

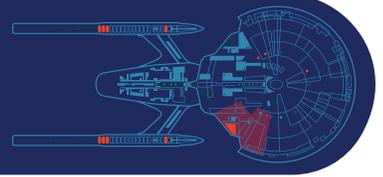
The International Star Trek Fan Association, Inc



**Regional Coordinator  
Duties Manual**

Second Edition | 2023

# FOREWORD



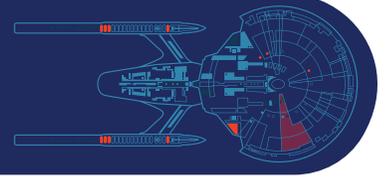
STARFLEET: The International *Star Trek* Fan Association, Inc. (STARFLEET) is recognized by the State of North Carolina and the United States Internal Revenue Service as a not-for-profit organization pursuant to Title 26, United States Code, Section 501(c) (7). These facts impose certain legal duties upon the officers and directors of STARFLEET. These duties cannot be avoided. All current and former officers and directors of STARFLEET must familiarize themselves with the legal duties they owe to the corporation, and to each and every one of its members.

Every Regional Coordinator (RC) is considered a STARFLEET Director. These members of the "Board of Directors" of STARFLEET are the sitting members of the Admiralty Board (AB). The Executive Committee (EC) members are "officers" of the Corporation.

This handbook details the roles and responsibilities of and information needed for an RC. It includes brief discussions about specific corporate duties of an RC and their staff and a discussion of the personal liabilities that may result from failure of those duties.

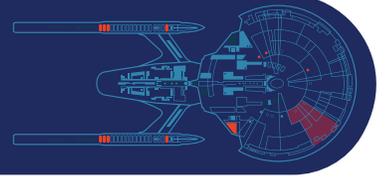
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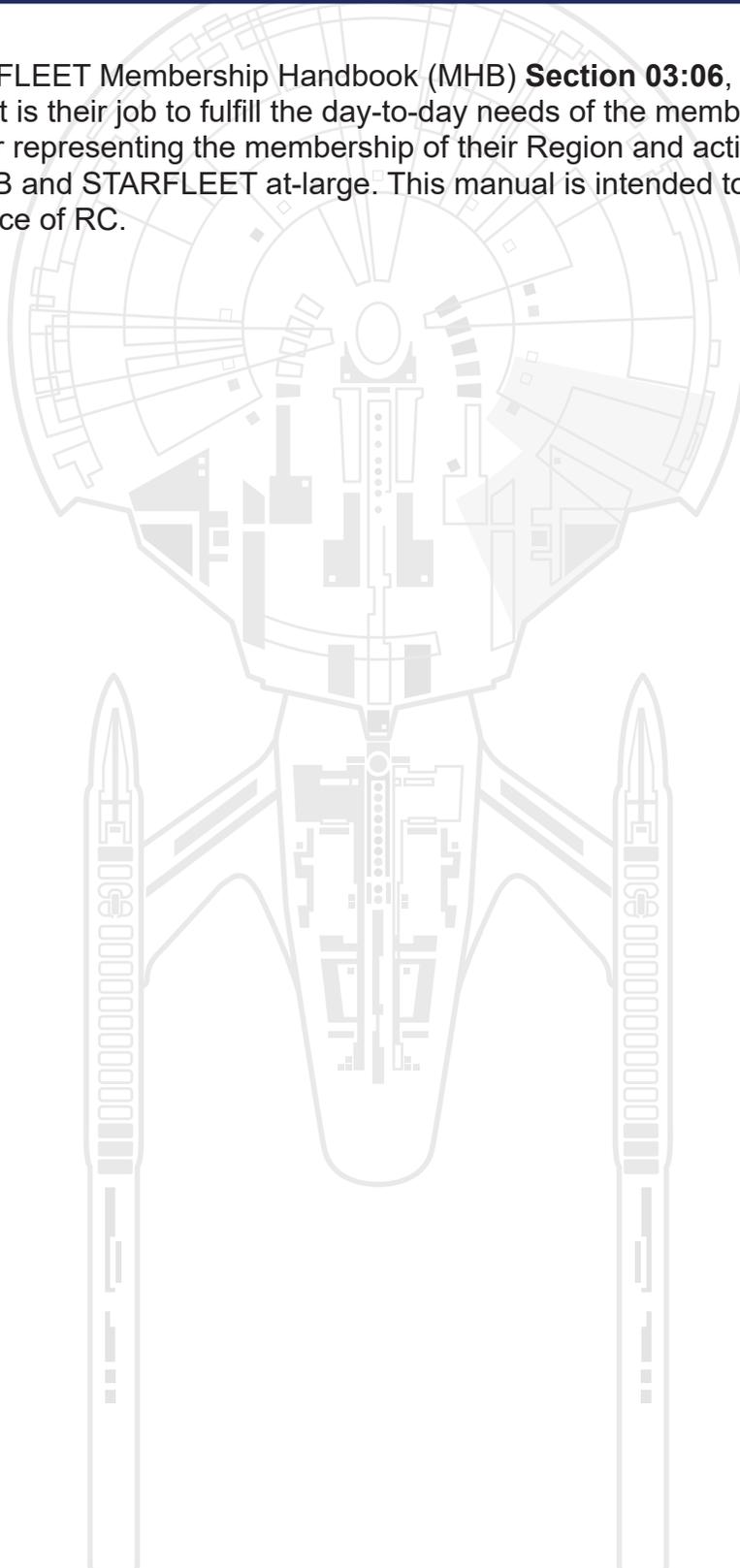
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# SECTION 1: Introduction/Scope

