				Reference (B=Bylaws; P=IG Policies and
Position	Month	Date/Deadline	Service Responsibility	Procedures)
			Provide written report of previous month's activities to IG with	
Activities Chair	Ongoing	Each IG meeting	electronic version sent to Secretary.	P-V.3.a
Activities Chair	January	Prior to January IG meeting	Outgoing Activities Chair orients incoming Activities Chair	P-I.5.b
Activities Chair	January	January 1	Term of service begins	B-5.8
A satisfation Charles	Navanahan	1 week pre-November IG	Dura iida duaft hadaat fan an aranina CV ta tha Turanana	D II 2 h
Activities Chair	November	meeting	Provide draft budget for upcoming CY to the Treasurer	P-II.3.b
Chair	Ongoing	Ongoing	Provide new GSRs with welcome email	P-I.1
Chair	Ongoing Ongoing	Ongoing 48 hours pre-IG meeting	Circulate IG meeting agenda	P-I.1
Chair	Ongoing	48 hours pre-IG meeting	Circulate for meeting agenda  Circulate current IG contact list	P-I.2
Chair	Ongoing	1 week post-IG meeting	Circulate talking points to IG members	P-I.4
Chair	January	Prior to January IG meeting	Outgoing Chair orients incoming Chair	P-I.5.b
Chair	January	January 1	Term of service begins	B-5.8
	,		Appoint 2 members of the fellowship to audit prior year's annual	
			financial report and records for presentation at February IG	
Chair	January	Prior to January IG meeting	meeting	B-7.12
			Share report from audit of prior year's annual financial report and	
Chair	February	February IG meeting	records	B-7.12
			Announce that elections will take place the following month for	
			Chair, Treasurer, Secretary, 1 GSC Delegate per Area, Mid-Atlantic	
			Representative (even-numbered years only), and Chairs of the	
			Activities, H&I, Literature, and Public Information Chairs for the	
Chair	November	November IG meeting	following CY	B-5.1
			Manages elections for Chair, Treasurer, Secretary, 1 GSC Delegate	
			per Area, Mid-Atlantic Representative (even-numbered years only),	
			and Chairs of the Activities, H&I, Literature, and Public Information	
Chair	December	December IG meeting	Chairs for the coming CY	B-5.2
		ı		I
000 0 1 .		s 1.10 .:	Provide written report of previous month's activities to IG with	21/2
GSC Delegates	Ongoing	Each IG meeting	electronic version sent to Secretary.	P-V.3.a
CCC D-1t		Drive to January IC manating	Outgoing and continuing GSC Delegates orient incoming GSC	D. E. L.
GSC Delegates	January	Prior to January IG meeting	Delegates	P-I.5.b B-5.8
GSC Delegates	January	January 1 1 week pre-November IG	Term of service begins for incoming GSC Delegates	D-3.6
GSC Delegates	November	meeting	Provide draft budget for upcoming CY to the Treasurer	P-II.3.b, P-III.1-6
doc Delegates	November	meeting	in rowide draft budget for apcoming of to the freasurer	1 11.3.5,1 111.1 0
	T		Provide an oral report of meeting's weekly attendance, specific	
			problems or situations of concner, upcoming plans, and summary	
GSRs	Ongoing	Each IG meeting	of what group would like accomplished by CMA service structure	B-4.10.4
		After receiving monthly talking	Share talking points with meeting participants during Secretary's	
GSRs	Ongoing	points from IG Chair	report	Not mentioned
	1 0 0			
			Provide written report of previous month's activities to IG with	
H&I Chair	Ongoing	Each IG meeting	electronic version sent to Secretary.	P-V.3.a
H&I Chair	January	Prior to January IG meeting	Outgoing H&I Chair orients incoming H&I Chair	P-I.5.b
H&I Chair	January	January 1	Term of service begins	B-5.8
		1 week pre-November IG		
1&I Chair	November	meeting	Provide draft budget for upcoming CY to the Treasurer	P-II.3.b
			Provide written report of previous month's activities to IG with	
Literature Chair	Ongoing	Each IG meeting	electronic version sent to Secretary.	P-V.3.a
iterature Chair	January	Prior to January IG meeting	Outgoing Literature Chair orients incoming Literature Chair	P-I.5.b
			Incoming Literature Chair orders items necessary to IG-approved	
iterature Chair	January	Prior to January IG meeting	prudent inventory levels for the year.	P-VI.8.d
iterature Chair	January	January 1	Term of service begins	B-5.8
		1 week pre-November IG		D III D I I D I II D
iterature Chair	November	meeting	Provide draft budget for upcoming CY to the Treasurer	P-II.3.b, P-VI.9
