



ASE Purpose:-

- To promote friendship amongst JCI Senators
- To maintain and encourage the formation of contacts among them
- To help create national groups of JCI Senators
- Whenever possible to assist organisers of multinational JCI conferences in arranging special programmes for JCI Senators
- To provide support to LOM and NOM members of JCI whenever it is sought
- To encourage greater participation of members in the activities of the Association

Guidelines for Managing ASE Meetings

Preparation

- Make sure suitable room has been booked and required facilities and equipment will be available.
- Ensure suitable refreshments will be available
- 21 days before the meeting remind those invited to the meeting to submit reports at least 14 days before the meeting
- Agree required room layout with meeting chairman
- Chase missing reports 12 days before the meeting
- Give all reports to the meeting chairman 10 days before the meeting so that an agenda can be drafted with the meeting chairman.
- Circulate all reports and meeting agenda 7 days before the meeting
- Circulate joining instructions with details of how to get to the location and find the room when appropriate
- Organise place cards when appropriate
- Compile a summary of apologies and greetings

Notices

- Ensure formal notices for meetings are sent by email to all entitled to attend and those invited by the required date and at least 28 days before the meeting if not otherwise specified
- Notices should also be posted on the relevant social media groups
- Post notices on the web site for General Meetings and meetings where members or national organisations are invited to observe

Minutes

- Agree draft minutes with the meeting chairman within 14 days of the meeting but ideally sooner.
- Circulate draft minutes to those actively involved in the meeting, those who will approve them plus those with actions within 2 days of agreeing them.
- Post draft minutes of the AGM on the website within 14 days of the meeting
- When minutes have been approved post on the web site within 5 days
- When minutes are approved save in the ASE Archive

Attendance

- Have sign in sheet(s) with fields for name, senate number, role attending in , country and email address available before the start of the meeting
- Ensure everyone attending the meeting is recorded and if they were not present for any significant parts of the meeting.

Regulatory Notifications

- Compile a letter with the incoming board's details (Name, Position, Date & Place of Birth, Profession, Postal Address, Phone Number, email, Nationality) for submission to the Strasbourg authorities
- Get a copy of the minutes of the General meeting signed by the meeting chairman
- Submit the signed minutes and board details to the Strasbourg authorities at
..... Bypost./recorded delivery/email or ??