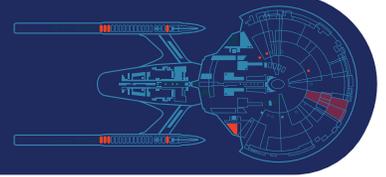


## Section 1:1

According to the STARFLEET Membership Handbook (MHB) **Section 03:06**, RCs serve at the will of their constituency and it is their job to fulfill the day-to-day needs of the members of their Region and are also responsible for representing the membership of their Region and acting as regional representative to the AB and STARFLEET at-large. This manual is intended to lay out the various requirements of the office of RC.



# SECTION 2: Duties of the RC



## Section 2:1

The RC has many responsibilities that include:

- Acting as Regions Representative to the AB
- Work to update Starfleet policy, as needed
- Reside within Region and Appointing a Vice-RC (VRC)
- Filing the Regional Status Report (RSR) each month
- Cast votes in at least 75% of all matters put forth for vote in the Admiralty Board in one calendar year
- Have completed OTS/OCC and remain certified with SFDPP
- Running and/or coordinating events throughout their region
- Satisfying the region's financial responsibilities
- Well-versed in the SFI Bylaws, MHB, and familiarity with Robert's Rules of Order
- Certain Fiduciary Duties to the Corporation

The details of each will be explained in the following subsections:

### Section 2:1:1 - Regional Representative to the Admiralty Board

The RC sits on SFI's Board of Directors, known as the Admiralty Board (AB). As such, they are required to attend scheduled meetings of the AB and the combined Executive Committee/Admiralty Board (ECAB).

RCs must read and participate in all AB/ECAB e-mail lists. Per the Members Handbook, **Section 3:06**, an RC can be removed if they fail to cast votes in 75% or more of the matters put before the AB in a calendar year. If approved by the ECAB, the AB may conduct votes via electronic voting – this, combined with the e-mail lists, leaves no room for an RC to fail to vote on a matter, and thus appropriately represent their Region.

The membership votes for their RC every 2 years and, thus, expect their RC not only to participate, but to be active and lead discussion in the AB/ECAB, representing their wants and needs.

### Section 2:1:2 - STARFLEET Policy Updates

#### **Revisions to STARFLEET MHB**

One of the Admiralty Board's primary functions is to act, as a collective group, as the legislative arm of STARFLEET and provide updates to policy for the organization via updates to the MHB. The process for doing so is delineated in the **MHB Section 10:02**.

#### **Revisions to STARFLEET By-Laws**

The Admiralty Board has the opportunity to vote on revisions to the By-Laws via a vote by the Membership of the organization, generally (though not required to be) in conjunction with the STARFLEET Commander, STARFLEET (CS)/Vice Commander, STARFLEET (VCS) election. Any and all finalized revisions must be submitted to and approved by the general membership.

The process is described in MHB **Section 10:01** but is generally as follows:

- Revisions, replacements, and/or additions are submitted to the AB for review
- AB votes on submission ballot
- Final voting completed by membership
- Changes implemented as voted upon

### **Section 2:1:3 – Personal Residence & Appointment of VRC**

Via the STARFLEET Bylaws, **Section 5.2**, Admiralty Board members must be residents of the region they represent and must remain so throughout the duration of their term, or step-down at the moment they are no longer a resident of the defined regional area. Similarly, the VRC, which must be appointed by the duly-elected RC, must meet all of the criteria necessary to be the RC, including residency within the Region.

