

Deadlines Chart for tasks 2012

Assembly Date:

Wednesday, September 26, 2012

Task	Days Prior	Days Post	
Intergroup elect region representative/ alternatives. Notify region post office box or intergroup coordinator	90		Thursday, June 28, 2012
Nominations committee notify each intergroup by mail or newsletter, offices to be filled at assembly with application forms	90		Thursday, June 28, 2012 3-4 months prior to assembly
Applicants shall submit an application to region 1 or <i>nominations committee</i>	30		August 27, 2012
<i>Nominations</i> for vacant positions can be made at assembly	0		Wednesday, September 26, 2012
Floor nominations submit application by 6 pm to nominations committee	0		Wednesday, September 26, 2012
Copies of applications made & distributed to assembly at start by Nom. Committee		1	Thursday, September 27, 2012
Monthly board meeting reports Monthly committee reports Monthly intergroup reports			10th of each Month 5th of each Month 5th of each Month
Proposed bylaw changes submitted by an region rep/ intergroup region 1 board member/ region 1 rep and region 1 bylaws committee to the region1 board or bylaws committee	90 odd years		Thursday, June 28, 2012

Copies of proposed amendment to bylaws sent to region reps	30 odd yrs		Monday, August 27, 2012
Chair to appoint parliamentarian for assembly	60		Saturday, July 28, 2012
Secretary to send "eligibility for assembly" to each intergroup. Form to register region reps/alternates	150		Sunday, April 29, 2012
Intergroup send in eligibility for assembly forms to region 1 secretary			
Secretary send board minutes to fellowship after board meetings		56 days	
Chair Dates of board meetings post on website and newsletter		asap	As the information is set
Chair to appoint committee chairs		1	Thursday, September 27, 2012
Chair to appoint board members a committees to liaison with for year		1	Thursday, September 27, 2012
Chair to appoint intergroup to liaison with for the year		1	Thursday, September 27, 2012
Chair to appoint an audit committee of 3 people to audit region 1 fund accts		1	Thursday, September 27, 2012
Said above audit committee shall present a written report of the financial activity of region one accounts			2nd meeting after assembly (spring meeting)
audit committee to present			

Audit of regional events inside convention			2nd meeting following regional event
Budget and finance committee to present a budget for upcoming year		0	Wednesday, September 26, 2012
PI/ Public Outreach chair submits a report			30 days after close of PI Project
Bylaws Committee prepare a list of all major motions passed by board during preceding year and send to vice-chair to include in assembly binders	21		Wednesday, September 05, 2012 (Date not in policies needed in time to organize into binder info)
Intergroup awarded bid for region 1 convention/ submits a list of possible hotel sites and dates			January board meeting 1st meeting after assembly
Intergroup of convention presents for approval ways and means plan. Specifying for each component the proposed source of funds/disposition of net profits.			Spring board meeting before convention
Region One board to decide on list of possible speakers at next years convention sent to committee - secretary		14	Decide on speakers at July meeting send to hosting intergroup 2 wks after July board meeting
Convention committee to send to board list of 7 speakers, their choice. Board to send back 3 choices for the committee			January board meeting
Hosting Intergroup/ Convention Com. to present a budget for approval			Spring Board meeting prior to convention/ assembly

Convention Committee all monies except \$ 200.00 are to be given to region one treasurer		14	Wednesday, October 10, 2012
Convention Committee to send remaining balance of funds from convention to region one treasurer		45	Saturday, November 10, 2012
Accounting records and registration records to be sent to region One by convention committee		45	Saturday, November 10, 2012
Binders to be sent to next convention committee by convention committee		45	As soon as done using them final date Saturday, November 10, 2012
Funds to be sent to region one for involved ways and means by convention committee		45	Saturday, November 10, 2012
Convention committee to report on finances			Every Board meeting
Convention committee to give to present to vice chair the final report on the convention		0	January Board meeting
Decide on site for annual mini spring event for next year			Spring board meeting
Regional Delegates will present a written report regarding attendance at WSBC		30	30 days after WSBC
Newsletter Editor produce a newsletter			Quarterly = 4 times per year

Treasurer to inform scholarship committee amount of funds			By June 30, 2011 so intergroup have time to apply - not included in policies and procedures
Treasurer to reimburse funds for the scholarship applicants		1	Thursday, September 27, 2012
Intergroup apply for scholarship funds if needed in writing			By July 31 each year
Scholarship committee to notify applicants of results of applications			By August 31 each year
Bylaws committee to create and provide a form for submitting main motions to the assembly	150		Sunday, April 29, 2012
Bylaw committee shall send to each intergroup and committee chair a copy of the motion form and included in the above communication will be a copy of region one policies and procedures each year and a copy of region one bylaws in odd years	120		Tuesday, May 29, 2012
Intergroup and committees shall use motion from to submit policy and other main motions to bylaws committee or region one board	30		Monday, August 27, 2012
Intergroup and committees will submit bylaws changes in odd years	90		Thursday, June 28, 2012
Treasurer submits budget for next year discussion preceding assembly			July board meeting prior to assembly

Treasurer submits budget for next year to assembly for approval	0		Wednesday, September 26, 2012
Treasurer submits quarterly reports prior to each board meeting & assembly			board meetings
Communications Coordinator takes office after assembly produces first newsletter			January following assembly
Prepares assembly evaluation forms Vice-Chair	30		Monday, August 27, 2012 not in policies put in for organization
Reports on results at board meeting following assembly- vice chair			January board meeting

Secretary - sends drafts of minutes to chair and minutes review committee			30 days after board meeting
Secretary - sends final minutes to Mailing and publications committee			45 days after board meeting
Secretary - sends out assigned tasks from the board meetings to board members			14 days after board meeting
Secretary sends out assigned tasks to applicable members from assembly		14	Wednesday, October 10, 2012
Secretary coordinates registration for assembly	150		Sunday, April 29, 2012 starting date
Secretary registers representatives and alternates at assembly			
Secretary gives report on number of voting representatives to assembly	0	1	Wednesday, September 26, 2012 Thursday, September 27, 2012

Secretary sends assembly materials to intergroup who didn't send any representatives to assembly		14	Wednesday, October 10, 2012 no date in policies added for organization
Treasurer balances and closes books New Treasurer from voting year takes over		30	Friday, October 26, 2012
Region One trustee serves on nominations committee during assembly elections if not running			At assembly
Region One Quilt Committee select colors, fabric, theme Mail material and instructions to intergroup Collect complete squares from intergroup Mail raffle tickets to intergroup Collect tickets and money from intergroup Pass on financial records of quilt to board		14	January after assembly March after assembly May after assembly July after assembly September or at assembly Wednesday, October 10, 2012 dates created for organization
Tape Librarian send list to newsletter editor for each newsletter			Quarterly as defined by newsletter editor
Scholarship committee send out applications to all intergroup	115		Sunday, June 03, 2012
Scholarship committee submit recommendations to Treasurer for approval			Prior to July Board meeting