

SOAR 8 Schedule - April 2019 - October 2019

Date	Event	Completed by
April 21, 2019	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
April 21, 2019	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
April 27, 2019	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
May 15, 2018	Monthly committee progress reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
May 18, 2019	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
May 15, 2018	Monthly committee progress reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
June 1, 2019	Bylaws & Electronic Documents incorporates all changes in P&P approved at Business Assembly into P&P, pu	Bylaws & Electronic Documents
June 15, 2019	Monthly committee progress reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
July 15, 2019	Monthly committee progress reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
July 28, 2019	New motions arising outside the Business Assembly shall be submitted to the Secretary <i>at least seventy-five (75) day s 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
August 12, 2019	Region 8 Delegate to WSBC Application due to Secretary (60 days prior to Assembly in Little Rock)	All Region 8
August 12, 2019	Nominations to the Region 8 Board-During the odd years, the Chair and Treasurer will be elected.The member must file a written application for the service position by sending completed application to the Region Secretary sixty (60) days prior to the Business Assembly in Little Rock.	All Region 8
August 12, 2019	Request for inclusions in agenda must be submitted to Secretary at least sixty (60) days prior to Assembly.	All Region 8
August 15, 2019	Monthly committee progress reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
August 16, 2019	Region 8 Board, Committee Chair reports due to Secretary by this date (8 weeks prior to open)	Region 8 Board & Committee Chairs
August 23, 2019	Newsletter Articles due to Bylaws & Electronic Documents from Board, Committees and Region 8 Reps (7 weeks prior to start)	Region 8 Assembly Board & Reps
August 27, 2019	Assembly and Board Agendas for upcoming assembly due to Secretary (45 days prior to open)	Region 8 Chair
August 27, 2019	Notify Intergroups and National/Language Service Boards and those Service Bodies represented at the previous Business Assembly session at least 45 days prior 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 assembly to all Service Bodies.	Region 8 Secretary
August 30, 2019	Applications for Region 8 Nominations for Trustee due to secretary (6 weeks prior to Assembly in Little Rock)	All SOAR8
AS NEEDED	UPDATED Certificates of Eligibility MUST be submitted	Region 8 Intergroup Chairs
September 6, 2019	Bylaws & Electronic Document distributes newsletter to the SOAR 8 Board for review one (1) week prior to electronically distributing it to the membership (5 weeks prior to start).	Bylaws & Electronic Documents
September 11, 2019	Secretary submits finalized packet to Webmaster for publication to oaregion8.org & emails it to ALLSOAR8 mail list (30 days prior to open)	Region 8 Secretary & Webmaster
September 11, 2019	Bylaws & Electronics Document publishes Region 8 Newsletter to oaregion8.org and sends to all Region8 email lists (4 weeks prior to start)	Bylaws & Electronic Documents Chair & Webmaster
September 15, 2019	Monthly committee progress reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
September 20, 2019	Deadline to submit corrections, additions and revisions arising from packet to Region 8 Secretary to be included in the addendum to the packet (3 weeks prior)	Region 8 Board and Committee Chairs
AS NEEDED	UPDATED Certificates of Eligibility MUST be submitted	Region 8 Intergroup Chairs
October 4, 2019	Secretary submits addendum to Webmaster to post on oaregion8.org (7 days prior to open)	Region 8 Secretary & Webmaster
October 4, 2019	Secretary emails addendum to ALLSOAR8 mail list (7 days prior to open)	Region 8 Secretary
October 4, 2019	Region 8 Secretary completes Registration Book pages for sign-in/distribution of credentials (1 week prior)	Region 8 Secretary
October 10, 2019	Board arrives and meets with hosting IG, attends an OA meeting	Region 8 Board
October 11, 2019	8:00 a.m.-Board meeting convenes	Region 8 Board
October 11, 2019	2:00 p.m.Funded Committee Chairs join Board Meeting	R8 Board & Funded Chairs
October 11, 2019	7:00 p.m. Assembly convenes	All Region 8