### **Section 2:1:4 – Region Status Report (RSR)**

The Region Status Report (RSR) is due by the 15th of every month and is submitted via the SFI DB ([db.sfi.org](http://db.sfi.org)). To find the RSR page, navigate to the Region Menu Tab and then click 'Submit RSR'. Much of the submittal contains the inputs of the Monthly Status Report (MSR)s submitted by the COs or their delegates from each RC's Region. Below these fields are several sections requesting commentary and opinion from the RC. If no comment is felt to be necessary, comments such as "N/A" or "No Comment Necessary" will generally suffice the submittal. If one of these fields are left blank, Operations will consider the RSR a Failure to Report (FTR) and the submittal will not be counted for the RC.

### **Section 2:1:5 – 75% Voting**

The RC is required, via MHB **Section 03:06**, to cast a vote in 75% of all votes cast by the Admiralty Board in a calendar year. These votes can take place during in-person ECAB meetings, scheduled AB calls, or via approved digital means. Any RC who fails to meet this criteria may be removed by a two-thirds ( $\frac{2}{3}$ ) vote of the assembled AB (STARFLEET **Bylaws 5.16**).

### **Section 2:1:6 – Region Status Report (RSR)**

The RC (and their appointed VRC) is required to have completed a series of leadership and policy exams provided by the STARFLEET Academy (SFA).

#### ***Officer Training School (OTS) & Officer Command College (OCC)***

OTS is a generalized 20 question, multiple-choice exam that tests a member on their ability to understand the rules and responsibilities of a member in the organization along with member rights and rules processes.

OCC is an essay question exam with a more in-depth look at the structure and function of the organization as a whole.

#### ***STARFLEET Data Protection Policy***

The most current STARFLEET Academy courses for data privacy and protection approved by the corporate data protection officer are annually required to pass for any member with access to other members' Personally Identifiable Information (PII) in the SFI database, websites, or social media platforms.

As such, but not limited to, all corporate officers, board members, chapter CO/XOs and all respective staff members which have elevated database access are required to complete this training annually. As the AB votes to approve incoming EC members appointed by the CS (via the process denoted in Bylaws **Section 6.1**), RCs should hold EC members accountable to the fact that they are required to ensure their respective staff members have completed and maintain the training, if they have any access to membership data for their job. Any new EC or staff members have thirty (30) days to complete the training from time of appointment. Database access will not be granted until the training is completed.

RCs are responsible for ensuring any staff they grant any RC database permissions to have completed and maintain the training, prior to granting access, as well as maintaining knowledge of their Region's CO/XO statuses.

## **Section 2:1:7 - STARFLEET Policies**

The following sections are referential to the MHB in a specific sense but are necessary to be referenced here for reminders as members of SFI Leadership, but also for use/reference by the RC Investigative Committee - full text for the policies can be found in SFI MHB **Section 02:08**.

### ***Bullying***

SFI seeks to provide a social environment that is safe and enjoyable for all; thus, bullying will not be tolerated.

- Bullying has a detrimental effect on SFI and its members.
- Bullying can create an unsafe social environment.
- Bullying can (and has) resulted in the loss of trained and talented volunteers.
- Bullying can (and has) caused the breakdown of teams and individual relationships.

Therefore, SFI operates with a zero-tolerance policy for bullying of any kind by and to its membership. As such, a minimum standard of professionalism, etiquette, and behavior is required of its members and, in particular, its leadership. This standard means that all members are to be respectful to others at all times and includes all media in which members interact (in person, social media, text messages, email, etc.). Leaders of SFI have an important role to play in terms of fostering a culture that does not tolerate or encourage harassment, bullying, or violence and should ensure that they do not engage in any conduct of this nature themselves. Leaders should also ensure that members understand this Policy and the consequences of non-compliance. When leaders observe harassment, bullying, or violence occurring, they should take steps to stop this conduct from continuing.

### ***Sexual Harassment***

It is the policy of STARFLEET that harassment or misconduct will not be tolerated at any time. This includes, but is not limited to, sexual harassment or harassment based on a member's ethnicity, religion, social or economic background, sexual preference, gender identification, or any other legally defined category. Any STARFLEET member, regardless of rank or position, found to be in violation of this policy shall be subject to immediate discipline and possible expulsion.

## **Section 2:1:8 – Bylaws, MHB, and Robert’s Rules Familiarity**

Incoming RCs, by way of taking the OTS and OCC, should have a working knowledge of the text within the organization’s Bylaws and MHB as they are now the arbiters of change to the documents and their use. Additionally, prior to entry to an RC’s first AB meeting, they should look up the “Robert’s Rules Cheat Sheet for Non-Profits.” Robert’s Rules are not meant to be burdensome and drag productivity to a halt, however, they should provide structure and expectations of a meeting each and every time. No matter the communication method used by the ECAB, Robert’s Rules should provide the structure through which those meetings are conducted.

