

REGION IV FALL 2010 PROPOSED MANUAL CHANGE 1

Motion:

Move to eliminate the Office Manager position. Update the **Definitions, Duties, Guidelines** by removing **Section 10. Duties of the Region IV Office Manger** and renumbering remaining sections.

Submitted by:

Michele Mundt- Unity IG

Intent:

To eliminate an unnecessary 3rd party and streamline tasks currently done by the Office Manager to more appropriate officers or coordinators.

Implementation:

Revise the current responsibilities for Assembly Planner, Treasurer and Secretary and publish in the Region 4 Policy Manual.

Cost:

None.

Rationale:

It is a more efficient procedure for:

1. The Treasurer to enter Region 4 contributions into the accounting program and make deposits which eliminates duplication of records.
2. The Secretary to send out the assembly minutes to all the Intergroups;
3. The Assembly Planner to send out and collect Region Reps. Registration forms.

REGION IV FALL 2010 PROPOSED MANUAL CHANGE 2

Motion:

Move to amend the Region 4 Policy Manual, **Definitions, Duties, Guidelines, Article 9. Responsibilities of Region 4 Treasurer** dated 4/18/09 by adding the following to Normal Duties.

8. Group Contributions:

1. All monies received from the region PO Box will be:
 - a. entered into the Region IV accounting software
 - b. a copy of the deposit slip and summary printed and kept on file
 - c. an electronic copy of the deposit slip and summary will be sent to the Region Chair
 - d. deposit to be made at the end of each month to the local chapter of bank

Submitted by:

Michele Mundt -Unity IG

Intent:

Establish procedures for Treasurer to handle contributions.

Cost:

None.

Rationale:

To eliminate the position of Office Manager the duties need to be reassigned.