

*For Consideration by OAD Board of Directors
Guideline for Region Representatives
As proposed by Officers at its Ashland Meeting
September 14, 2003
By Robert Cooper, Secretary*

Duties of Region Representatives

Representative for State OAD

- Serve on governing Board of the OAD
- Serve at least 1 standing or ad hoc committee
- Involve with statewide project(s)
- Coordinate state meeting or event if held in own region for State OAD
- Assist another region whenever necessary or to coordinate joint activities within boundaries

Representation for Region

- Liaison for members living in and/or project(s) within own region
- Facilitate town hall meetings or caucus held within or for the region anytime
- Outreach effort to recruit new members and/or volunteers; and to promote awareness
- Contact legislature and state officials representing within same region
- Collaborate with organizations, community groups and D/HH agencies in region

Region Representatives from each region can work together and coordinate various regions activities anytime with support from majority of OAD Officers through continuous communication and feedback, unless they are advised to be consulted with the full OAD Board for appropriate feedback or action. Region Representatives are empowered and encouraged to propose plan of action or make recommendations to OAD Board for appropriate consideration or action.

OAD Board including Region Representatives shall plan or coordinate state activities, caucuses, and other activities requiring state-level coordination. Vice President shall be responsible in ensuring Region Representatives follow through with plan of action, whether adopted at state-level or by Region Representatives themselves.

Guideline for Caucus

Caucus for Focus Issues or Priority Issues - Caucus held for this purpose shall be conducted at least once every 2 or 3 years. This caucus shall be open to any attendees without a fee, except for appropriate meal costs if included.

Caucus as Symposium, Forum, or Special Conference (for workshops) - Caucus held for this purpose or whenever is held to focus on single topic or issue, or to be provided as an educational opportunity. This caucus may be open to all attendees at a fee, to be adopted by OAD Board whenever appropriate.

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Caucus held in manner as described above shall be held in different region and alternatively as possible. Both Region Representatives shall work together in planning of the caucus to be held in their own region. Any organization, group, or agency may host caucus through the liaison of either Region Representatives. Terms of hosting a caucus shall be determined by the OAD Board.

Any caucus may be held as a half-day, full day, or during a weekend whichever is planned by the OAD Board to achieve any specific objective (s). Caucus may be held during the same day or weekend at same locality when OAD Board or any major OAD event is held. Caucus may be held in morning, in afternoon, or during recess of OAD Board meeting, event, or another activity. It is not recommended for any caucus session to be held at last part of any Board meeting if an action or priority vote is expected on the outcome of that caucus session, which scenario should occur in the morning or before conclusion of the OAD Board meeting, unless the next OAD Board meeting is scheduled within a short time. OAD Board meeting should not be scheduled with a caucus whenever it is held for purpose of symposium, forum, or special conference of workshops.

Caucus during *General Assembly* or *State Conference* - Caucus may be held during *General Assembly* or *State Conference* as a part of agenda as approved by OAD Board. All attendees must be registered to participate in the session, whether session (s) is/are divided into geographically regions or combined into a single session. All attendees should be allowed to participate entirely except for nomination and election of Region Representative if conducted at that time.

Anyone may be asked to facilitate any caucus, except for whenever the session is broken down into several sessions representing geographically regions, especially during *General Assembly* or *State Conference*, which shall be facilitated by the respective Region Representatives.

Guideline for Town Hall Meeting

Town Hall meeting is held in similar manner as a caucus, except for or with more local or regional focus. Town Hall meeting is planned, coordinated, and conducted by the Region Representatives working together in and for their region. Any organization, group, or agency may host town hall meeting for OAD through the liaison of either Region Representative. Terms of hosting a town hall meeting shall be determined by the OAD Board.

Town Hall meetings shall be open to any attendees without a fee, except for appropriate meal costs if included. Whenever a pressing issue is arisen for the town hall meeting that may require Officers' involvement. OAD President and/or Vice President may choose to conduct or have someone else more appropriate to conduct the town hall meeting, rather than either Region Representatives. The Region Representatives may request any appropriate facilitator to conduct a town hall meeting in their place with approval of OAD President.

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Reimbursement Guideline for Officers/Region Representatives/OAD Members

- Roundtrip mileage of 75 miles or more, total mileage shall be reimbursable at \$0.25 cent per mile.
- OAD Officers may determine whether to provide meals/refreshments or to reimburse such expenses prior each event or meeting, unless otherwise directed by OAD Board.
- Per diems may be paid for any special travels, i.e. NAD Conference or Region Conference as budgeted or approval by OAD Board. Per diems for any other times must be requested or made by a motion for OAD Board's approval.
- Lodging and other expenses are subject to budget, previously approved, or authorized or upon requests made to OAD Board for approval.
- For travel expenses within region by Region Representatives shall be budgeted annually for any travels and necessary expenses.
- For office expenses incurred by any board member or committee chairperson shall be budgeted annually. Approved expenses shall be budgeted and processed with appropriate receipts accordingly to internal controls (or financial procedures).
- Registration fees are paid by OAD for attendance of any appointed members representing OAD, only to NAD Conference, Region II Conferences or any non-OAD events or conferences. All members are responsible for their own registration fees during General Assembly or State Conference, including volunteers. Other fees may be waived or discounted as deemed appropriate by OAD Board.
- For any OAD events or activities whenever costs to the participants are involved but without a registration fee, all volunteers on approval list as established by event or activity chairperson may be granted admission or participation at free of charge or at discounted cost for their volunteer service. The same may be considered for OAD Board members when conducting their official capacity as required. If official capacity is not required, the full price should be paid.
- There shall be no compensation for any OAD Board members for their service in their official capacity in OAD, whether as a Board member or committee chairperson, including loss of wages when serving their office for OAD. OAD Board may consider and pay reasonable compensation to any members for their services not relating to their official capacity for OAD.

Other Guidelines to be Developed

- "E-meeting" Procedures
- Awards
- Nationwide Arena Proceeds / Funds Contributed by OAD
- Conference and General Assembly
 - Committee and Host Guideline
 - Hosts by Deaf community, clubs, organizations, affiliates
- OhioDEAFair
- Miss Deaf Ohio Pageant
- Standing Committees and Other Projects
- Cash Management/Accounts