## **Section 2:1:9 – Fiduciary Duties to the Organization**

Incoming RCs, by way of taking the OTS and OCC, should have a working knowledge of the text. In addition, the members of a corporation’s Board of Directors and its officers are generally responsible for the management of the business affairs of the corporation. They have a Fiduciary Duty to manage these affairs using their best business judgment. The officers and directors also have a Trustee’s Duty owed to the corporation; this type of duty of care is the highest level of all the fiduciary-like duties. Each officer and director, individually and the Board as a whole, owes the following duties to both the corporation and its members:

### ***i. Duty of Care***

This is the duty to exercise their authority at the level of ordinary care and prudence and to the same degree that persons prompted by their own self-interest would exercise in their own business affairs. If a delegation of power or authority occurs, then there arises the additional duties of "reasonable supervision" and the "making of timely inquiries" about how the business affairs of the corporation are being conducted and are, in fact, going. These two duties are fulfilled by supervision and by inquiry. That is, asking the person to whom you have delegated your authority (called a delegate) how the job is going. This duty of supervision and inquiry must be done by the director who delegates their authority. These two duties must be fulfilled without fail.

### ***ii. Duty of Attendance***

The supervising director and the delegate must both be in attendance at all necessary meetings, or else personal liability for any and all bad decisions and business losses resulting from the misconduct of the delegate attaches to the director(s) involved in the decision to delegate. It is no defense for the director to say that he had an honest belief in the honesty, fidelity, or competence of the delegate, or that the director was kept in ignorance by the delegate, or that either or both persons were just inexperienced, nor that the director had the most honest of intentions. Mere good intentions will get you sued.

### ***iii. Duty of Loyalty***

This is a Fiduciary Duty owed to the corporation and its members. The rule is that a director may not personally profit, or allow another to profit, at the expense of the corporation or its members. The test applied is "the duty of due care." The duty of loyalty prohibits "insider deals." "Insider deals" are business arrangements involving or between corporate insiders, who are defined as the officers and directors of the corporation (FLEET and FLEET-wide office holders) or sub-units thereof (i.e. the Regions and Regional Staff). Such deals are proper only if: 1) all of the relevant material facts are known to a disinterested majority of the corporation’s board or to at least a majority of the members (FLEET-wide or Regional), and 2) either of these persons, acting in good faith, authorize the transaction by a majority vote. The majority vote of only the disinterested directors (those not involved in the deal) makes the deal properly approved, even though these disinterested directors are less than the otherwise required quorum of the Board.

Another test applied to insider deals is the "fair deal" test. Under this test if the transaction is in fact fair to the corporation and its members at the time it is authorized or ratified by Board, or the appropriate sub-committee thereof, or by the members (Regional or FLEET-wide memberships), and where the Board, sub-committee, or membership has full knowledge of all relevant facts, then the deal is considered permissible, if fair. However, as a practical matter, getting timely approval of the membership as a whole (either Fleet-wide or Regional), and getting knowing approval based upon a disclosure of all relevant facts to all members, is very hard to accomplish. It takes time to properly get approval. If the insider deal being looked at fails either of these tests, then the insiders are liable to the corporation and the members for resultant damages, which usually are the benefit of the bargain which the insiders realized on the deal (what they got that they shouldn't have gotten), plus the cost to the corporation, if any, of making the insiders give up those benefits.

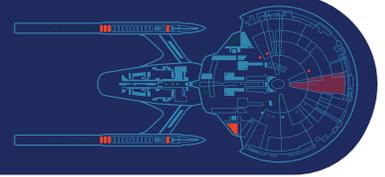
### ***Misuse of Corporate Opportunities***

This would arise in dealings with other fan clubs or organizations, or where a public relations opportunity arises. In such "corporate opportunity" situations, the law requires the affected officer or director to first offer the business opportunity to this corporation. That offer must be made in "good faith," with full disclosure of all the facts about the opportunity, and at the time the director (or officer) first knows or should have known that STARFLEET would be interested in the business opportunity. If these tests are not met, the director (or officer or club or chapter or Region) involved must give up to STARFLEET the opportunity and/or all of his or her profits from the deal, regardless of whether STARFLEET even would have taken the deal if offered. Note that this rule applies to officers and directors of not-for-profit corporations.

### ***iv. Duty of Fairness***

Directors and officers must be fair in all their dealings with the corporation and its members. The facts to consider to determine if this duty is breached are: the adequacy of the consideration involved (what did FLEET get out of the deal), the corporation's business needs for and in the transaction at issue (what did FLEET need vs. what could FLEET afford at the time), the financial position of the corporation at the time of the transaction (money in the bank, debts outstanding, etc.), the alternatives available to the corporation at the time, the adequacy and timing of the factual disclosures made to the Board, the officers and directors (EC and AB), and/or to the whole membership, and approvals, if any, given by the members and/or a disinterested majority of the Board. But note: no approval of unfair or fair deals is legally possible if fraud taints the deal in any way.

