

SOAR 8 Schedule October 2016 - March 17, 2017

Date	Event	Completed by
April 3, 2017	Secretary will distribute minutes of the Business Assembly to the Board and Committee Chairs electronically not later than fifteen (15) days after close of the Business Assembly.	Region 8 Secretary
April 3, 2017	New motions arising out of committees during an Assembly shall be communicated to the Secretary within fifteen (15) days after the close of the Assembly at which they emerge.	All Board Members & Committees
April 9, 2017	After Board notification the Secretary shall forward these motions to the Bylaws/Electronic documents Chair within twenty-one (21) days of the close of the Assembly at which they emerge	Region 8 Secretary to Bylaws Committee
April 15, 2017	Monthly committee reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
April 30, 2017	Vice-chair keeps history of Region 8 up-to-date by providing Bylaws/Electronic Documents Chair with a brief summary within 6 weeks from the conclusion of each Assembly.	Vice Chair to Bylaws & Electronic Documents Committee Chair
May 14, 2017	Bylaws & Electronic Documents incorporates all changes in P&P approved at March 2017 Assembly into P&P, publishes on OARegions8.org Website & sends notification to Board, Trustee, Committee Chairs, & ALLSOAR8 mail lists (8 weeks after close of Assembly)	Bylaws & Electronic Documents Committee
July 30, 2017	New motions arising outside the Business Assembly shall be submitted to the Secretary at least seventy-five (75) days prior to the Region 8 Business Assembly or special Region 8 Business Assembly at which action is	All Board Members, committees, Chairs and Region 8 Reps
July 15, 2017	Monthly committee reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
August 14, 2017	Nominations to the Region 8 Board-During the even years, the Vice Chairman and Secretary will be elected.The member must file a written application for the service position by sending completed application	All SOAR8
August 14, 2017	Request for inclusions in agenda must be submitted to Secretary at least sixty (60) days prior to Assembly.	All SOAR8
AS NEEDED	All Intergroups and Service Board Chairs must submit their 2016 Certificates of Eligibility. This can be done online at oaregion8.org, select documents then scroll down to online forms. These must be update throughout the year when the voting rep attending the assembly changes.	ALL Intergroup and Service Body Chairs
August 15, 2017	Monthly committee progress reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
August 18, 2017	Region 8 Board, Committee Chair reports due to Secretary by this date (8 weeks prior to open)	Region 8 Board & Committee Chairs
August 25, 2017	Newsletter Articles due to Bylaws & Electronic Documents from Board, Committees and Region 8 Reps (7 weeks prior to start)	Region 8 Assembly Board & Reps
AS NEEDED	UPDATED Certificates of Eligibility MUST be submitted	Region 8 Intergroup Chairs
August 29, 2017	Assembly and Board Agendas for upcoming assembly due to Secretary (45 days prior to open)	Region 8 Chair
August 29, 2017	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,	Region 8 Secretary
AS NEEDED	Certificates of Eligibility should be filled out online (will be forwarded to the Secretary)	Region 8 Intergroup Chairs
September 8, 2017	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 15, 2017	Monthly committee reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
September 13, 2017	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 15, 2017	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
AS NEEDED	Certificates of Eligibility should be filled out online (will be forwarded to the Secretary)	Region 8 Intergroup Chairs
September 22, 2017	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
October 6, 2017	Secretary submits addendum to Webmaster to post on oaregion8.org (7 days prior to open)	Region 8 Secretary & Webmaster
October 6, 2017	Secretary emails addendum to ALLSOAR8 mail list (7 days prior to open)	Region 8 Secretary
October 6, 2017	Region 8 Secretary completes Blue Book pages for sign-in/distribution of credentials (1 week prior)	Region 8 Secretary
October 12, 2017	Board arrives and meets with hosting IG, attends an OA meeting	Region 8 Board
October 13, 2017	8:00 a.m.-Board meeting convenes	Region 8 Board
October 13, 2017	2:00 p.m.Funded Committee Chairs join Board Meeting	R8 Board & Funded Chairs

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October 13, 2017	7:00 p.m. Assembly convenes	All SOAR8