

# GUIDELINES FOR REGIONAL OFFICE

Subud Pacific Northwest is a nonprofit corporation registered in Washington and Oregon and representing Subud members in AK, ID, MT, OR, WA and WY.

The Regional Committee must consist of at least a Chairperson and a Secretary and Treasurer. A complete regional committee consists of the four officers of the Corporation who shall be Chairperson, Vice-Chairperson, Secretary and Treasurer, and such other members, as the Chairperson deems appropriate to facilitate the work of administering the Corporation.

Any member is eligible for any office, except that no officer of the region may concurrently be an active Helper or a Chairperson or Director of any Subud Center or of Subud United States of America.

Officers of the Regional committee are selected at a Regional Congress for a term of two years. The Chairperson is nominated from the floor, tests before the members with the regional helpers, and is elected by a majority vote of the members present at the Congress. The Vice-Chairperson is also nominated from the floor and selected by the same process. Together the two elected officers appoint the Corporate Secretary and Treasurer positions with confirmation through testing with the regional helpers. The Bylaws do not currently require ratification of those appointed officers, but it is becoming traditional process for any appointed officers or board members.

## REGIONAL COMMITTEE TASKS

The Regional Committee is responsible for preparing and filing an annual report which is shared with Subud USA and each center in the region. It manages an annual kejiwaan event, formerly known as Menucha, now Seabeck. The Committee also supports Regional Helper visits by fundraising and assisting with pledge drives.

## PNW OFFICER DESCRIPTIONS

**CHAIRPERSON:** The Chairperson has general supervision, direction and control of the business and affairs of the corporation. The Chairperson serves as the chairperson of the Subud Pacific Northwest Board of Directors. He or she also serves on the Board of Directors of Subud United States of America. Chairperson has the responsibility to oversee financial record keeping and communications, and standing committees which are necessary for the raising of funds and hosting of events and compliance with nonprofit laws to maintain the status of the corporation.

**VICE-CHAIRPERSON:** In the absence or disability of the Chairperson, the Vice- Chairperson performs all the duties of the Chairperson. He or she has such other powers and duties as the Board of Directors may prescribe. (Our Bylaws now allow Co-Chairs, in which case no additional Vice-chairperson is needed.)

**SECRETARY:** The Secretary keeps a record of the proceedings of the Board of Directors, and of the meetings of the officers, and of the Congresses. He or she sends notices as necessary, distributes minutes of the various meetings as appropriate; and supervises the keeping of records of the corporation.

**TREASURER:** The Treasurer receives and safely keep all funds of the Region, depositing them in the bank or banks designated by the Regional Committee. Those funds are paid out only as authorized by officers, or agents designated by the Board of Directors. The Treasurer performs other duties as may be prescribed by the Regional Committee

### REGIONAL CONGRESS CHAIR:

This position shall be selected by a majority vote of the members present at each Regional Congress. The duties include organizing and chairing the Regional Congress by working with the Regional Committee to establish a Congress agenda. Along with the assistance of the incoming Congress Chair, prepare a report summarizing the resolutions and recommendations passed, to be distributed to the membership within thirty days after the end of the Regional Congress.