## SECTION 3: Regional Command



### Section 3:1 – Vice Regional Coordinator (VRC)

As previously mentioned, RCs are required to select a VRC to serve as their assistant within their Region by the time of their appointment to the position. VRCs are not elected by membership but, rather, serve at the behest of the RC (and are beholden to the positional requirements from the SFA). Should a vacancy occur in the RC position, the VRC will generally serve in a regional (non-board member) role as Acting-RC (servicing the regional needs of membership) until a new election process can be undertaken, at which time the newly elected RC will select a new VRC. As a courtesy, VRCs have access to similar communications and database permissions as the RC, however, while a Region may have many leaders within their Regional Staff, the AB is only officially able to acknowledge one additional representative from the Region (generally the VRC) to the AB communication channels despite any titles bestowed upon others and only the duly-elected RC may participate in any votes that come before the AB.

The duties of the VRC are simple - they fulfill any roles defined by the RC and any roles defined by the guidelines of the Region which they serve. Otherwise, as previously noted, the VRCs only other role is to step in to assist the Region during a vacancy until an election can be finalized. Generally, a VRC is selected by an RC as an attempt to keep institutional knowledge within the Region going forward - while VRCs are not necessarily the “heir” to the role, they can certainly act as a secondary knowledge base to an incoming new RC.

### Section 3:2 – Chapters

Another primary role as RC is to act as both arbiter of rules and issues within their Region as well as listening to the needs of their members and providing those members with the assistance required or (in the case where it is not within the capability of the individual RC) to bring it to the Admiralty Board.

### Section 3:3 – Oversight

While ships and their function are generally autonomous, it is an RC’s right and duty to know and ask questions about how the ships in their Region functions. It is also an RC’s duty to oversee that ships and their functional membership are healthy, safe, and actively working for the common good of the organization. If a ship’s membership is dwindling, unsafe, or unhappy - this not only endangers the livelihood of the ship, but the organization as a whole. In extreme cases, an RC may recommend a ship be put on Standy-By Status for any number of reasons described in MHB **Section 05**. An RC will generally act as the knowledgeable information point to the Chief of Operations during the process of a ship leaving Standy-By Status or falling into Dry-Dock.

### Section 3:4 – Promotions & Orders of Merit

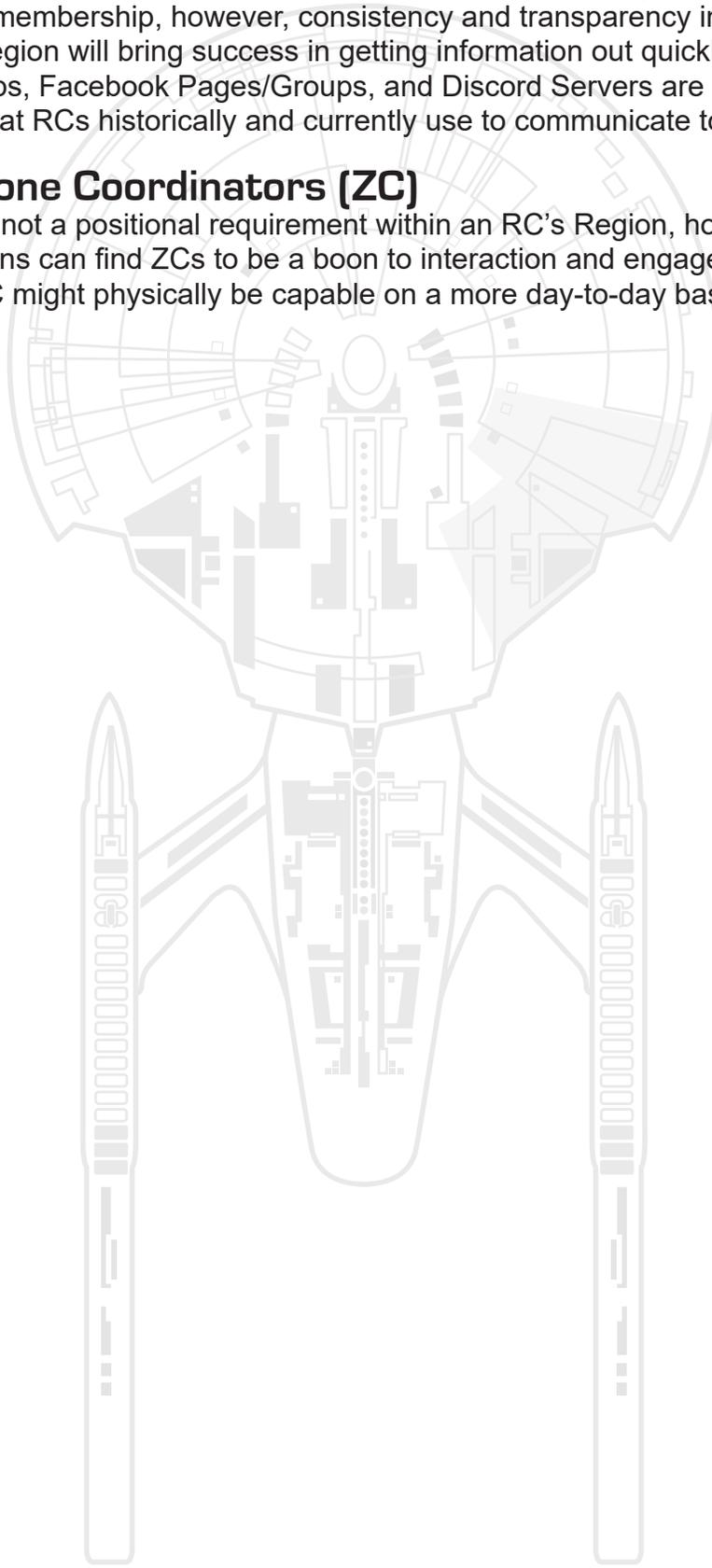
A more gratifying side of an RC’s duties includes the ability to offer promotion to the rank of Captain without the need for EC interaction - members of an RC’s Region can contact their RC and simply request this promotion and (service requirements being met), an RC can navigate to the “Rank Assignment” tab in the Region Menu of the Database and grant as such. Any ranks beyond Captain (Flag Ranks) necessitate a vote through the EC but a portion of the application requests that a member’s representative RC be contacted for a Letter of Recommendation. An RC can add as little or as much as they think the member deserves or requires but it should be known that an RC’s Letter of Recommendation tends to carry a significant amount of weight to the EC’s considerations as the them - an RC Letter of Recommendation being required for any 1st Class Orders that also go before the EC and the RC themselves being the award authority for any 2nd Class Orders.

