**Central Virginia Intergroup**

**Special Board Meeting**

**November 10, 2024**

Serenity Prayer

Present: Debbie C., Kathryn N., April M., Susan H., Hope R., Susie H.

Chair Debbie C. called the meeting to order. The board discussed the proposed bylaw changes regarding job descriptions. The tasks in question have not previously been assigned to a specific board member. The group unanimously approved the following assignments:

1. Add to the Vice Chairman position: Serve as chair of the nominating committee and recruit additional committee members as needed. Submit names for voting. Responsible for filling vacancies during the fiscal year.
2. Add to the Vice Chairman position: Create and maintain an information database of all critical information and functions of CVIG. Database to include name(s) of backup personnel and access information (account numbers, passwords, etc.).
3. Add to the Treasurer position: Document and maintain information on important financial obligations. This includes the current CVIG insurance policy.
4. Add to the Vice Chairman position: Conduct periodic review of CVIG Bylaws and Initiate any needed Bylaw changes.

The changes above will be implemented upon approval of the by-law changes. Until then, the work must still be completed. The following offers of assistance will be provided.

Create and maintain an information database. - Kathryn N. accepted this assignment. Debbie C. will provide guidance regarding the structure of the database.

Document and maintain information on important financial obligations. - April M. accepted this assignment. Susie H. will provide April with insurance policy information.

Conduct periodic review of CVIG Bylaws and Initiate any needed Bylaw changes. Kathryn N. accepted this assignment. Hope R. will distribute an electronic version of current Bylaws, and a template for proposing Bylaw changes. Susan H. volunteered to help review Bylaws and write proposed changes.

In addition to changes in board assignments (thus prompting Bylaw changes), Debbie C. asked the board to consider a change in the current nomination and voting schedule. Currently the WSBC Representative and Region 7 Representative are voted upon in August, assuming their duties in September. The remainder of the board is voted upon in September, assuming duties in October. The group agreed that, to achieve consistency, all positions should be nominated in July, voted upon in August, and duties assumed in September. This would require a change in the current fiscal year (commencing in September versus October). This proposed by law change will be brought before the entire CVIG board at the November board meeting.