



**LADIES' CIRCLE INTERNATIONAL**  
FRIENDSHIP AND SERVICE

## **LCI's INFORMATION PACKAGE No. 9:**

### **GUIDELINES FOR THE MEMBERS OF THE LCI BOARD**

1. All Board Members are expected to read the following guidelines for their particular job.
2. Keep files and correspondence up-dated, especially minutes of the meetings.  
Keep copies of all the letters and reports that you send out during the year.  
Keep the board informed of important matters between the board meetings.  
Keep the guidelines concerning your office updated (you receive them from your successor on a memory medium. Take care, that you correct all the necessary details on that memory medium during the year).

Each Board Member should promptly refer any queries received by her to the appropriate Board Member, e.g. matters regarding finance to the Treasurer, regarding general rules to the Secretary, regarding extension to the IPP.

3. For every Board Meeting write a short Activity Report and e-mail it to all the other Board Members at least one week before the meeting.

To be included on the LCI AGM Agenda, write your full-year report and bring it to the June Board meeting (on a memory medium, if possible).

4. Language of all correspondence and meetings shall be English.
5. Allowances can be claimed from the Treasurer as follows:
  - \* When travelling on LCI business, the cheapest air fare or second class rail fare.  
EUR 0,32 per mile / EUR 0,24 per km if travelling by car.
  - \* EUR 40 per day subsistence allowance, when not hosted by circlers. If LCI pays for the hotel accommodation, the subsistence allowance is not paid.
  - \* The hostess of a Board Meeting can claim EUR 40 per officer / day (including herself).
  - \* The Treasurer pays all expenses for the LCI Conference. She makes a block booking.

Submit detailed expenses WITH RECEIPTS to the Treasurer at least one week before each Board Meeting or alternatively bring all the documentation with you to the Board meeting  
Group your expenses as follows:

- 1 Telephone, fax, e-mail and postage (if extraordinary costs)
- 2 Travel to the Board meetings
- 3 Officers Travel (i.e. any other official travels)
- 4 Travel and registration to the LCI Conference
- 5 Other costs

Allowances will be reviewed at the June board meeting.

6. Banners given out on behalf of LCI are free.  
Pins (white and gold) sold to all other Circlers EUR 5,00  
Gilt Pin (all gold) sold to councillors only EUR 5,00.  
LCI Brooch sold to all other Circlers EUR 15,00.
7. Bring files and necessary memory media (mark them carefully, what program/version has been used) to hand over to your successor at the Board Meeting held immediately after the LCI Conference.



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## THE LCI PRESIDENT

1. The President shall preside at all the meetings of the Council and Board. If she is unable to do so, the Vice President or another appointed deputy chairs all the meetings, except the LCI AGM which should be chaired by the Immediate Past President.
2. She prepares the travel list and updates it for the first Board meeting held immediately after the LCI Conference. Inform the countries that will be visited during the year in good time, to enable them to make the necessary arrangements. Ask the other Board Members to inform those Countries, they will be visiting during the year.

### 3. MEETINGS

The President is responsible for the following meetings, to arrange time and place, agendas and minutes of these meetings with the LCI Secretary. The updating of the LCI Internet homepage should also be considered in connection of each Board Meeting.

#### **Board Meetings:**

- a. **The first** one is immediately following the AGM, with the old and new Board. This is a short meeting on the Saturday morning prior to the InterNational Contact Meeting and may continue either late after that meeting or on the Sunday morning. This meeting is concerned with introducing the new Board Members to their responsibilities, for handing over files and duties lists, deciding on the Board meeting dates and places. The new President will also outline her hopes for the year and discuss her theme.
- b. **The second** one is late September/October. At this meeting, the final travels are decided, the Mid-Term Meetings prepared, special projects initiated, matters arising from the AGM, Councillor's Meeting and InterNational Contact meeting dealt with and specific duties/responsibilities may be allocated to individual Board Members, this can be done via e-mail.
- c. **The third** one in February/March is to prepare rule or guideline changes, to go through the minutes of the Mid-Term Meetings, to follow the projects, to plan initially the coming AGM, Councillors' Meeting and InterNational Contact Meeting and Forum discussion, to accept the financial report from the previous Conference, to consider any possible Full member Applications, to deal the Travel Fund grants and grants from the Associate Member Fund, to review the half-year reports from the members and to roughly plan the functions during the next year.
- d. **The fourth** one in June, is to prepare the agendas for the coming LCI Conference, to prepare the budgets and the Officers' travel for the coming year, to deal with the proposals from the Member Countries, to finalise the proposals from the LCI Board, to consider the influences of the possible rule changes to the LCI Guidelines and the LCI Information Packages, to decide of all the details concerning the coming Conference, to accept the prices and the registration forms for the next years Conference, to decide on the winner of the Membership Trophy (if possible) etc. and prepare full year report for AGM booklet.
- e. **The fifth** one immediately prior to the LCI AGM, is for a last minute check on the AGM and Councillors meeting Agenda's and to decide the Tombola price.