## Section 3:5 – Chapters

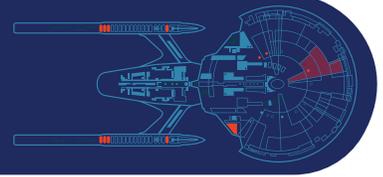
There are various avenues for interacting with and monitoring members within an RC's region. SFI has no requirements for which communication channels must be used by its leadership to communicate with the membership, however, consistency and transparency in which tools/outlets are used within an RC's Region will bring success in getting information out quickly and accurately. Listservs, GoogleGroups, Facebook Pages/Groups, and Discord Servers are but a small list of communication tools that RCs historically and currently use to communicate to their membership.

## Section 3:6 – Zone Coordinators (ZC)

Zone Coordinators are not a positional requirement within an RC's Region, however, many larger and more spread-out Regions can find ZCs to be a boon to interaction and engagement from someone more nearby than a RC might physically be capable on a more day-to-day basis.



# SECTION 4: STARFLEET Operations



## Section 4:1 – Chain of Command

As laid out in MHB **Section 01:06**, the SFI Chain of Command is a central feature to ensure quickness and accuracy to questions, requests, and grievances. Following the Chain of Command ensures that everyone involved at the higher level has the information necessary to provide the lower level the proper response and information.

The proper chain of command is as follows:

- The Admiralty Board (as a collective entity)
- Commander, STARFLEET
- Vice-Commander, STARFLEET
- The Executive Committee (as a collective entity)
- Regional Coordinator
- Chapter Commanding Officer
- Member

The entire purpose of the Chain of Command is to keep from overwhelming a single entity with the various day-to-day needs of those beneath them in the Chain. As mentioned in the MHB, “you would also have to wait for [them] to finish with all the people ahead of you before [they] could address [a] problem. Such a system would not be fair to [them], and it would not be fair to you.” It is an RCs job to engage with their Chapter COs to ensure that their needs are met and to not unduly escalate a question, request, or grievance. While RCs certainly may ask questions of or interact with other members of the AB, the EC is the correct next “official” step within the Chain and should be handled as such.

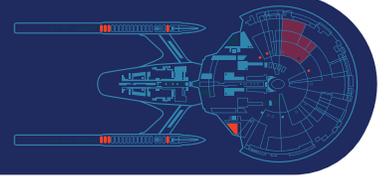
## Section 4:2 – Commanding Officers (CO)

Whether they mean to or not, an RC will generally begin to build a relationship with the COs of their Region and, at minimum, a rapport for expectations and communication. As a new RC steps into their role, they should be sure to levy these expectations upon taking office to ensure that no miscommunications or misunderstandings take place or bad habits will tend to compound.

