

2023 Fall Assembly - R4 Assembly TimeLine

Timeline	Due From	Tasks	Due To
~ 120 days pre-Assembly	Hosting Intergroup	Email Assembly flyer & registration	R4 Chair and Vice Chair
90 days July 1	Web coordinator	Post Assembly Flyer and timeline on R4 Website	
60 Days July 31	APC	Email notice of: timeline posted, items due 30 days before Assembly, link to Region Rep Registration, and sample motion form.	Intergroup Chairs, Region Reps, Officers
30 Days August 31	Intergroup Chairs / Region Reps	Submit Region Rep Registrations, proposed bylaws and policy changes, and officer nomination forms.	APC
30 days August 31	Intergroup Chairs / Region Reps	Submit region Rep funding requests	Treasurer
30 Days August 31	R4 Board Chair: Vice Chair: Secretary: Treasurer:	Follow up on Activity Reports and Agendas Convention Outreach, APC Manual, Web Fundraising	Committee Chairs & Coordinators
30 Days August 31	APC	Request that Activity Reports and Agendas are received 20 days before assembly	Committee Chairs & Coordinators
20 days September 9	Committee Chairs & Coordinators	Email Activity Reports and Agendas	APC
2 Weeks September 15	Chair	Email Assembly Agenda	APC
2 Weeks September 15	APC	Email Officer Nominations and Proposed Motions	R4 Board, Region Reps, Intergroup Chairs
2 Weeks September 15	Trustee	Mail R4 Manual and Send 'Welcome to the New Rep' email to new reps	New Reps
1 Week September 22	APC	Email Committee Reports and Agendas, all other reports (if any) Ex Ad Hoc previous Assembly Minutes	R4 Board Region Reps
1 Week September 22	Chair	Email preliminary committee rosters	Committee Chairs & Region Board
Assembly Friday September 29	R4 Board	attend Region 4 Board Meeting	
Assembly Friday & Saturday September 29 & 30	Region Reps, R4 Board attend Region 4 Assembly		

1 Week after Assembly October 7	Committee Chairs	Email electronic reports	Region Secretary
30 Days after Assembly October 30	Manual Coordinator	Email updated R4 Manual	R4 Web Coordinator