

OREGON GUIDELINES COMMITTEE CO-CHAIRMEN

Be sure to read the **General Procedures** section of these Guidelines. It contains important information pertaining to all Board positions.

Non-Voting Members of: General Board

Primary Duty: To maintain, update, and distribute the Oregon Guidelines to the Executive and General Board Members.

GUIDELINES

Note: Because this is a new Committee, these Guidelines are merely suggestions.

1. When to distribute
 - a. Distribute/sign out on Sunday morning at "Change Over" meeting or
 - b. Distribute/sign out at Leadership
2. How to distribute
 - a. Have list of officers and chairmen so can sign out when they pick it up
 - b. Also have Guidelines available on website
3. How to update (one suggestion)
 - a. Contact all officers and chairmen prior to Winter Meeting and request that they bring any suggested changes/updates in writing to the meeting (or email one of the committee co-chairs if they will not be attending)
 - b. Committee review and update Guidelines as needed.
 - c. Make copies of updated pages of Guidelines and bring to Convention
 - d. Have space available in registration area for Officers and Chairmen to turn in/sign in their Oregon Guideline book.
 - e. Committee updates books with new pages and has ready for sign out/pick up on Sunday morning at "change over" meeting