

Pacifica District - Policies & Procedures

DISTRIBUTION OF BSA NAMES, PHONE #'S, EMAIL ADDRESSES

- All names, phone numbers, email addresses, etc, are exclusively for BSA use only and are not to be sold, exchanged or used in any way for non-Scouting purposes.

DISTRICT COMMITTEE

District Committee Member Contact Information

- District Committee Members contact information can be found on the Pacifica District website: <http://www.pacificabsa.org/contact.html>

Potential/Replacement of Individual Committee Chairs

- All potential and/or replacement Committee Members must be approved by the Nominating Committee, then voted upon by the District Committee at a regularly scheduled meeting.
- New District Committee Members need to be reviewed by the Nominating Committee and Key 3. New Committee Members are required to read, understand, and agree to the job duties listed in their job-specific handbook. A newly voted-in Committee Member is required to sign (initial) their agreement to carry out their job.
- An individual Committee Member's Position tenure is one (1) year and shall be evaluated by the District Chairperson for additional terms.

Meetings Attendance

- Pacifica District Committee monthly meetings are open to all Pacifica District members. District Committee members are the only ones permitted sit "at the table" and join in discussion while the meeting is being conducted. "Non-District Committee members" will be allowed to speak or voice an opinion if they have added the topic they wish to speak on to the agenda. Adding items to the agenda must be done 48 hours before the meeting, unless given permission to address the Committee during the meeting by a Key 3 member conducting the meeting.

Meeting Conduct

- All those in attendance are expected to conduct themselves in a professional and respectful manner. If for some reason the District Committee feels the behavior of an individual or individuals is not conducive to a good working relationship, that individual or individuals will be asked to leave by the District Chairperson or by whomever is in charge of the meeting.

ACTIVITIES

Expenditures

- Event expenditures must be approved by Council. If not pre-approved and expenditure has already been made there is a high probability the expense will not be approved/reimbursed.

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ROUNDTABLE

Event Flyers

- Monthly Roundtable
 - ALL event flyers must be approved by the District Committee prior to monthly Roundtable distribution and/or handout. Email flyers (Word or .pdf) to Roundtable Commissioner for presentation/approval at monthly District Committee meeting.
- Flyers in OnLine RoundtableMatters
 - For a flyer to be considered for inclusion with the OnLine Roundtable Matters, e-mail it (Word or .pdf) to Roundtable Commissioner at least 2 weeks before Roundtable. Flyers will be evaluated and included if appropriate for a Roundtable announcement.

Breakout Room Needed

- Requests for a break-out room at Roundtable must be addressed to the Roundtable Commissioner and requested at the current month's District Committee meeting.

Guest Speakers

- All requests to address the audience at a monthly Roundtable must be presented in writing to the Roundtable Commissioner one month prior to the event. The Roundtable Commissioner will present the request to the District Committee and they will determine if the guest speaker is appropriate.

COMMUNICATIONS

Submission Dates And Guidelines For Email Blasts, Website Postings

According to the submission dates and guidelines listed below, submit requests for:

- Email blasts to the Communications Chair
 - Monthly Pre-Roundtable Email Blasts
 - 8:00 pm the Thursday prior to Roundtable.
 - Mid-Month Update
 - 8:00 pm the second Thursday after Roundtable (mid-month meaning Roundtable Month)
 - Special Email Blasts
 - 48 hours before required distribution (exceptions will be made for true emergencies). We will combine email blasts when possible. (NOTE: We do not want to become an annoyance to our subscribers.)
- Website postings to the Webmaster with a cc to the Communications Chair
 - 72 hours before required postings.

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UNIT/INDIVIDUAL-SPONSOR EVENT PROMOTION PROCEDURES

- UNIT/INDIVIDUAL-SPONSOR Responsibility
 - UNIT KEY 3 (Charter Representative (CR), Committee Chair (CC) and Unit Leader)/INDIVIDUAL-SPONSOR have a written plan for the event.
 - UNIT KEY 3/INDIVIDUAL-SPONSOR has to sign-off on the event.
 - UNIT KEY 3/INDIVIDUAL-SPONSOR signature(s) signifies that Unit is chartered, in good standing and accepts the following criteria:
 - UNIT KEY 3/INDIVIDUAL-SPONSOR Review Criteria:
 - Reviewed date of event for conflicts with District or Council Event.
 - Has secured appropriate venue/facilities for the event.
 - Understands and is responsible for the costs associated with this event.
 - Secured enough adult volunteer leadership to staff event in its entirety.
 - Written plan for event **must be shared** with District Roundtable Commissioner, District Activities Chair and District Key 3 for review.
- DISTRICT Responsibility
 - DISTRICT Key 3 and Activities Chair Review Criteria:
 - Event does not conflict with existing District or Council event.
 - If there is an existing District or Council event, then Unit/Individual-Sponsored event needs to be scheduled AFTER the District or Council event.
 - Unit/Individual-Sponsor has secured appropriate venue/facilities for the event.
 - Units in same geographical community will be invited to avoid possible conflicts with other units.
 - Once the Unit/Individual-Sponsor plan has been successfully reviewed by District Key 3 and Activities Chair it will be presented to District Committee for review. District Committee has final approval.
 - If all criteria are met, the Unit/Individual Sponsor will be allowed to promote at the District Roundtable with fliers only per the Roundtable/Event Flyers/Monthly Roundtable guidelines set forth on the previous page.