#### **Councillors' Meeting:**

Is held during the LCI Conference, the Councillors and the Board discuss any matter affecting LCI, including the AGM agenda. All the possible changes for the LCI Guidelines are made up here and the financial report of the previous Conference is accepted.



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**Annual General Meeting (AGM)**

Records of the Councillors' Meeting and the AGM should be made by the LCI Secretary and sent to all Member Countries by her.

**4. CONTACTS AND CORRESPONDENCE**

Keep a file of your correspondence. At the end of your year, select those, which are necessary for the next President to know and give her copies of those. Decide together with your Board, what information is given out on the Internet Homepage.

- a. **Councillors' Letters:** 3 letters to all National Presidents and Chairmen of No. 1 Circles in November, February and June, usually following the LCI board meeting and containing news and all relevant items, discussed in the Board.

In the November letter, make a reminder that you expect to receive a half year report by December 31 and a full year report by June 10.

- b. **Article for National LC Magazines:** Write articles when requested, or suggest that your letters are used.
- c. **Greetings to new Circles:** LCI Vice President sends greetings on behalf of the LCI board as long as no LCI officer attends the charter. (LCI banners may be signed by the Board Members, and used as greetings.)
- d. **Greetings to National AGMs:** Greetings to be sent to all National AGMs by the LCI Secretary on behalf of the board. An interNational report may be sent, to be read at the AGM.
- e. **Conference Committee:** Keep in contact with the Committee and country that will arrange the AGM / Conference at which you will preside. If necessary visit them prior to the Conference.
- f. Keep contact with the RTI President and possibly, with the WOCO General Secretary. Keep them updated about, what is going on in LCI and in Ladies' Circle in general.

**6. LCI CONFERENCE**

- a) Ask the Chairmen of the incoming Conferences to prepare their presentations for the Councillors' Meeting and for the AGM. Ask the Charity Project to give their necessary reports. Give them all a maximum time for their presentations. Give them the name and contact details of the AGM Convenor, so that they can consult her for any necessary practical details. Invite the next year's Conference Committee Chairman to participate the Wednesday Dinner.
- b) Inform the Countries about the details of poster exhibition during the Conference (optional).
- c) **Minutes' Secretaries:** Ask two persons to be Minutes' Secretaries of the AGM. Their minutes are to be given / sent to the LCI Secretary promptly after the meeting.  
**Tellers and Scrutineers:** Appoint two ladies as tellers. A third should be appointed as scrutineer. Inform them of their duties and make sure, that the Secretary will give them the Guidelines for Tellers and the Scutineer. Both the Minute Secretaries and the Tellers and the Scrutineer need a scenario of the AGM, if such is made. You should also give one scenario to the person, who is responsible for arrangements of the AGM. It is appropriate to remember them all with a small gift after the AGM.
- d) **Purchase candle holder:** This should be traditional of your home country, to be presented to the LCI Conference Committee Chairman at the end of the AGM (EUR 30). This is your



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personal gift for the Conference Chairman.

