

Summary of Proposed Manual Changes for Fall 2010

1. To eliminate the Office Manager position.
2. Update the Responsibilities of the Treasurer to incorporate the handling of Group contributions that were previously handled by the office manager.
3. Update the liaison duties of the Region Chair to remove the Office Manager position.
4. Update the Responsibilities of the Region IV Manual Coordinator to redirect where they get the information on how many manuals to print.
5. Update the Guidelines for the Newsletter and the Newsletter Editor. Change the newsletter from a business venue to a recovery venue, since the business information is now posted on the website.
6. Update the Responsibilities of the Secretary. Change about Office Manager references to new contacts. Simplify a few duties, and elaborates on liaison duties.
7. Update Responsibilities of the Region Chairman to remove reference to the Office Manager.
8. Update Responsibilities of the Assembly Planning Coordinator to remove reference to the Office Manager and assign new task.
9. Resend policy about mailing list and move duty to Assembly Planning Coordinator in Duties, Definitions section of manual.
10. Revise Continuing Effect Motion 2008n to reassign who receives registration forms.
11. Rescind Continuing Effects Motion 1991b, Eliminate the policy on who supplies mailing labels.
12. Rescind Continuing Effects Motion 1988b, Eliminate the return mailing of the Group Contribution Form.
13. Supersede Continuing Effects Motion 2009b, Reassign the responsibility for printing and mailing a requested hardcopy of the Newsletter.
14. Make funding available for main speakers at Region IV Conventions
15. Change the word taping to recording in the Convention Chair Duties.
16. Adopt Policy to make annual contribution to Delegate Support Fund
17. Adopt Policy to make funds available to support the Region Chairs Committee