

Proposed Policy & Procedure Manual Motion

Submitted by: Denise O., January 15, 2015

Current language P&P Manual Section II, F3b (page C-6) – Duties of the Region 5 Chair

F. Duties of the Region 5 Chair

3. Region Convention

b. Checks to assure convention dates do not conflict with World Service Office meeting, Regional Chairs Committee meetings, and local, national or religious holidays.

Proposed language P&P Manual Section II, F3b (page C-6) – Duties of the Region 5 Chair

Strike and insert (in bold) as follows:

F. Duties of the Region 5 Chair

3. Region Convention

b. Checks to ~~assure~~ **ensure** convention dates do not conflict with World Service Office meetings, Regional Chairs Committee meetings, and local, national or religious holidays. **Convention should not be scheduled within 3 weeks of the fall Region Assembly, if at all possible. Exceptions should be discussed and agreed upon by the Board.**

Rationale for change: Convention contracts are generally signed by the Chair 2 years ahead. Scheduling the Convention within a week or two of the Assembly puts the Convention Committee in a rush to wrap up their duties and reports, as well as finalize all outstanding expenses. Even worse, it is a hardship on the Region Treasurer to produce final Convention financial reports in time for the Assembly. (We do not want a repeat of 2014!) This change provides a reasonable timeframe for the two events and additional consideration/discussion if an exception is necessary.

Cost to implement: No cost – electronic update to P&P Manual only