

REGION IV FALL ASSEMBLY 2010 PROPOSED MANUAL CHANGE 7

Motion:

Move to revise **Definitions, Duties, Guidelines, Section 6. Responsibilities of the Region IV Chairman** as follows:

<u>Current Wording:</u>	<u>Proposed Wording:</u>
<p>4. Communicate and work with the Region IV Office Manager to facilitate communications throughout the region.</p> <p>5. Keep the Office Manager informed of any changes in regard to the mailing list; this includes Intergroups and the names and addresses of the Region IV officers, committee chairmen, coordinators, and the other Region Chairmen.</p>	<p>4. Communicate and work with the Region IV Officers Office Manager to facilitate communications throughout the region.</p> <p>5. Keep the Office Manager <u>Assembly Planning Coordinator</u> informed of any changes in regard to the mailing list; this includes Intergroups and the names and addresses of the Region IV officers, committee chairmen, coordinators, and the other Region Chairmen.</p>

Submitted by:

Gene O. – Unity Intergroup.

Intent:

Update Guidelines to remove reference to the Office Manager and reassign tasks.

Cost:

None

Rationale:

Keep references current.

REGION IV FALL ASSEMBLY 2010 PROPOSED MANUAL CHANGE 8

Motion:

Move to revise **Definitions, Duties, Guidelines, Section 16. Assembly Planning Coordinator** as follows:

<u>Current Wording:</u>	<u>Proposed Wording:</u>
<p>2. Request that the Office Manager supply electronic copies of the completed registration forms thirty days before the assembly, and supply the Secretary with the original forms at the assembly.</p>	<p>2. Request that the Office Manager supply electronic copies of the completed registration forms thirty days before the assembly, <u>and supply the Secretary with the original copies of the completed registration forms at prior to the assembly.</u></p>

Submitted by:

Gene O.-Unity IG

Intent:

Move the responsibility to the Assembly Planning Coordinator

Cost:

None

Rationale:

To eliminate the position of Office Manager.