:		Delevate No. 1 10 11	Recommend prudent inventory levels for the following CY as part of	
Literature Chair	November	Prior to November IG meeting	the annual budgeting process	P-VI.6
		Indiana December 10 months and	1	1
		Prior to December IG meeting or		
iterature Chair	December	-	Make report of current inventory on hand and turn over all cash to the Treasurer	P-VI.8.a, c

				Reference (B=Bylaws;	
				P=IG Policies and	
Position	Month	Date/Deadline	Service Responsibility	Procedures)	
Mid-Atlantic			Provide written report of previous month's activities to IG with		
Representative	Ongoing	Each IG meeting	electronic version sent to Secretary.	P-V.3.a	
Mid-Atlantic		Prior to January IG meeting in	Outgoing Mid-Atlantic Representative orients incoming Mid-		
Representative	January	odd-numbered years	Atlantic Representative	P-I.5.b	
Mid-Atlantic		January 1 of odd-numbered			
Representative	January	years	Term of service begins	B-5.8	
Mid-Atlantic		1 week pre-November IG			
Representative	November	meeting	Provide draft budget for upcoming CY to the Treasurer	P-II.3.b	
		Within 14 days of being			
Public Information		informed of needed DCCMA			
Chair	Ongoing	website changes	Make approved DCCMA website changes	P-IV.3	
Public Information			Provide written report of previous month's activities to IG with		
Chair	Ongoing	Each IG meeting	electronic version sent to Secretary.	P-V.3.a	
Public Information					
Chair	Ongoing	Prior to each IG meeting	Back-up all Gmail accounts to the DCCMA Goggle Documents drive	P-V.3.e	
Public Information					
Chair	January	Prior to January IG meeting	Outgoing Public Information Chair orients incoming Literature Chair	P-I.5.b	
	,				
			Change passwords on all IG Gmail accounts, web-based IG archives,		
Public Information			and the content management system for the DCCMA website and		
Chair	January	Prior to January IG meeting	provide all the new passwords to the IG Chair and Secretary.	P-IV.2a, e-f	
Public Information	,	,	Provide Secretary and Tresurer with security credentials necessary	,	
Chair	January	Prior to the January IG meeting	to archive IG records on the DCCMA Google Documents drive	P-IV.2.d	
Public Information	January	There is the sundary to meeting	Provide each IG member other than GSRs with their new password	1 11.2.0	
Chair	January	Prior to the January IG meeting	for their Gmail mailbox.	P-IV.2.b	
Public Information	January	Prior to the January 10 meeting	TOT CHELL CHICAL HIGHOOK.	F-1V.2.D	
Chair	lanuary	January 1	Torm of carvica haging	B-5.8	
Public Information	January	1 week pre-November IG	Term of service begins	D-3.0	
Chair	November	· ·	Dravide draft hudget for uncoming CV to the Treesurer	P-II.3.b	
Citali	November	meeting	Provide draft budget for upcoming CY to the Treasurer	P-II.3.D	
Caaratan	Ongoing	Dries to monthly IC meeting	Circulate draft of previous month's minutes	P-I.3	
Secretary	Ongoing	Prior to monthly IG meeting	Archive all IG members' written reports and approved minutes	r-1.5	
C	0	Within 14 days after each IG		D.V.2 b	
Secretary	Ongoing	meeting	from prior month's meeting	P-V.3.b	
Secretary	January	Prior to January IG meeting	Outgoing Secretary orients incoming Secretary	P-I.5.b	
Secretary	January	January 1	Term of service begins	B-5.8	
T		hagabar E days	Demonits and manifest in account 6440.00	D. II. C	
Treasurer	Ongoing	Within 5 days	Deposit cash receipts in excess of \$10.00	P-II.6.a	
-			Provide written summary of end-of-month balances for IG bank	5 !! 6	
Treasurer	Ongoing	Each IG meeting	account for CY and prior four years	P-II.8	
			Archive monthly bank statements, updates to the DCCMA checking		
	I		account register, receipts, invoices, donation letters to the GSC,		
		Within 14 days after each IG	and all other documents supporting disbursements DCCMA Google		
Treasurer	Ongoing	Within 14 days after each IG meeting	Document drive	P-V.2.a	
	Ongoing January	· ·	Document drive Outgoing Treasurer orients incoming Treasurer	P-V.2.a P-I.5.b	
		meeting	Document drive Outgoing Treasurer orients incoming Treasurer Outgoing Treasurer prepares annual financial report per bylaws and	P-I.5.b	
Treasurer		meeting	Document drive Outgoing Treasurer orients incoming Treasurer		
