, expressing only facts (not the writers opinions) and set out in such a way that ready reference can be made at any time to any item discussed in the past.

The minutes should clearly indicate:-

The particular nature of the meeting - Club, Board, Annual General Meeting etc;

The date, time, and place the meeting was held;

The name of the Chairman;

Where the number attending the meeting is small, the names of all of those in attendance. At larger meetings names are not necessary (except the Chairman's), but the number of people present should be recorded;

The business of the meeting set down in chronological order, starting with the appointment of Chairman (where necessary), followed by the confirmation of the minutes of the preceding meeting and then a record of each item dealt with at the meeting.

You may want to consider using a tape recorder or smart phone to record the meeting. These can be particularly useful for longer meetings. However note that you may then need to allow time to 'relive' the meeting when it comes time to type the minutes.

Consider using a minutes recording template at the meeting to assist. A sample of such a proforma is included in this manual.

Points to note when preparing minutes after or during the meeting:-

Precise wording should be used to list any decisions made - the minutes need to list the facts, not be descriptive;

Motions and amendments should be stated clearly and must include an indication as to whether they were carried or lost;

The names of the mover and seconder to each motion and amendment needs to be recorded;

Numbers for and against need not be recorded unless the rules of the meeting state that certain motions need to be carried by a prescribed majority (eg three quarter majority);

When contentious matters have been raised and discussed and it is considered that differing points of view should be 'minuted', it is essential that the recording should be strictly accurate and objective;

For ready reference each item in the minutes should contain a separate item number.

As discussion proceeds during the meeting you should take notes or make points that will help you to prepare the minutes of the meeting as accurately as possible. You may not require your entire note taking statements, but the minutes are likely to be more accurate if you do use notes, rather than relying on your memory alone.

Store the recorded minutes to allow for permanent storage. An online free server, such as yahoo or google will provide plenty of storage ofr your minutes.

### **ACCEPTING THE MINUTES**

The first item of business at the next meeting is to accept or confirm the minutes of the previous meeting. These may be read aloud or, if they have been circulated to members between meetings they may be taken as read.

Wherever possible avoid reading the minutes out at the next meeting. It can be time wasting and more often than not members tend not to listen to the minutes as they are read. Reading the minutes is a very boring start to a meeting. The minutes should be circulated to the members before the meeting via email. This gives members the



chance to review the minutes at their leisure and to ensure that all matters have been actioned as necessary.

Business arising from the previous minutes should be the next item on the agenda. You will usually report to the meeting on actions and resolutions that came from the previous meeting.

Any amendments to the minutes should be recorded, and then the motion "That the minutes of Club meeting XXX (as amended) be accepted as a true and accurate record" should be moved. It should be moved by someone who was in attendance at that meeting, but it can be seconded by anyone.

Once the minutes have been accepted, the Chairman of the meeting at which the minutes have been accepted should sign and date the minutes to indicate their acceptance.

If any business covered in the minutes is reopened at subsequent meetings, the original minutes must not be altered. Methods of 'correcting' motions in previously accepted minutes are:-

If an error in the minutes is discovered, then another motion can be moved to correct the relevant part of the minutes;

If a motion proves unworkable, or a mistake has been made, then a motion of rescission should be moved to negate the previous (unworkable) motion;

If new information has come to light, then a motion of recommittal should be moved to enable discussion of the motion once again. This enables the matter to be revisited and a vote to be taken once again on the original motion.

A sample set of minutes has been included for reference at the end of the Secretary's section. This shows one way to record the minutes, there are many ways that this can be done.

## **CORRESPONDENCE**

### **RECEIVING EMAILS**

You should update your club email as soon as you take on the role. Ensure you receive copies of stored emails. Make sure that your emails are checked regularly, and forwarded onto to other club members prior to meetings if required.

### **CLEARING THE MAIL BOX**

If you have a physical mailbox clear it on a regular basis and ensure that all correspondence is read and actioned as necessary.

You should try to make sure that the mailbox is cleared a day or two before the meeting and that you sort this correspondence out.

Avoid picking the mail up on the way to the meeting, or printing out your emails prior to leaving work. This correspondence will not get dealt with correctly, as you don't have time to read and consider it properly. It also means that the appropriate Director does not get time to consider it. This practice also creates a poor impression at your meeting, as you stumble to open the envelopes or read emails. A well organised Secretary will enable your meetings to flow smoothly and quickly.