- e) Cocktail Party: This event will only be held if the Conference Committee or the President have secured sponsorship to cover the costs (approx EUR 750). It is held prior to the Banquet, early on the Saturday evening. The President and the Conference Committee will decide on what format the party will take depending of the funds available. The President pays for any personal guests invited.
- f) Official guests are: LCI board, Nominees for offices, Conference Chairman and Committee members, LCI Councillors, Nat. Vice-Presidents, 2 representatives from each Associate Member Country, past LCI Presidents and officers for past five years (if there is only few of them, invite all those present), Conference Tellers, Scrutineer and Minutes Secretaries and Chairmen of the following years' Conference Committees.

## THE VICE PRESIDENT OF LCI

After your election to LCI Vice-President you participate at the InterNational Contact Meeting on Saturday morning, where you will serve as the Minutes Secretary. The minutes you have produced should be sent to (after the approval of the LCI President) all participants plus copies to those Countries that were absent from the meeting. The minutes have to be distributed within a month of the meeting.

On Saturday, prior to the ICM you will participate in the hand-over meeting of the LCI Board.

1. Immediately following election as Vice President, give an introduction of yourself to the LCI Secretary to be included in the introduction letter of the LCI Board. Ask the National Vice-Presidents for a half year report by December 31 and a full year report by June 30 on their contact activities and on their other activities. These reports are needed for your reports to the Board and LCI AGM.
2. In this same introduction letters inform the Countries about the possibility to send reports for the LCI Newsletter on the web site. As Vice-President you are responsible of these articles (which now appear only on the web page). Be sure to have a data base of all the National contacts through out the world.
3. In October / November, make contact with the Conference Committee of your LCI Conference. Ask them to send minutes of their meetings to you (for the file). The previous minutes you should have received from the LCI Immediate Past President, who has been the contact person for this Conference during the last year. Inform the Conference Committee, that you need to arrange a visit to them during the year, preferably in the spring.
4. In December/January write a further encouraging letter after receiving Vice-Presidents reports. Make preliminary plans for your incoming year. Discuss them with the Board in February/March Board meeting. Look at the budget for your presidential year. Ask for the conference costs (all of them) which will be paid in your presidential year. Plan the budget together with the LCI Treasurer already in the February/March Board meeting.
5. The New President chairs the InterNational Contact Meeting at the LCI Conference. The newly elected LCI Vice President will serve as minute secretary in that meeting. Prepare a draft Agenda for the InterNational Contact Meeting in time for the June board meeting. For that meeting, you should have a plan for the activities during the next year, dates of the Mid-Term meetings and LCI Board meetings should also be announced here.
6. In June, send the agenda of ICM together with an invitation to the meeting to the past and present Vice Presidents of all member countries. In the same mailing send an address list of all new Vice Presidents (ask for it in June from the LCI Secretary) and ask them to write and send out their introductions to you and to each other. Collect the introduction letters of the new Vice Presidents for handing them over to the new LCI Vice President after her election. Remind the



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Countries to bring their short version National Directories to the ICM, together with five full National Directories for the LCI Board + One copy for the LCI webmaster.

7. Prepare your full year report for the AGM booklet for the LCI board meeting in June.

**INTERNATIONAL CONTACT MEETING:**

At the meeting, circulate a list of the participants, which has to be signed by all the Ladies attending. Collect National directories to distribute to the new LCI board. (Ask the new Vice-President for practical assistance.) The new Vice-President will serve as Minute Secretary in this meeting and the whole new LCI Board should be present (except the Imm. Past President). In this meeting you and your new Board explain your plans for the incoming year, give all necessary dead-lines and dates to the new Council. In turn, the new Council can ask the LCI Board to prepare certain items for the next years Conference and address the LCI Board for the incoming year.

Minutes to be sent to:     All present at the meeting;  
                                  Any member countries not represented at the meeting;  
                                  Immediate past and new LCI board.

The minutes shall be approved by you before distribution.

