

SOAR 8 Schedule October 2016 - March 17, 2017

| Date | Event | Completed by |
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| 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 |