## Section 4:3 – MSRs

As MSRs are the component by which ships provide reports for their efforts within the organization, RCs are expected to read through each and every report provided by their ships each month and address any concerns or issues raised therein. RCs (not Operations) should also be the first point of contact to a CO when there is a failure to report or a filed report is left blank.

# SECTION 5: The Summit



## Section 5:1 – Annual Regional Summits

Regional Coordinators are generally expected to hold an annual summit in a selected location of their Region.

## Section 5:2 – Date of Summit

There is no requirement for the time of year at which Summit shall be held. However, it is recommended that each Region hold their Summits at approximately the same time each year for consistency and planning of its members. RCs are expected to collaborate with each other regarding Summit dates and locations to prevent schedule conflict and overlaps. This allows members to attend Summits outside of their region, if desired, and for the EC Staff to attend Summits in all regions, as schedule allows.

Summits should not exceed a three-day period (e.g. a Friday through Sunday program).

## Section 5:3 – Bid Selection

Approximately nine to twelve months before Summit, the RC should notify region members that the bid for Summit location and program is open and should last 30 days. Bids shall be submitted by Chapter COs and their elected Summit committees, if applicable.

The RC should consider the following with each bid:

- Overall Location (tourism attractions, ease of travel, etc.)
- Summit Locations (one or multiple places for events, facilities, etc)
- Proposed Programming
- Cost of Attendance
- Current Region Funds
- Possible Alignment with Local Events (cons, etc)

The RC should also take into consideration the location of the previous year's Summit when selecting a bid. Primary consideration should be given to states/countries/regions that did not host the Summit in the previous years. Summits should generally not be hosted by the same ship/committee, or in the same metro area, twice in a row.

## Section 5:4 – Suggested Timeline

Each Region can create their own timeline to seamlessly facilitate events leading up to and the execution of Summit. The following is a draft template used for planning:

- 12-18 months prior to Summit
- Open bid period for 30 days
- Notify selectee within 14 days of bid closure
- 12 months prior to Summit
- Announce Summit to Region and Fleet (at or after the current year's Summit)
- Hold monthly coordination meetings
- Form committees, as needed
- Determine/schedule panels and select/contact participants

- Begin development of Summit Website/Facebook page
- 6 to 9 months prior to Summit
- Advertise Summit to Region and Fleet
- Continue monthly meetings
- Finalize panels and participants
- Rough Draft of Program schedule - post to social media
- 3 to 6 months prior to winning Summit
- Continue monthly meetings
- Finalize schedule
- Finalize facility arrangements, e.g. hotels, venues
- Finalize program
- Arrange for transportation from airport to hotel for members flying in
- Begin reporting to RC bi-weekly
- 1 to 3 months prior to winning Summit
- Having meetings as often as practical and necessary
- Print programs, if necessary
- Print badges
- Create registration packets, if necessary
- Confirm all arrangements

## Section 5:5 – Responsibilities

Over the course of Summit selection, planning, and execution, the RC is generally responsible for items listed below. The RC may choose to delegate some responsibilities to another member of the Region (e.g. Chief of Summit, etc).