8. In June/July write a letter to the nominees. Invite them to the Councillors' Meeting and ask them to be prepared to take part to the ICM in case of their election. Send them the Agendas. Inform them about the procedure in the Councillors' Meeting and in the AGM. Ask them to prepare a short introduction of themselves for these meetings (in maximum 3 minutes each). Invite them to participate at the Wednesday Dinner. Ask them to be prepared to participate on Sunday at a Handover Board meeting and inform them about the planned first full Board meeting date and place.
9. You are responsible for the LCI Tombola (raffle) at the Conference. Buy tickets and arrange with members from your country to sell the tickets at the Conference. The Board decides the price of the tickets. You are responsible for giving the Treasurer the income at the board meeting after the AGM. If you can, purchase some additional prizes (sponsored). How the income is dealt with, see the Guidelines of the LCI Treasurer.
10. During your year as President, the LCI Officers visit some of the member countries. Plan the travel list before the June Board meeting, so that the travelling costs can be fitted in the next years' budget. Normally, the Vice-President visits at least the country, where her Conference will be held. You should choose for your presidential year travels, that don't keep you too long away from home. Long trips are normally made by the IPP. Inform well in advance which countries are in turn to be visited and by which officer. If the Countries wish to postpone the visit, it must be accepted. Inform them about the guidelines for LCI Board Members' visits.
11. At the LCI AGM, the incoming President (YOU) gives a speech explaining her theme and her plans for the incoming year.
12. Keep files:
  - General correspondence for own use;
  - Contact Ladies' file (give copy of full year report from the Associate Member Countries to the Immediate Past President and of Full Member Countries to your successor);
  - All the official contact letters you send and receive
  - Agendas and minutes of both all the Board meetings and all the meetings during the LCI Conference. These are of extreme importance and help for you during your year as president.
  - Rules and possible rule changes you find necessary to make
  - Lists and addresses of past LCI officers;
  - Guidelines and all possible corrections to the Guidelines (especially this part)
  - Any official list or report etc.All files to be passed on to your successor at the end of the year.



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## THE IMMEDIATE PAST PRESIDENT OF LCI

### 1. **Special responsibility for any extension of the LCI**

Keep a file containing all contact details of prospective member countries and of countries in formation.

2. Keep in regular contact with people interested in LC and keep their addresses on file.

3. Send the following to each new contact address obtained:

a. at the beginning: "Ladies' Circle InterNational"

b. if the interest continues: "How to form a Ladies' Circle"  
LCI Newsletters  
LCI Directory

b. when the club has been formed: "How to charter a No. 1 Circle"  
"Joining LCI"

c. Follow up them and ask them to report to you about their activities.

d. Try to find a "Godmother Country" for the new country as early as possible.

When the activities have been established in a new Country and the second circle chartered supply them information about how to form the National Association.

4. Answer all correspondence regularly and keep on file the letters and copies of replies.

5. Inform the LCI Board of details/arrangements/information concerning presentations in new countries.

6. As Immediate Past President, you are Chairman of the Travel Fund. Ask the Travel Fund Applications to be sent to you not later than 31st January, if the fund is required to attend the LCI Conference. These applications will be decided at the February/March Board meeting. Other application to the fund will be dealt with at the first available Board Meeting.

7. After the LCI Conference, hand over your extension file and all the printed material to your successor. Bring also all the stationary and banners and all other LCI material to give them to the members of the new Board.

8. Update the LCI Homepage with Charters of new countries and reports.

9. You are responsible for the Guidelines, Rule Book and LCI History book and should continually reviewing the practices of LCI, in order that Rule changes etc can be presented at the AGM. These updates will be co-operation with the LCI Secretary.

10. Prepare a full year report for the LCI AGM Booklet for the June LCI Board meeting.

## THE TREASURER OF LCI

The Treasurer is in charge of the funds of LCI in accordance with LCI rules. LCI's financial year runs from 1st of July to the 30th of June. Regularly check that all the funds are deposited in accounts that earn the highest rate possible. Remember that to transfer money from all the accounts on extra



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interest takes one month. You are the Chairman of the Associate Member Fund and a member of the Travel Fund Committee.