### **SORTING RECEIVED MAIL**

At a set time prior to your meeting sort through all correspondence received. If necessary, forward some to the relevant directors as soon as possible so that they can action the information or requests before the meeting and come prepared to make a recommendation to the Club or Board meeting.

You should get together with the President after your have sorted all of the correspondence and advise them of any items in the correspondence that require their attention. You should sort out with the President which items of correspondence must be discussed at the next Club meeting and those that can be held over until the next Board meeting.



## **REPORTING THE INCOMING CORRESPONDENCE**

Avoid, wherever possible, standing up and reading out every piece of correspondence to the Club meeting. If you do read out all of the correspondence then this is a sure-fire way to make the meeting drag on and waste time. You may choose to read out only a summary of the items that you have earmarked for discussion at the meeting.

It is suggested that you circulate a summary of the correspondence at the meeting, or prior via email, providing information on the basics of the letter, from who it was received and to who follow up action was assigned.

## **OUTGOING CORRESPONDENCE**

All correspondence on official club business should be prepared on official letterhead with the Apex Logo. Templates are available online.

Wherever possible all communications made verbally, such as by phone, should be followed up by a written email confirming details of the conversation. This provides written confirmation and some form of record.

Always ensure that if other members write emails or letters on club business they cc you in on their correspondence. All outgoing correspondence should be listed for consideration by the club at your meetings.

## **ACCEPTANCE. OF CORRESPONDENCE**

The Club or Board meeting should accept all incoming and outgoing correspondence. This may be resolution, or by a formal motion. A typical motion to move is *"That the inwards correspondence be accepted and the outwards endorsed."*

## **WRITTEN COMMUNICATION**

Writing is one form of communication and as such the primary objective is to make your ideas so clear to the reader that they can not be mistaken. The process involved in writing official documents is exactly the same as that which you use when writing to a friend - it is only the format and style that you change. Your objective - to get the message across - is always the same.

The best way of ensuring that your message is understood is to consider WHY you are writing and WHO will be reading it.

### **WHY ARE YOU WRITING?**

- To check or clarify
- To give information
- To ask for information
- To persuade or influence
- To initiate action
- To remind
- To placate
- To complain
- To instruct
- To explain
- To record

### **WHO WILL BE READING IT?**

What will be their attitude - their perceptions, assumptions, prejudices?



What is their attitude to Apex?

What sort of interest do they have in the topic?

What information do they have?

What information do they want/need?

## **SEVEN STEPS TO EFFECTIVE COMMUNICATION**

### *Decide What to Say*

Before you sit down to type, make sure you are clear in your mind as to what you want to say to the recipient. Remember the 5 W's. Who, What, When, Where and Why (or How). It needs to be clear and concise. Put yourself in the reader's position.

### *Put the Information in Sequence*

Note down the information you want or need to provide and order it logically.

### *Allow a Paragraph for Each Issue*

If there are a number of points that you want to make, devote a paragraph to each topic.

### *Think About your Subject Line*

A well crafted subject line will help grab your reader's attention even before they have opened your email..

### *Use Simple Words and short sentences*

Many people use unnecessarily complex words. If you use appropriate (yet easily understood) words there will be less risk of your message being mistaken. Short sentences will help the reader to understand your message. Keep it simple, short and to the point. But not too short.

### *Use Punctuation to Help Understanding*

Punctuation is essential to understanding ordinary speech. Similarly, it is important to use punctuation to make your written sentences readily understandable. Be careful however, of burdening your sentences with unnecessary or "incorrect" punctuation!

### *End by Pointing the Way Ahead*

This means telling your reader clearly what will happen next or what they are expected to do. Do not leave the reader asking what needs to be done. Have you addressed all of the five W's mentioned earlier?

### *Take the Time to Check*

Don't hit 'send' without checking that your email is clear and concise. And polite.

## **KEEPING IN TOUCH WITH THE ASSOCIATION**

Apex Australia issues a regular email newsletter. Make sure your club is subscribed, make sure you receive the newsletter personally. It will be important to share it with all members of your club to ensure everyone is kept abreast of the activities in our wider Association.

On Facebook Apex maintains a open, public site and a closed Members Only forum. Ask to join both. Update the public page with any good news your club has to share.

Towards the middle of each calendar year your club will receive notification of the National AGM or Convention. There will be important issues proposed at our Convention which will require your clubs consideration. Insufficient votes returned may invalidate the result and waste a lot of people's time and effort in preparation, so DO ensure you return the ballot form promptly.

The ballot is your chance to decide what National focus your Club wants to participate in for the following year.



