

# SOAR 8 Schedule April 2018 - October 2018

Date	Event	Completed by
May 6, 2018	Secretary will distribute minutes of the Business Assembly to the Board and Committee Chairs electronically <b>not later than fifteen (15) days</b> after close of the Business Assembly.	Region 8 Secretary
May 6, 2018	New motions arising out of committees during an Assembly shall be communicated to the Secretary <b>within fifteen (15) days after the close</b> of the Assembly at which they emerge.	All Board Members & Committees
May 12, 2018	After Board notification the Secretary shall forward these motions to the Bylaws/Electronic documents Chair <b>within twenty-one (21) days of the close</b> of the Assembly at which they emerge	Region 8 Secretary to Bylaws Committee
June 2, 2018	Vice-chair keeps history of Region 8 up-to-date by providing Bylaws/Electronic Documents Chair with a brief summary <b>within 6 weeks from the conclusion</b> of each Assembly.	Vice Chair to Bylaws & Electronic Documents Committee Chair
June 16, 2018	Bylaws & Electronic Documents incorporates all changes in P&P approved at Business Assembly into P&P, publishes on OARegions8.org Website & sends notification to Board, Trustee, Committee Chairs, & ALLSOAR8 mail lists <b>(8 weeks after close of Assembly)</b>	Bylaws & Electronic Documents Committee
<b>AS NEEDED</b>	<b>UPDATED Certificates of Eligibility MUST be submitted</b>	<b>Region 8 Intergroup Chairs</b>
July 29, 2018	New motions arising outside the Business Assembly shall be submitted to the Secretary <b>at least seventy-five (75) days prior</b> to the Region 8 Business Assembly or special Region 8 Business Assembly at which action is to be taken on the proposed motion.	All Board Members, committees, Chairs and Region 8 Reps
August 13, 2018	Region 8 Delegate to WSBC Application due to Secretary <b>(60 days prior to Assembly in Little Rock)</b>	All SOAR8
August 13, 2018	Nominations to the Region 8 Board-During the even years, the <b>Vice Chairman and Secretary</b> will be elected.The member must file a written application for the service position by sending <b>completed application to the Region Secretary sixty (60) days prior to the BusinessAssembly in Little Rock</b>	All SOAR8
August 13, 2018	Request for inclusions in agenda must be submitted to Secretary at least <b>sixty (60) days prior</b> to Assembly.	All SOAR8
August 15, 2018	Monthly committee progress reports due to Region 8 Chair and Secretary <b>(15th of each month)</b>	Committee Chairs
August 17, 2018	Region 8 Board, Committee Chair reports due to Secretary by this date <b>(8 weeks prior to open)</b>	Region 8 Board & Committee Chairs
August 24, 2018	Newsletter Articles due to Bylaws & Electronic Documents from Board, Committees and Region 8 Reps <b>(7 weeks prior to start)</b>	Region 8 Assembly Board & Reps
August 28, 2018	Assembly and Board Agendas for upcoming assembly due to Secretary <b>(45 days prior to open)</b>	Region 8 Chair
August 28, 2018	Notify Intergroups and National/Language Service Boards and those Service Bodies represented at the previous Business Assembly session <b>at least 45 days prior</b> to an upcoming Region-8 Business Assembly. In addition, work with Bylaws Chair to communicate all Motions that are to be presented at the upcoming <b>assembly to all Service Bodies.</b>	Region 8 Secretary
August 31, 2018	Applications for Region 8 Nominations for Trustee due to secretary <b>(6 weeks prior to Assembly in Little Rock)</b>	All SOAR8
<b>AS NEEDED</b>	<b>UPDATED Certificates of Eligibility MUST be submitted</b>	<b>Region 8 Intergroup Chairs</b>
September 7, 2018	Bylaws & Electronic Document distributes newsletter to the SOAR 8 Board for review one (1) week prior to electronically distributing it to the membership. <b>(5 weeks prior to start)</b>	Bylaws & Electronic Documents
September 12, 2018	Secretary submits finalized packet to Webmaster for publication to oaregion8.org & emails it to ALLSOAR8 mail list <b>(30 days prior to open)</b>	Region 8 Secretary & Webmaster
September 12, 2018	Bylaws & Electronics Document publishes Region 8 Newsletter to oaregion8.org and sends to all Region8 email lists <b>(4 weeks prior to start)</b>	Bylaws & Electronic Documents Chair & Webmaster
September 21, 2018	Deadline to submit corrections, additions and revisions arising from packet to Region 8 Secretary to be included in the addendum to the packet <b>(3 weeks prior)</b>	Region 8 Board and Committee Chairs
<b>AS NEEDED</b>	<b>UPDATED Certificates of Eligibility MUST be submitted</b>	<b>Region 8 Intergroup Chairs</b>
October 5, 2018	Secretary submits addendum to Webmaster to post on oaregion8.org <b>(7 days prior to open)</b>	Region 8 Secretary & Webmaster
October 5, 2018	Secretary emails addendum to ALLSOAR8 mail list <b>(7 days prior to open)</b>	Region 8 Secretary
October 5, 2018	Region 8 Secretary completes Registration Book pages for sign-in/distribution of credentials <b>(1 week prior)</b>	Region 8 Secretary
October 11, 2018	Board arrives and meets with hosting IG, attends an OA meeting	Region 8 Board
October 12, 2018	8:00 a.m.-Board meeting convenes	Region 8 Board
October 12, 2018	2:00 p.m.Funded Committee Chairs join Board Meeting	R8 Board & Funded Chairs
October 12, 2018	7:00 p.m. Assembly convenes	All SOAR8