**GENERAL DUTIES**

- Learn the LCI rules by heart, especially those that concern finance, Travel Fund and Associate Member Fund as well as Charity Fund rules
- Prepare statements of accounts and a report for each Board meeting
- Check that the Presidential chain and other property of LCI is insured properly (normally the personal home insurance cover the Presidential chain)
- Receive the donations for the Charity Account. Immediately after the new Charity Project has been elected, transfer them a sum of EUR 1.500-7.500. Take care, that this sum is left on the Charity Account after the Project is closed. Transfer the last amount donated to the old project immediately after the AGM. The project will run up to the 30th June of the final year. All the money that comes in to the Charity account after the 30<sup>th</sup> June will be allocated to the Charity Project 'nest egg' (EUR 1.500-7.500) for use on future projects.
- Be in charge of ordering, selling and distributing the LCI pins, councillors' pins and banners. Prices as follows:
  - LCI pin is sold to members EUR 5,00 each
  - LCI Gilt pin is sold to member EUR 5.00 each
  - LCI Brooch is sold to members EUR 15.00 each
  - LCI councillor's pin EUR 5. 00 each

All profit goes to the LCI Shop.

**For budgeting and accounting purposes:**

- Officers' travel: Visits to Full Member countries, AGMs, Conference venue and Mid-Term Meetings, Visits to Associate Member countries and charters of new countries
- Board meetings: the travel costs of the Board Members to the Board meetings, meeting costs
- Conference, Board: the costs of the Board to travel to the Conference, the accommodation of the Board and the registrations of the Board, President's Cocktail, any other costs
- Conference costs: Refunds to the Full Member Countries

**AUGUST/SEPTEMBER**

**AGM/THE CONFERENCE**

At the LCI Conference, pay the costs of the Board meetings. Settle all payments (AGM venue, printing of the Agenda etc.) with the Conference Treasurer, deducting the loan, the Conference Committee has asked from LCI. Ask one Councillor from each Full Member Country to give you a detailed form of their expenses (see below), together with necessary receipts, signed by her and by you.

After the LCI Conference, reimburse to one Councillor from Full Member Country for the following:

- Travel to and from Conference venue, using cheapest fares and booked in advance, less the first EUR 120 in accordance with LCI Rule 8-19.
  - Registration
  - AGM lunch
  - Banquet
  - Councillors' Meeting lunch
  - InterNational Contact Meeting lunch
- Only those events attended can be reimbursed

The Tombola tickets are sold by Circlers from the Vice President's country. Collect the money and the name and address of the winner. The money shall be divided as follows: The winner receives the price of the conference package plus the travel costs to the next conference, providing it does not exceed more than half of the total sum. After the winner is paid, the balance is equally divided between the Charity Fund and the Travel Fund.



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At the Board Meeting immediately following the InterNational AGM, hand out expense sheets to all the new Board Members and ask for the name, account number and full postal address of their bank.

Allowances to all Board Members:

- \* EUR 0,32 p/mile / EUR 0,24 p/km or the cheapest means of travel by air, sea or rail.
- \* Postage, telephone, fax, photocopying.
- \* EUR 40 per Board Member per day per meeting to the hostess (hostess included.) the contributions towards the expenses (CTEs) to each Board Member (the sums to individual Board Members are decided in the first Board meeting)

## **THE HAND-OVER**

### **The old Treasurer:**

- handles all monetary issues at the Conference
- Takes care that the new Treasurer has the membership figures and the addresses of the new National officers to be able to collect the capitation and affiliation fees (ask copies of the draft directory information from the Secretary)
- closes the Charity Fund leaving EUR 7.500-10.000 as balance for the next Project.
- Updates the book-keeping until the hand-over
- Archives all the Accounts, sending a summary of the Full Year Accounts to HQ at Marchesi House in Birmingham and retains original information at home for 7 years.

### **The new Treasurer**

- sends out the letters to collect the capitation and affiliation fees

## **CAPITATION FEES**

Immediately after the AGM (or by mid September), send a letter of introduction, together with an Invoice for the Capitation the Treasurers / National Presidents / Chairmen of No. 1 Clubs. Remind them that the fees are due before 31 October and that they should be sent direct to the bank account of LCI. Capitation due from each country is calculated on the number of members immediately after their last AGM (thus representing the number of members during this particular LC year). This figure will have been notified to the LCI Board by the 10th of June prior to the last LCI AGM. The capitation fee will have been set at the last interNational AGM (i.e. one year in advance). The sum payable by each Country will have been agreed and signed for at the last InterNational AGM

## **AFFILIATION FEES**

New Associate Member countries will pay EUR 40 when they are admitted. New Full Member countries will pay EUR 120 when they are accepted.

