

SOAR 8 Schedule October 2017 - April 20, 2018

Date	Event	Completed By
October 30, 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
October 30, 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
November 5, 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
November 26, 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
December 10, 2017	Bylaws & Electronic Documents incorporates all changes in P&P approved at March 2013 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
February 4, 2018	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 to be taken on the proposed motion.	All Board Members, committees, Chairs and Region 8 Reps
January 15, 2017	Monthly committee reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
February 19, 2018	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 to the Region Secretary sixty (60) days prior to the BusinessAssembly in Memphis	All SOAR8
February 19, 2018	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
January 15, 2017	Monthly committee progress reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
February 23, 2018	Region 8 Board, Committee Chair reports due to Secretary by this date (8 weeks prior to open)	Region 8 Board & Committee Chairs
March 2, 2018	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
March 6, 2018	Assembly and Board Agendas for upcoming assembly due to Secretary (45 days prior to open)	Region 8 Chair
March 6, 2018	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
AS NEEDED	Certificates of Eligibility should be filled out online (will be forwarded to the Secretary)	Region 8 Intergroup Chairs
March 16, 2018	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
February 15, 2017	Monthly committee reports due to Region 8 Chair and Secretary (15th of each month)	Committee Chairs
March 21, 2018	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
March 23, 2018	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
March 30, 2018	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
April 13, 2018	Secretary submits addendum to Webmaster to post on oaregion8.org (7 days prior to open)	Region 8 Secretary & Webmaster
April 13, 2018	Secretary emails addendum to ALLSOAR8 mail list (7 days prior to open)	Region 8 Secretary
April 13, 2018	Region 8 Secretary completes Blue Book pages for sign-in/distribution of credentials (1 week prior)	Region 8 Secretary
April 19, 2018	Board arrives and meets with hosting IG, attends an OA meeting	Region 8 Board
April 20, 2018	8:00 a.m.-Board meeting convenes	Region 8 Board
April 20, 2018	2:00 p.m.Funded Committee Chairs join Board Meeting	R8 Board & Funded Chairs
April 20, 2018	7:00 p.m. Assembly convenes	All SOAR8