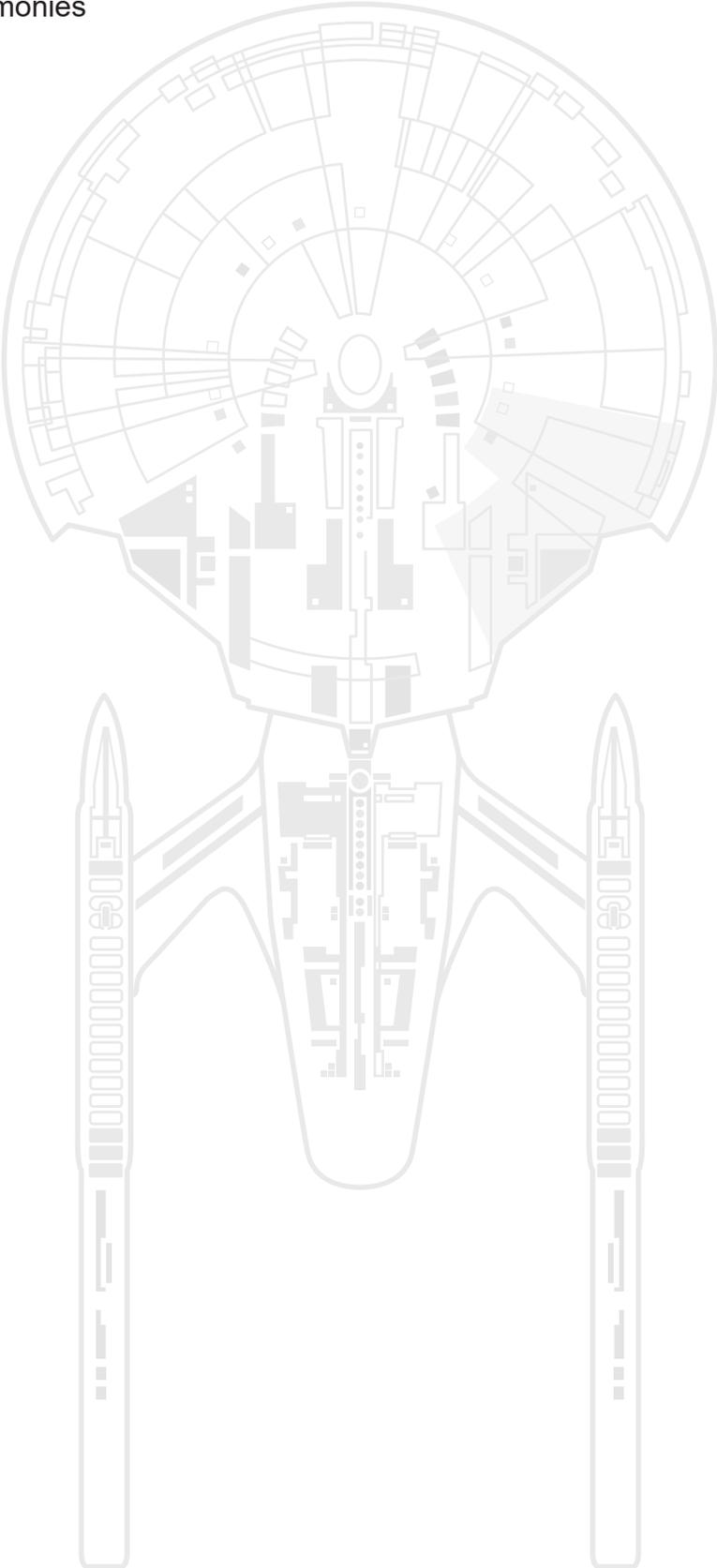
- Oversee the planning and budget of the Summit
- Sign any contracts necessary with hotel and/or restaurant
- Preside over Opening, Awards, Closing and/or other Ceremonies.
- Oversee processing of registrations and payments
- Make sure all bills connected to summit are paid in a timely manner and all receipts are turned in to the Region Treasurer
- Make travel arrangements for the Commander, STARFLEET. This includes making and paying for hotel reservations
- Collaborate with COs to select a charity
- The Chapter hosting Summit shall be responsible for the items listed below:
- Monthly status to RC
- Planning and scheduling
- Program of Events
- Provide cost proposals to RC for review and signature

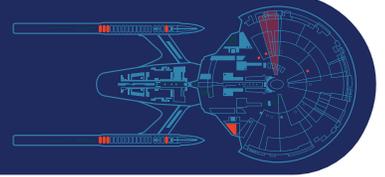
## Section 5:6 – Responsibilities

There is no mandatory set of events over which the Summit shall be held. The following list is a suggestion of events:

- Opening Ceremonies
- Executive Command Panel
- Regional Staff Meeting
- Marine Muster
- Final Mission Ceremony

- Awards Ceremony
- Auctions for Local Charities
- Admiral's Banquet Dinner
- Closing Ceremonies





## Afterthoughts & Acknowledgements

Members of the AB who wrote this would like to personally thank Chuck Freas for creating the first iteration of this document. His work, while dated at the time of this edition, was instrumental in the 2nd edition of the document. A particular thanks goes to the retired CS, Steve Parmley, for seeing the growing failures of the past document and setting us on our course.

The original RC Manual Committee - myself, Corey Grant (RC-15), and Vi Sharp (RC-5) worked very hard to make this document a worthwhile manual to those who come after us on the AB. A special thank you to Jeremy Carsten (RC-3), Richard Sams (RC-20), and Lauren White (VCS Chief-of-Staff, former R2 Zone Coordinator) for their input and edits towards the end of this journey.

It is our hope that every reader of this Duties Manual gain an understanding here of their duties to the corporation as well as their duties toward their own Region. While we're all here to have fun because we love FLEET and what it stands for, every officer, director, and member must never forget that we are also a business - a corporation whose very existence depends upon both the members and the leaders doing what they must do to keep FLEET running properly. Every member is important. Every leader is required to stand up for what is right and to avoid what is wrong. This Manual is meant to assist you and act as your learning tool to accomplish those goals.

"Timendi causa est nescire"  
Onward and Upward,  
Ryan Case, VCS & Former-RC2

