

Procedures for CARCD San Joaquin Valley Area

October 30, 2009

No known official policy statements have been adopted by Area IX. These procedures are compiled from past actions, statements from previous officers and gleaned from prior minutes. An official policy statement adopted by Area IX would be preferable, but until such action, these guidelines may help new officers and hosting RCDs.

ELECTION OF OFFICERS

- Elections for 2 year terms in odd numbered years at the fall meeting. Election of Chairman, Vice Chairman and Secretary/Treasurer (2005 – 2007 – 2009, etc.)

CHAIRMAN'S DUTIES:

- Chair all San Joaquin Valley Area spring and fall meetings.
- Arrange for volunteer host RCD for spring and fall meetings. Work with hosting RCD to set agenda and oversee mailings of agenda to RCD office's, individual directors and associates.
- Board member of the California Association of RCDs representing San Joaquin Valley Area.

VICE CHAIRMAN'S DUTIES:

- Assume the duties of the Chairman when the Chairman is not available.

TREASURER'S DUTIES:

- Establish a bank account for The San Joaquin Valley Area and deposit funds turned over by former treasurer.
- Give a verbal and written copy of treasurer's report at spring and fall meetings. Have copies available at the meetings for attendees.
- Mail dues' statements for \$30.00 to all Area RCDs in January for the current years' dues.
- When dues are received, deposit in bank.
- Mail second notice in June or July to RCDs who have not paid their dues. Third notice is optional.
- When speak-off winners are announced at the fall meeting, award the winner \$100.00 cash or check and the runner-up \$50.00 cash or check.
- Deposit proceeds from luncheon and pay the bills incurred for the luncheon. Pay for coffee and donuts if billed separately.
- Collect moneys from the raffle and deposit in bank.
- Pay a flat fee of \$600 of the expense of the Chairman to attend the annual CARCD meeting. (Minutes of fall meeting of October 12, 2001).
- Secretary and Treasurer positions will each be reimbursed for their services to the region at the rate of \$125.00 per meeting. (Minutes of fall meeting October 30, 2009)

SECRETARY'S DUTIES:

- Arrange for a volunteer to take the minutes of all Area meetings. (It is difficult to attend to registration and financial matters and take minutes at the same time.)
- Call the roll at all San Joaquin Valley Area meetings.
- When speak-off winners are announced at the fall meeting, write a congratulatory letter to each and provide the first place winner with all necessary information for attending the State Conference competition.
- Record the minutes of each meeting, type and email/mail the minutes to each RCD office within two weeks after the meeting date.
- Collect payment from attendees for luncheon at spring and fall meetings and provide a sign-in sheet for them to register. Provide name tags for attendees. Provide receipts for those requesting receipts.
- Bring raffle tickets that will be furnished by the San Joaquin Valley Area, and the tickets will be sold by a volunteer from the hosting RCD and proceeds turned over to the treasurer of the San Joaquin Valley Area.

SAN JOAQUIN VALLEY AREA MEETINGS AND DUTIES OF HOSTING RCD

- Fall and spring meetings are hosted by a volunteering RCD from the San Joaquin Valley Area.
- Agenda and date of the meeting are usually set by hosting RCD and the San Joaquin Valley Area Chairman.
- Copies of agenda should be mailed to all RCD offices, directors, and associates in the area at least 6 weeks prior to the scheduled meeting.
- Place of meeting, luncheon menu and map to location of meeting to be provided by hosting RCD. Arrange for coffee and donuts. Reimbursement will be made by the San Joaquin Valley Area.
- Hosting RCD will conduct raffle (tickets to be furnished by the San Joaquin Valley) and turn over receipts to Area treasurer.

SPEAKOFF CONTEST

- California wide speak off contest is organized by the CARCD Auxiliary President.
- The Area Secretary has organized the Area IX contest in the past.
- Each RCD in the San Joaquin Valley Area can sponsor a contestant to the San Joaquin Valley Area contest. The sponsoring RCD usually gives certificates to all local contestants (optional) and may give a plaque to the winner (optional), who advances to the San Joaquin Valley Area contest. The sponsoring RCD is responsible for the winners' expenses in getting to the Area "Speak off".
- At the San Joaquin Valley Area "Speak Off", all local RCD winners compete. The San Joaquin Valley Area gives all contestants a certificate and the winner is given \$100.00 check/cash and the runner-up is given \$50.00 check/cash. The San Joaquin Valley Area is responsible for actual expenses, not to exceed \$600.00 for the San Joaquin Valley Area winner and his/her chaperone to the State contest. (Minutes September 28, 1990).
- All Area "Speak off" winners advance to the State contest. At the State level, cash awards are presented as follows: 1st place \$300.00, 2nd place \$200.00 and 3rd place \$100.00. (Minutes April 10, 1992).