## **OCTOBER/NOVEMBER**

In October, contact the Tombola winner about the amount available for her travel to the next Conference. All travel and registration procedures to be made by the recipient, but for your own convenience, send her the registration form, if available. Refund from LCI will be made on production of receipts. The winner may name someone from her Circle of her area to go instead if she is not able to do so.

In late November/December check and report to the President, if necessary, the capitation fees received. Remember to note the membership figures, since they are needed for the AGM report. Send out a reminder to those Countries, that have not paid. State them the higher amount they now have to pay. If you wrote the first letter in September to the Treasurer send this both to the Treasurer and to the President/Chairman.



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**JANUARY**

In January, contact the future LCI Conference Treasurer (of Conference over three years) concerning the LCI Conference loan of EUR 1.500-4.500.

For the February Board Meeting, prepare the budget for the following year. Consult the Vice President about the possible changes and details. Contact the Country, that is the first one on the Associate Member Fund list about their possibility for the Associate Member Fund Grant. The final number of the grants can only be decided after the final accounts of the previous Conference are ready and available. Ask them to reply to you before the February Board Meeting (whether they accept the grant or not).

**FEBRUARY/MARCH**

In February following the Board Meeting order the bar for Presidential chain (name, country, presidential year), Past President's badge (name, country, year on reverse), Past Officer's badges - Secretary and Treasurer (year on reverse). These items to be ordered from:

**Toye Kenning & Spencer (Birmingham) Ltd, 77 Warstone Lane, Birmingham B18 6NL, England.**

**MARCH / APRIL**

In March/April, send to each National President of Full Member countries an expense form where you ask their travel costs to the next Conference. Ask also for budgeting reasons, their estimated costs for the Conference after that. Give them a dead-line to return the form to you.

Check, that you have received all necessary documents from the recipients of the Travel Fund grants. The Immediate Past President should have informed them, that they have to supply to you a receipt or confirmed statement of their travel expenses and a copy of their registration form to the LCI Conference (if the money is applied for the Conference). Check that you have all necessary details for the payments.

**APRIL/MAY**

Try to clear your table as much as possible.

Ask and remind the Board Members to bring all their receipts and costs to the June Board Meeting. Try to make the books as ready as possible. Finalise the Budget for the June Board Meeting and if possible mail it to the Board Members in advance.

**JUNE**

Make the budgets and the books as ready as possible to be able to close them as soon as possible after the beginning of July. If possible arrange a pre Audit of the Accounts before the 4<sup>th</sup> Board Meeting

**JULY**

In July, get the books and accounts audited by a professional accountant. Send copies to all the National Presidents of the Full Member countries and ask them to circulate them to all their board. As soon as possible, send the financial report, balance sheet, and budgets to the LCI Secretary (or to that person in the Conference Committee, who is responsible of printing the AGM Agenda) to be included in the AGM Agenda. In July, make an advance for the incoming President, if necessary.

Contact the bank and ask them to transfer money (if necessary, enough for the Conference costs) to a bank at the Conference venue. Use bank transfers after the Conference as much as possible since they are safer than to carry around the cash money during the Conference.



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Six weeks before conference, acquire a new mandate form from the bank for the new Treasurer and President's signatures. You must notify the bank of the new Treasurer immediately after the Conference. Arrange a mutually convenient hand-over with the incoming Treasurer.

Prepare a full year report for the LCI AGM Booklet for the June LCI Board meeting

## THE SECRETARY OF LCI

### As LCI Secretary - After the Conference:

1. Attend the InterNational Contact Meeting in Saturday morning. You participate but the new vice President makes the minutes.
2. **Hand-over meeting:** Takes place on Saturday and may run into Sunday directly after the Conference.
3. **Board meeting No. 2:** Takes place normally in late September/October (only seldom it can be arranged on Monday/Tuesday after the Conference). Minutes are to be sent to both new and immediate past Board Members, after the approval of the President.
4. **You will need the following files/Discs:**
  - \* Correspondence LCI Board
  - \* Correspondence National boards Full Member Countries
  - \* Correspondence Ass/Fellow Member Countries
  - \* Agendas/Minutes from meetings and matters arising from those meetings
5. **Guidelines:**

