

SOAR 8 Schedule Oct 2018 - April 2019

Date	Event	Completed by
October 28, 2018	Secretary will distribute minutes of the Business Assembly to the Board and Committee Chairs electronically <i>not later than fifteen (15) days</i> after close of the Business Assembly.	Region 8 Secretary
October 28, 2018	New motions arising out of committees during an Assembly shall be communicated to the Secretary <i>within fifteen (15) days after the close</i> of the Assembly at which they emerge.	All Board Members & Committees
November 3, 2018	After Board notification the Secretary shall forward these motions to the Bylaws/Electronic documents Chair <i>within twenty-one (21) days of the close</i> of the Assembly at which they emerge	Region 8 Secretary to Bylaws Committee
November 15, 2018	Monthly committee progress reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
November 24, 2018	Vice-chair keeps history of Region 8 up-to-date by providing Bylaws/Electronic Documents Chair with a brief summary <i>within 6 weeks from the conclusion</i> of each Assembly.	Vice Chair to Bylaws & Electronic Documents Committee Chair
December 15, 2018	Monthly committee progress reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
December 8, 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	Bylaws & Electronic Documents Committee
January 15, 2019	Monthly committee progress reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
January 20, 2019	New motions arising outside the Business Assembly shall be submitted to the Secretary <i>at least seventy-five (75) days prior</i> 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
AS NEEDED	Certificates of Eligibility MUST be submitted for 2019	Region 8 Intergroup Chairs
February 4, 2019	Request for inclusions in agenda must be submitted to Secretary at least <i>sixty (60) days prior</i> to Assembly.	All SOAR8
February 8, 2019	Region 8 Board, Committee Chair reports due to Secretary by this date <i>(8 weeks prior to open)</i>	Region 8 Board & Committee Chairs
February 15, 2019	Monthly committee progress reports due to Region 8 Chair and Secretary <i>(15th of each month)</i>	Committee Chairs
February 15, 2019	Newsletter Articles due to Bylaws & Electronic Documents from Board, Committees and Region 8 Reps <i>(7 weeks prior to start)</i>	Region 8 Assembly Board & Reps
February 19, 2019	Assembly and Board Agendas for upcoming assembly due to Secretary <i>(45 days prior to open)</i>	Region 8 Chair
February 19, 2019	Notify Intergroups and National/Language Service Boards and those Service Bodies represented at the previous Business Assembly session <i>at least 45 days prior</i> 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 <i>assembly to all Service Bodies</i> .	Region 8 Secretary
February 22, 2019	Applications for Region 8 Nominations for Trustee due to secretary <i>(6 weeks prior to Assembly in Little Rock)</i>	All SOAR8
AS NEEDED	UPDATED Certificates of Eligibility MUST be submitted	Region 8 Intergroup Chairs
March 1, 2019	Bylaws & Electronic Document distributes newsletter to the SOAR 8 Board for review one (1) week prior to electronically distributing it to the membership. <i>(5 weeks prior to start)</i>	Bylaws & Electronic Documents
March 6, 2019	Secretary submits finalized packet to Webmaster for publication to oaregion8.org & emails it to ALLSOAR8 mail list <i>(30 days prior to open)</i>	Region 8 Secretary & Webmaster
March 6, 2019	Bylaws & Electronics Document publishes Region 8 Newsletter to oaregion8.org and sends to all Region8 email lists <i>(4 weeks prior to start)</i>	Bylaws & Electronic Documents Chair & Webmaster
March 15, 2019	Monthly committee progress reports due to Region 8 Chair and Secretary <i>(15th of each month)</i>	Region 8 Assembly Board & Reps
March 15, 2019	Deadline to submit corrections, additions and revisions arising from packet to Region 8 Secretary to be included in the addendum to the packet <i>(3 weeks prior)</i>	Region 8 Board and Committee Chairs
AS NEEDED	UPDATED Certificates of Eligibility MUST be submitted	Region 8 Intergroup Chairs
March 29, 2019	Secretary submits addendum to Webmaster to post on oaregion8.org <i>(7 days prior to open)</i>	Region 8 Secretary & Webmaster
March 29, 2019	Secretary emails addendum to ALLSOAR8 mail list <i>(7 days prior to open)</i>	Region 8 Secretary
March 29, 2019	Region 8 Secretary completes Registration Book pages for sign-in/distribution of credentials <i>(1 week prior)</i>	Region 8 Secretary
April 4, 2019	Board arrives and meets with hosting IG, attends an OA meeting	Region 8 Board
April 5, 2019	8:00 a.m.-Board meeting convenes	Region 8 Board
April 5, 2019	2:00 p.m.Funded Committee Chairs join Board Meeting	R8 Board & Funded Chairs
April 5, 2019	7:00 p.m. Assembly convenes	All SOAR8