## **MEMBER'S BADGES**

You will be required to order replacement badges for your Club members. This includes badges for the incoming and outgoing Presidents. Badges are to be ordered from Apex National Supply House using the official order form, available from our website. Ensure that you write legibly and that you have spelt the names and other details correctly.

### **Do you have these items?**

Access to the current Apex National Supply House catalogue, order form and Badge order form;

Guest Badges or stickers;

New Members Kits. You should always have at least one New Members Kit in stock and replace it whenever you induct a new member;

Club Bannerettes or Club mementos that could be given to Guest Speakers so they remember their evening at the Club;

Certificates of Appreciation, Debating and Public Speaking score sheets and other items that are useful at Club Meetings;

Club Rules and Standing Orders;

Association Constitution, By-Laws and Best Practices.

## **CONTACT NUMBERS**

The Apex web site also lists the contact details for the Association officers. Visit [apex.org.au](http://apex.org.au) for up to date contact information.

## **EXAMPLE CORRESPONDENCE AND MINUTES.**

The following few pages show examples of various types of correspondence that may help you get started. For further help you can also refer to correspondence from previous years held in your Club's records.

These sample letters have been written to assist you in replying to letters that your Club may receive. Samples of letters have been included for both negative and positive replies. These are by no means the only responses that can be used. *They are guides only.*

### **SAMPLE LETTER 1**

SUBJECT: Request for funds - Painting of Scout Hall

Attn Mr F Smith

Birdsville Boy Scouts

Dear Fred,

Your recent letter requesting a donation to assist with the painting of the Scout Hall was considered at our Club Meeting last Monday. The Club is impressed by the good work you and your committee are doing for the kids in our town.

However, all our funds are fully committed to other projects and the Club is unable to assist at this time.

The Club will be reviewing its budget for next year in August. Your request will be considered at that time and if funds are available we will be in touch.



Yours faithfully,  
Jim Brown  
Club Secretary

### **SAMPLE LETTER 2**

SUBJECT: Request for funds - Painting of Scout Hall  
Mr F Smith  
Birdsville Boy Scouts

Dear Fred,

Your recent letter requesting a donation to assist with the painting of the Scout Hall was considered at our Club Meeting last Monday. The Club is impressed by the good work you and your committee are doing for the kids in our town.

However, all our funds are fully committed to other projects and the Club is unable to assist at this time. Instead, we would be able to assist with manpower to do all the painting provided that you are able to supply the paint that is required.

If this is of help to you, please telephone me on 7892 1234 any night this week to arrange further details.

Yours faithfully,

Jane Brown  
Secretary

### **SAMPLE LETTER 3**

SUBJECT: Request for funds - Painting of Scout Hall  
Mrs S Smith  
Birdsville Boy Scouts

Dear Shirley,

Your recent letter requesting a donation to assist with the painting of the Scout Hall was considered at our Club Meeting last Monday. The Club is impressed by the good work you and your committee are doing for the kids in our town.

We are therefore very happy to donate all the paint you need for the job. (Your letter states this will cost no more than \$1000). We are also able to supply some manpower to work with your committee to do the painting if this is required.

If this is of help to you, please telephone me on 7982 1234 any night this week to arrange further details.

Yours faithfully,



Jim Brown  
Club Secretary

## Getting the most from social media

Hint: it's about quality not quantity.

Clubs should use social media to build good relationships with supporters, friends, members and the wider public, rather than just to ask for donations and members.

Social media should be about building online communities that transcend into offline ones. Only after people feel connected and inspired will they follow through with some tangible kind of support..

Don't forget that social media (Facebook for most of us) is not a broadcast channel, it's there to allow people to talk to each other. That might be clubs talking to your members and supporters or it might be people talking to one another. It is two-way communication and potentially very immediate way to communicate, so focus your posts on engaging with people and getting them to talk about it.

Elements of online and offline interactions should be embedded in one another to carry that relationship between the two environments. For example, tagging people in photos taken from events is a good use of your social media page, with their permission of course. It can also be used to personally invite your strongest supporters to events. They will usually share their experience from the event through their own social media channels.

The ALS Association's Ice Bucket Challenge is one example of a fundraising campaign that successfully blurred the distinction between online and offline channels.

The campaign is not without its critics, but it has raised unprecedented awareness and funds for motor neuron disease, which affects a relatively small number of people.

To complete the challenge, nominated participants have to donate to the cause and/or film themselves having a bucket of iced water poured on their heads, before daring others to do the same via social media.