Complete update of the Guidelines, working with the IPP and send updated copy to each new President. Update the Information Packages effected by any rules changes etc at the AGM.
6. **To be distributed as soon as possible after the Conference:**
  - \* Minutes from the hand-over meeting.
  - \* If all National directories have not been received at the conference, get copies and distribute to the board.
  - \* Collect an introduction from all the members of the new Board and make an introduction letter of the new Board (including a photograph) and mail it to all the member countries
  - \* Accept invitation for conference venue voted on at AGM. The invitation comes from the host country, reply to the National President.
  - \* Send conference guidelines and 5 LCI Directories to the newly elected conference chairman
  - \* Jointly with the President, write letters on matters arising from the conference.
  - \* Inform countries of all new dates, dead-lines and venues.
  - \* Assist the Vice President with the LCI Newsletter.
  - \* Inform the member countries about the new board's names and addresses, also the General Secretary GB&I.
7. **During the year:**

In all matters you are expected to assist the President.

  - \* Prepare a written report to give at all Board meetings.
  - \* All changes in addresses to National Boards are to be distributed to all member countries and to the LCI Board Members.
  - \* Send greetings on behalf of the LCI board to all National AGMs.
  - \* Seasons greetings are to be sent to the National Presidents / Chairmen.
  - \* All correspondence received should be forwarded to the relevant Board Member (e.g., letters from Associate Members to the IPP etc.).
  - \* Send by request LCI information packages and forms
  - \* Liase closely with the President on all matters.



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- \* Keep a separate small book to record all proposed Rule changes and Guidelines alterations discussed during the Board Meetings. This will make the annual update and AGM Proposals much easier to compile.

**8. Board Meetings**

Prepare the agenda together with the President. The agenda must be e-mailed to Board Members at least one/two weeks prior to the meeting. Minutes must be taken at all board meetings, then sent to the President for approval, following which they must be distributed to the Board Members to arrive within **three weeks** after the meeting. Make a short version of these minutes, containing all important decisions, any other matters that interest the Member countries (don't write about items, that are not yet finished, since they only can confuse the members) and distribute them to all Member Countries.

**9. April / May**

Look out for the dates of AGMs of LCI member countries. Remind them of the items which should be with the LCI Secretary by 10 June.

**Full member countries:** Any proposals; details of nominees; invitation to host LCI Conference; proposal for new LCI charity project; items for discussion at the Councillors' Meeting; 150 word annual summary (to be printed in the AGM agenda).

**Associate / Full member countries:** Proposal for new LCI charity project; items for discussion at the Councillors' Meeting; 150 word annual summary (to be printed in the AGM agenda).

**10. June**

- a) With the agenda for the June board meeting, include an item to consider the agendas for the Councillors' Meeting, International Contact Meeting and the AGM. It is the responsibility of the President and the Vice President to draw up their own agendas for their meetings.
- b) Obtain a price from a printer for the LCI directories.
- c) Together with the President, find two Minutes' Secretaries for the AGM as well as two tellers and a scrutineer.
- d) Together with the President, appoint a Minutes' Secretary for the Councillors' Meeting.
- e) Prepare a full year report for the LCI AGM Booklet for the June LCI Board meeting
- f) **By 1st July:** Send out the agendas for the Councillors' Meeting and the AGM to;
  - \* Each Councillor of Full Member Countries;
  - \* President/Chairman No 1 Circle of Associated/Fellow Member countries;
  - \* All nominees;
  - \* General Secretary of GB&I (i.e. the Head Quarters of NALC) (hard copy, not just fax);
  - \* Minutes' Secretaries (with letter of thanks for agreeing to take Minutes);
  - \* Tellers and scrutineer of the AGM.

If there are no nominees for LCI office, offers to host the LCI Conference, or proposals for new charity project, these matters should be re-circulated to all Full Member Countries. Details must have been received by the board at their meeting prior to the Conference. Nominations should always be supported by the approval of the respective National boards.

- g) Send the Guidelines (LCI Package no 8) for the tellers and the Scrutineer to these persons.

