

**PLEASE SEE THE FOLLOWING INSTRUCTIONS AND
CORRESPONDING ATTACHMENTS/FORMS**

1. Instructions for Registering for Assembly and Convention

To attend the Region 9 Assembly and Convention representatives will need to:

- a) Register with the Region 9 Assembly and Convention: FORM 2 R9 Assembly & Convention Registration (submit by **September 5th, 2019 or sooner if possible**).

See also information for you to determine how many representatives can be sent to represent your service body. Normally this is one but in some cases can be two.

- b) Hotel Accommodation is included in Form 2.
c) Sign privacy notice - Form 10.
d) Organise & Book Travel Arrangements:
Representatives are responsible to book their own travel arrangements to the A/C. The "Information Pack" provides additional information about travel, beyond flights, as there are ground transportation charges to get to the venue from airports.

Note: Travel is usually cheaper if booked well in advance.

- e) Please read and be aware of the R9 Rep Job Description from the R9 policy manual: FORM 5 Rep. Job Description. Much useful information is also provided in Form 5A R9 Vital Link which includes many Questions and Answers for Region 9 Representatives.

Service Bodies:

If your service body is unable to attend, we would welcome keeping you in the R9 loop by subscribing to our weekly mailing (contact info@oaregion9.org)

2. How your Service Body may apply for Financial Assistance to attend R9 Assembly

You will find attached an application form for financial assistance, FORM 6 Rep Assistance Application, which is to be submitted to our Treasurer, Alexandra, via email: treasurer@oaregion9.org by **July 23rd 2019**.

It is important that those service bodies requiring assistance return the application form in time so that we are able to provide financial help.

The Region 9 Board will give you an answer by **August 23rd 2019**. The Treasurer will liaise with you regarding disbursement of funds if your service body is funded. You will be asked to acknowledge receipt of the

money. If for any reason your funded SB's representative is unable to attend – all funds must be reimbursed to R9 immediately.

3. Proposing Business Motions to the Assembly

Please note the following extract from our OA Region 9 Bylaws concerning any proposals to amend those bylaws:

Proposed amendments should be submitted to the Region 9 at least ninety days (25th July 2019) before the Region 9 Assembly.

Those service bodies or committees wishing to propose any business motions shall use the attached motion form, FORM 7 Draft Motion. If you have any questions, please contact Francene chair@oaregion9.org.

4. R9 Board Application

Please refer to Form 8 Board Application, which also includes a job description of the board positions.

5. R9 Banker Application

Please refer to Form 8A Banker Application, which also includes a job description of the Banker position.

6. R9 WSBC Delegate Application

Would you be interested in representing Region 9 at The World Service Business Conference in 2020? If you would like to apply for the chance to have this amazing service opportunity please fill in the application form attached, FORM 9 WSBC Application.

The Delegate will be selected at the Region 9 Assembly (for 2020 WSBC) These applications are due to treasurer@oaregion9.org at the assembly. Please see form for details.