Treasurer Treasurer	January	meeting Prior to January IG meeting	Document drive Outgoing Treasurer orients incoming Treasurer Outgoing Treasurer prepares annual financial report per bylaws and	P-I.5.b	
Treasurer Treasurer Treasurer	January January	meeting Prior to January IG meeting Prior to January IG meeting	Document drive Outgoing Treasurer orients incoming Treasurer Outgoing Treasurer prepares annual financial report per bylaws and submits to the IG Term of service begins File annual Form 990-N e-postcard	P-I.5.b B-7.10	
Treasurer Treasurer Treasurer	January January January	meeting Prior to January IG meeting Prior to January IG meeting January 1	Document drive Outgoing Treasurer orients incoming Treasurer Outgoing Treasurer prepares annual financial report per bylaws and submits to the IG Term of service begins	P-I.5.b B-7.10 B-5.8	
Treasurer Treasurer Treasurer Treasurer	January January January	meeting Prior to January IG meeting Prior to January IG meeting January 1	Document drive Outgoing Treasurer orients incoming Treasurer Outgoing Treasurer prepares annual financial report per bylaws and submits to the IG Term of service begins File annual Form 990-N e-postcard	P-I.5.b B-7.10 B-5.8	
Treasurer Treasurer Treasurer Treasurer	January January January February	meeting Prior to January IG meeting Prior to January IG meeting January 1 February 28	Document drive  Outgoing Treasurer orients incoming Treasurer  Outgoing Treasurer prepares annual financial report per bylaws and submits to the IG  Term of service begins  File annual Form 990-N e-postcard  Archive year-end reports and audit results on DCCMA Google	P-I.5.b B-7.10 B-5.8 P-II.5	
Treasurer Treasurer Treasurer Treasurer Treasurer	January January January February	meeting Prior to January IG meeting Prior to January IG meeting January 1 February 28	Document drive  Outgoing Treasurer orients incoming Treasurer  Outgoing Treasurer prepares annual financial report per bylaws and submits to the IG  Term of service begins  File annual Form 990-N e-postcard  Archive year-end reports and audit results on DCCMA Google  Document drive	P-I.5.b B-7.10 B-5.8 P-II.5	
Treasurer Treasurer Treasurer Treasurer Treasurer	January January January February  February  October	meeting Prior to January IG meeting Prior to January IG meeting January 1 February 28 February 28 October IG meeting	Document drive  Outgoing Treasurer orients incoming Treasurer  Outgoing Treasurer prepares annual financial report per bylaws and submits to the IG  Term of service begins  File annual Form 990-N e-postcard  Archive year-end reports and audit results on DCCMA Google Document drive  Provide historical data to Committee Chairs, GSC Delegates, and Mid-Atlantic Representative	P-I.5.b B-7.10 B-5.8 P-II.5 P-V.2.b	
Treasurer Treasurer Treasurer Treasurer Treasurer	January January January February	meeting Prior to January IG meeting Prior to January IG meeting January 1 February 28 February 28	Document drive  Outgoing Treasurer orients incoming Treasurer  Outgoing Treasurer prepares annual financial report per bylaws and submits to the IG  Term of service begins  File annual Form 990-N e-postcard  Archive year-end reports and audit results on DCCMA Google Document drive  Provide historical data to Committee Chairs, GSC Delegates, and Mid-Atlantic Representative  Present draft budgets for upcoming CY to IG for discussion	P-I.5.b B-7.10 B-5.8 P-II.5	
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Treasurer	January January January February February October November	meeting Prior to January IG meeting Prior to January IG meeting January 1 February 28 February 28 October IG meeting November IG meeting	Document drive  Outgoing Treasurer orients incoming Treasurer  Outgoing Treasurer prepares annual financial report per bylaws and submits to the IG  Term of service begins  File annual Form 990-N e-postcard  Archive year-end reports and audit results on DCCMA Google Document drive  Provide historical data to Committee Chairs, GSC Delegates, and Mid-Atlantic Representative  Present draft budgets for upcoming CY to IG for discussion  Make modifications to draft spending requests for following CY	P-I.5.b B-7.10 B-5.8 P-II.5 P-V.2.b P-II.3.a P-II.3.c	