It has so far raised more than \$79 million.

The challenge worked because it was simple, fun to participate in and fun to watch, and it allowed 'ordinary' people to interact with celebrities.

It also "allowed people to proudly display their altruism, something at the heart of Apex.

Just remember that social media is a platform for discussion and community and so your club should craft your approaches and content accordingly.

Aim for quality not quantity.



# TEMPLATE MINUTES

APEX CLUB OF \_\_\_\_\_ INC

MINUTES OF MEETING No \_\_\_\_\_

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

Venue: \_\_\_\_\_

Time Started: \_\_\_\_\_

Attendance: \_\_\_\_\_

Apologies: \_\_\_\_\_

Guests: \_\_\_\_\_

## Secretary's Report

Minutes of Previous Meeting:

### MOTION:

"That the minutes of club meeting number \_\_\_\_\_ be accepted as a true and accurate record."

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Carried/Lost

Business arising from the Minutes:

### Inwards Correspondence:

### Outwards Correspondence:

### MOTION:

"That the inwards correspondence be accepted and the outwards endorsed."

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Carried/Lost

Business arising from the Correspondence:

### Guest Speaker:

Name: Topic:

Introduced By: Vote of Thanks:

Treasurers Report:

General Account Balance: \$





Service Account Balance:       \$

Other Account Balances:       \$

Accounts for Payment:

MOTION:

“That the account balances be accepted and the accounts passed for payment.”

Moved:                               Seconded:                               Carried/Lost

### **Director’s Reports**

Service:

Social:

Newsletter Editor:

Youth & Apex Action:

International Relations:

Public relations and Publicity:

President:

Sergeant At Arms:

Raffle Winner:

Critic:

Meeting Closed:



# SAMPLE MINUTES

**Minutes of Meeting Number 392 of Apex Club of Nowhere Inc  
held on 1st April 2005 at the Nowhere Bowls Club**

**Chairman:** S Schmidt

**Present:** A Shore, J Coho, S Heep, Denny Crane, Danny Crane, J Espenson, , B Horowitz, P Lewiston, T Wilson, D Bauer, B Chase

**Apologies:** E Poole

**Guests:** Regional Communicator - J McNall

Chairman Shirley called the meeting to order at 7.05 PM, and welcomed all members and guests to the meeting.

**The Ideals of Apex and the Invocation were recited by all present.**

## **1. Secretary's Report** (Alan Shore)

Motion 1: "That the minutes of meeting number 391 be accepted as true and correct."

Moved: Alan Shore                      Seconded: Denny Crane                      CARRIED

There was no business arising from the minutes.

The secretary tabled the correspondence inward.

Motion 2: "That inwards correspondence be accepted."

Moved: J Espenson                      Seconded: B Horowitz                      CARRIED

Action required by correspondence held over to next Board meeting.

## **2. Treasurers Report** (Jeffrey Coho)

General Account                      \$2,341.00

Service Account                      \$1,231.09

Social Account \$789.23

Motion 3: "That the account balances be accepted."

Moved: Jeffrey Coho                      Seconded: Brad Chase                      CARRIED

Annual dues were now required, and deadline was 21st April.

## **3. Service Report** (Danny Crane)

Service work to build children's beach house scheduled for 15th May - numbers required by 5th April so can plan catering.

## **4. Social Report** (Bethany Horowitz)



Next Social - 21st April - Luna Park visit - list being circulated looking for starters to allow for catering.  
Social after this would be 15th May - after service work - BBQ.

## **5. International Relations** (Paul Lewiston)

Report received from Bursary Child - to be included in next Club Newsletter.

## **6. Public Relations** (Shirley Schmidt)

Article on Club's efforts with beach house was published in local paper last week - follow up article to appear after next service work - interest had been expressed by local residents, looking to help with project.

## **7. RC Jim McNall**

National Convention 23rd & 24th June - Blacktown, NSW

National Convention Motions need to be discussed

## **8. Newsletter Editor** (Brad Chase)

Next Deadline for reports is 9th April - thank you to Shirley for filling in whilst on holidays

## **9. President** (Shirley)

Reminder about next Board Meeting - 5th April Denny's residence - 7.30 PM.

Reminder about next service work and forthcoming socials.

Welcomed Denise Bauer to meeting for third time.

Induction President Shirley called on RC Jim to induct Denise into the Club.

