

**Spring 2018 Assembly Voting Issues
19-20 May 2018**

VOTING ISSUES

**Alternate Delegate Position Description
Literature Coordinator Position Description**

New Business:

The standard procedure is for the Area Officers to review the Area Officer job descriptions at least once during the Panel. Upon the review, the decision was made to move the Forum responsibilities from the Area Alternate Delegate to the Area Literature Coordinator. This move consolidates all the literature responsibilities in a single position. Additional errata were corrected.

VAWSC recommends that these changes be approved.

MOTION

That the proposed Area Alternate Delegate and Area Literature Coordinator revised position descriptions, moving the responsibilities for the Forum from the Area Alternate Delegate to the Literature Coordinator, be approved, effective 1 January 2019.

Background: All literature responsibilities currently fall under the Literature Coordinator. The recommendation to move the Forum responsibilities to the Literature Coordinator is for consistency.

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**VOTING ISSUES
Changes to the Area Alateen Coordinator**

New Business:

The standard procedure is for the Virginia Area Officers to review the Area Officer and Coordinator positions at least once per Panel.

The Area Officers recommend that the Virginia Area Alateen Coordinator position description be updated to include minimum of six (6) months' experience as an Alateen Sponsor.

VAWSC recommends that these changes be approved.

MOTION

That the proposed Virginia Area Alateen Coordinator position description be approved as presented, effective 1 January 2020.

Background:

1. Due to the specialized nature of the position, the Virginia Area Officers believe that to be effective, the Virginia Area Alateen Coordinator must have experience working with Alateen.

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**VOTING ISSUES
Creation of an Area Convention Coordinator and
Area Convention Treasurer Positions**

New Business:

The Virginia Area Assembly became a 501c3 in 2016, and is a legal entity now recognized by the Internal Revenue Service. Only elected Area officers or their designees may enter into a contract.

The Area Convention is an event for members of the VA Area Assembly and invited guests, that is funded by the VA Area Assembly.

The Area Officers propose that the Convention Chair/co-chair position be converted to a new Convention Coordinator, and that an Area Convention Treasurer position be created. Both positions will be appointed by the Area Chair, effective 01 January 2020.

VAWSC recommends that these changes be approved.

MOTION

That the proposed new Area Convention Coordinator and Area Convention Treasurer position descriptions be approved, effective 1 January 2020.

Background:

1. In the past, the Virginia Area Convention has been chaired or co-chaired by volunteers, with informal reporting responsibilities to the Area officers, VAWSC and the Virginia Area Assembly.
2. The Virginia Area Assembly approves the seed money for Convention each year during budget approval.
3. The Convention Treasurer is responsible for the Area Convention bank account, but formal oversight has not been required, or a detailed budget been submitted.
4. As a 501c3, the Virginia Area Assembly may be subject to audit by the IRS.
5. A more formal process that designates a Convention Coordinator, and establishes the responsibilities of the Convention Treasurer is necessary.
6. With the 2019 Convention already in process, the motion to establish the Area Convention Coordinator position will go into effect 01 January 2020.

Other Issues Discussed at VAWSC 10 March 2018

1. Area Archives Coordinator

The Area has had difficulty filling this position for the past two Panels. Archives are in climate-controlled storage in Remington, VA at a cost of \$300/year. There was a discussion on the value of the items in the archives. Recommendations:

- Wendy R. will make arrangements to remove the archive items in storage, and will bring a sample of the items to Spring 2018 Assembly to generate interest in the Area Archive Coordinator position.
- If there is no interest, VAWSC will consider eliminating the position at the August 4, 2018 meeting, and archive items will be made available to all members who are interested in them.

2. Convention Guidelines

Convention Guidelines were aligned with the Area Bylaws for consistency.