**11. At the LCI Conference**

Take minutes at:

- \* Pre-conference board meeting;
- \* Councillors' Meeting (copies to all participants and all member countries not represented), use a Minute Secretary if you want;



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- \* AGM (copies to each Councillor of Full Member countries; to President/Chairman of Associate Member countries; to LCI Board Members outgoing and incoming); General Secretary of GB&I (hard copy, not fax); Minutes' Secretaries (with letter of thanks); and to the Tellers and Scrutineer of the AGM.

**12. After the Conference**

Send out all minutes as soon as possible, copies as specified in point 11 above. All changes to LCI rules must be typed in CAPITAL LETTERS.

**13. LCI Directory**

All changes to the rules must be typed in CAPITAL LETTERS.

Update the LCI Guidelines (check: the years, membership figures, account numbers, the information of the Charity Project and any other changes that come up from the possible rule changes)

Distribute copies as follows:

a. LCI Immediate Past President:	10
b. General Secretary of GB&I.	10
c. Full Member Countries:	see the list further down, at least 5 per Country
d. Assoc. Member countries with National board;	5
e. Conference Committees for the next two years:	5
f. LCI Board Members:	3
g. Assoc. Member countries Without National board;	2
h. RTI President:	3
i. General Secretary WOCO:	1
j. LCI Weblady	1

**14. Archives of LCI**

Take care of the archiving of the LCI papers. They are regularly sent to the NALC Headquarters in GB&I and kept there. You have got separate instructions on what papers you should keep and how to file them.

Addition to Package N° 9 : see attachment



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**WHOM TO SEND NEW LCI DIRECTORIES TO**

1. Former LCI National Board Members from the last 5 years: 1 copy each

	President	Vice President	Treasurer	Secretary	IPP
2002 - 2003	Ashwini Surrendar	Gitta Kestel Obere Stadt 7 D 95326 Kulmbach GERMANY	Dagny Leifsdottir	Guri Larsen Gravarverket 14c 4327 Sandnes NORWAY	Véronique Stern
2003 - 2004	Gitta Kestel	Elana Charalambides 9 Erechtheiou str CY-2048 Strovolos Lefkosia CYPRUS	Anita Figved Kleivapiggen 4 N-4330 Algard NORWAY	Guri Larsen	Ashwini Surrendar
2004 - 2005	Elena Charalambides	Sylvia B Mwansa PO Box 32103 Lusaka ZAMBIA	Anita Figved	Veerle De Jonge Eyermanstraat 23 B-9160 Lokeren BELGIUM	Gitta Kestel
2005- 2006	Sylvia B Mwansa	Anke-Thea Dijkman	Kirsten G. Pressl Iltisweg 14 27777 Ganderkesee GERMANY	Kristel Voltenberg Magasini 3g-4 10138 Tallinn ESTONIA	Elena Charalambides
2006- 2007	Tracey Wilkinson Green Acres Mount Tabor, Halifax West Yorkshire, HX20UP ENGLAND	Kathleen A. Messina Flynn Palillos Triq l-Imghazel Swieqi STJ 11 MALTA	Kirsten G. Pressl	Kristel Voltenberg	Sylvia B Mwansa
2007- 2008	Kathleen A. Messina Flynn	Seetha Venkatesh 39-7-6 Venkateshwarapuram Labbipet Vijayawada-520 010 INDIA	Christina Jørgenson Nytoften 53 DK 5220 Odense SØ DENMARK	Linda Rodriguez-Sierra Sternstraße 1b 82110 Germering GERMANY	Tracey Wilkinson

2. Current LCI Board: 10 each, secretary all the rest
3. President Round Table International: 5 copies
4. General Secretary of WOCO: 5 copies
5. Tangent: 2 copies
6. Agora: 2 copies
7. GB&I Headquarters: 23
8. Conference committee next LCI Conference: 10 copies
9. Conference committee of LCI Conference held in 2 years time: 10 copies
10. Conference committee of LCI Conference held in 3 years time: 6 copies
11. All newly chartered LCI Countries: 2 copies
12. All LCI Countries-to-be (to be chartered this working year): 2 copies
13. All full member countries: 6 + 1 copy extra per 100 members
14. All associate members: 3 copies

Directories can be ordered extra at 5,50 €/copy