Sgt. at Arms (Tara Wilson)

## **10. General Business**

Motion 4: "That the Apex Club of Nowhere advise other Clubs in the Region of the proposed service work to be held on the 15th May and invite them to attend this work".

Moved: Tara Wilson    Seconded: Jeffrey Coho    CARRIED

11. Critique (Jerry)

Well run meeting - suggested that directors should all be including reports in the club Newsletter.

Chairman closed meeting at 9.30 PM.



# 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 ApexvClub 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)



# APEX FOUNDATION

All Apex Clubs are encouraged to be members of the Apex Foundation, as well as members being encouraged to become individual members. The Apex Foundation was established to administer the funds raised by your Clubs. Various trusts have been set up for a variety of causes that Apex continues to support.

The Apex Foundation also administers a General Trust. This Trust administers funds donated by the Clubs and Public for general use and the Membership Fees of the Apex Foundation. The funds that are in the General Trust are available to Apex Clubs in Australia for activities that your club might have planned.

The range of grants you can receive varies from \$500.00 through to \$ 2,000.00. Only only clubs that are financial members of the Foundation can apply, bear in mind that this source of grants is only available to Apex Clubs.

## **APEX FOUNDATION GENERAL TRUST GRANTS APPLICATION GUIDELINES**

It is a very simple grant to apply for. The more information you provide, the greater your chances of gaining a Grant.

Any application should include the following:

- A brief outline of the area your Club serves

- A brief outline of your own fundraising activities

- A brief outline of the status of your project

- Estimated Total Budget

- Level of community support for the project

- An explanation of how the project will benefit your community.

There are up to \$11,000 worth of grants available every year, so apply today!

All enquiries on the General Grants Trust should be directed towards Life Member Jamie Vincent:

[jimmymullet@bigpond.com](mailto:jimmymullet@bigpond.com)





heart of a community— hope of a nation

# Membership Form & Tax Invoice

NAME: \_\_\_\_\_

ADDRESS : \_\_\_\_\_

HOME PHONE NO: \_\_\_\_\_ WORK PHONE NO: \_\_\_\_\_

MOBILE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Membership Type	FEE	Donation	Totals
<input type="checkbox"/> Individual Annual Membership includes	\$ 16.50 (incl. of GST)	\$ 66.00	\$ 82.50
<input type="checkbox"/> Individual 2 Year Membership includes	\$ 33.00 (incl. of GST)	\$ 132.00	\$ 165.00
<input type="checkbox"/> Individual Gold Life Membership includes	\$ 330.00 (incl. of GST)	\$ 770.00	\$ 1,100.00
<input type="checkbox"/> Club Annual Membership includes	\$ 165.00 (incl. of GST)		\$ 165.00
<input type="checkbox"/> Club Gold Life Membership includes	\$ 1,650.00 (incl. of GST)		\$ 1,650.00
<b>TOTAL DUE</b>			<b>\$</b>

I / we would like our donation to support the following Apex Foundation Trust:

**Apex Foundation Charitable Trust \***

- Autism \*
- Craniofacial Surgery \*
- Diabetes Mellitus \*
- Melanoma \*
- Children's Cancer \*

**Apex Underprivileged Children's Trust \***

- Chalet \*
- SHACK \*
- Copper Coast Retreat \*
- Necessitous Circumstances Trust \***
- Fine Arts Trust**

**ALL DONATIONS OVER \$2 ARE TAX DEDUCTIBLE IF MADE FOR A CAUSE WITH \***

**PLEASE INDICATE YOUR PAYMENT METHOD AND PAYMENT DETAILS BELOW:**

**Payment Method (please circle) :** CHQ    EFT    CREDIT CARD(M/C    AMEX    VISA)

**Card number:**   

**Expiry Date:**    \_\_\_\_\_ / \_\_\_\_\_

**Name on Card:**    \_\_\_\_\_

**Signature:**    \_\_\_\_\_

**Cheques to be made payable to :** Apex Foundation Limited

**Post cheque with this form to:** Apex Foundation , Level 5, 201 Kent St. Sydney NSW 2000

**EFT/Direct Credit payable to :** Apex Foundation Limited

**Bank:** Westpac Banking Corporation    **BSB:** 032-099    **Account No.:** 12-2900

**APEX FOUNDATION LIMITED**  
LEVEL 5, 201 KENT ST SYDNEY NSW 2000 Ph: 02 9253 7775 Fax: 02 9253 7117  
Email: info@apexfoundation.org.au ABN:58 001 347 897



**apex.org.au**

Apex Secretary's Guide - apex.org.au