

SEZF PR Task Force internal guidelines

Purpose:

The Southeastern Zonal Forum PR Task Force's primary function is to facilitate joint, multi-regional efforts that serve our member regions PR Efforts and are directly responsible to the Zonal Forum. The objective is to build communication throughout the PR efforts of the member regions, and Areas, and to assist regions in furthering their PR goals.

Trusted servants:

Facilitator

Facilitates meetings using CBDM so should have experience with CBDM. Assists with scheduling of meetings with other required personnel. works with secretary to set agenda for meetings. Is responsible for recording Zoom meetings. Works with SEZF Liaison to appoint project leaders with agreement of the Task Force. 2-year term Elected in July of odd numbered years. Is responsible for Zoom login and hosting of all Zoom meetings of the task force. Provides Zoom login to Project leaders when necessary. Is considered required personnel.

SEZF Liaison

May be elected by the task force, but should be ratified by the Zonal delegates. Prepares and submits task force reports for meetings of the SEZF. Assumes responsibilities of the Facilitator in his or her absence. Assumes responsibility of Secretary in their absence. Assists with scheduling of meetings with other required personnel. Suggested to be a seated delegate of the SEZF, but not required. Writes and arranges for all proposals that need to be brought to the SEZF. Is not a funded position to the SEZF. 2-year term Elected in September of even numbered years. Is considered required personnel.

Secretary

Keeps updated and accurate records of Task Force Zoom meetings. Works with Liaison to keep updated contact information of PR Contacts throughout the zone. Prepares invites and reminders for Task Force meetings in conjunction with the Liaison and Facilitator. Is considered required personnel.

Project leaders

Appointed by Facilitator and/or Liaison when a project is approved and created by the Task force or assigned to the task force by the SEZF. Is responsible for planning and implementation of the project. Should create A Project plan with timeline to be approved by the Task force. Will facilitate any Project meetings needed to complete the

tasks assigned to the project group. Will submit any funding requests to the Liaison to be requested by the SEZF, these funding requests must be approved by the Delegates at the SEZF. Is considered required personnel.

Decision making

The task force will utilize Consensus based decision making. Any NA member attending the Task Force meeting has a voice, and thus a say in all decisions, you are considered a participant at your first meeting. All decisions of the task force require unanimous consent. Any dissent to a project plan or decision of any kind may be voiced, then discussion will continue until all participants come to agreement. Participants have the option to stand aside in the event it is clear they will not be an agreement but still do not wish to block the decision. Decisions will not be made by vote but, by simply asking for dissent. If no one voices dissent the decision carries.

Scheduling

Priority scheduling will always be granted to the SEZF weekend if scheduled for a workshop at the Zonal Weekend. There should be every attempt to keep a reliable meeting time. If meeting times need to be altered to allow for greater participation the following process should be followed:

- 1) Required personnel should be polled to find meeting times that allow all of them to participate.
- 2) Once times required personnel can not be in attendance are eliminated the entire SEZF PR contact list should be polled and the slot with the most people available should be accepted.