

STARFLEET REGION ELEVEN



STAFF DESCRIPTIONS HANDBOOK

VERSION 1.0

Approved by the Region 11 Chapter Commanding Officers 15/10/2007

The Office of the Regional Coordinator Region 11
STARFLEET the International Star Trek Fan Association
<http://www.regioneleven.com/>



Region 11 Coordinators Message:

This handbook contains information which I hope will help everyone in the region understand all the regional staff positions and how each position collectively plays a key role in the smooth operation of Region 11. This staff description handbook is for your use. And it is designed to change as the region changes. You'll note that our structure has a lot of inherent flexibility. I invite the many creative minds we have here in R11 to use this document as a jumping-off point to explore the opportunities for participation and contribution and fun that the region has to offer.

Region 11 staff positions are of course, a whole lot more than words on a page. Most importantly, it's people, and no matter what the words say, they're meaningless if we forget that the people are what matters.

Region 11 may not be the biggest Region or the oldest within STARFLEET but in my mind Region 11 has the potential to be the best region in STARFLEET. I have met many Region 11 members and I know from various conversations that we are all passionate people in regards to our region and our chapters.

If you have any questions please do not hesitate to contact me at any time.

Fleet Captain Gary Amor
Region Eleven Coordinator
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Region Eleven Staff:

The Regional Command Staff currently consists of the Regional Coordinator (RC), Vice Regional Coordinator (VRC). The support staff consists of the Regional Award Director, Regional Summit Coordinator, Diplomatic Corps Liaison, Regional Shakedown Operations Director and the Cadet Services Director or proxies there of. The current Regional positions may change as the region grows. Officers assigned to serve R11 as regional staff may participate in command staff discussions (*if deemed necessary by the command Staff*) and activities, but have no vote in the regional administration. All regional staff members must be members in good standing of STARFLEET and be either assigned to a chapter or chapter-in-training within R11 or be an unassigned member residing in the geographic area of R11.

Due to the current small size of Region 11 in terms of members, each of the staff positions will come with multiple responsibilities and titles. As the region grows more positions will be opened up to more members.

A person who is a member of a Region 11 chapter that moves outside the region while holding a regional staff position may continue to hold a position unless they join a chapter outside of Region 11. Residing outside the region while being part of a Region 11 chapter is not a disqualification to serve on regional staff, only to being RC or VRC.





Region Eleven Support Staff:

The department heads with the advice and consent of the RC, VRC, appoints region 11 Support Staff as needed.

Regional Command Organization Chart:

Regional Command Staff:

Regional Coordinator (RC)

Vice Regional Coordinator (VRC)

Regional Staff:

Regional Shakedown Operations Director- (*VRC automatically holds this position*)

Regional Awards Director

Summit Coordinator

Cadet Services Director

Diplomatic Corps Liaison





Regional Coordinator:

The Regional Coordinator (RC) is elected and serves in the manner specified by the STARFLEET Constitution and Membership Handbook. The RC must meet all requirements as specified by Starfleet.

The RC represents the region in matters voted by the Admiralty Board (AB), consisting of all RCs in STARFLEET.

As appropriate and possible, he/she will consult with Commanding Officers (COs) of Region 11 chapters before casting a vote. If he/she is not available for a vote, the senior Vice Regional Coordinator (VRC) or other designated representative serves as proxy and makes decisions based on prior conversations with the RC. If the RC is unavailable for an extended period, the VRC acts in his stead. If the VRC is also unavailable, the chain of succession shall be followed as specified in the regional command organization chart.

Other information regarding the description and duties of the RC position may be found in Article IV, Section 3 of the STARFLEET constitution, or the R11 manual.





The RC Also:

- Maintains the regional website by updating all information and correcting any errors when notified
- Develops new web pages as requested by regional staff or personnel, including working with individuals and departments to help them create web pages describing their regional roles and tasks
- Consults with the web domain host on a regular basis to ensure all electronic services are operating properly, including: scheduling and announcing maintenance; informing the region in the event of an emergency shutdown of services; and ensuring that regional electronic mail alias addresses are directed to the proper individuals and are operating appropriately.
- Assists regional chapters and chapters-in-training as requested with web site design.
- Works with the VRC and the Awards Director to develop protocols for regional web awards.
- The RC is also the Regional Historian

The RC stays in contact with the ships and officers of the region through:

- An e-mail list for all CO's & XOs(or their proxies) and regional officers. This list is for the discussion of anything necessary in the operations on R11 this list is currently open to all R11 members to join: <http://groups.yahoo.com/group/starbase11/>
- Online chats as needed.
- Attending (or sending a proxy) R11 Summit &Attending (or sending a proxy) to ship events as often as possible.





The RC is responsible for handling any votes taken within the region. Votes are taken in the following manner:

- Every CO and XO within the region gets one vote each including the RC and VRC.
- In the case of a tie the RC has the deciding vote.
- Information about the subject being voted on will be sent out via the R11 email list.
- A deadline for the vote will be posted at the same time. Votes may be made via e-mail.





Vice Regional Coordinator:

The Vice Regional Coordinator (VRC) assists the RC. At least one VRC must be appointed per the STARFLEET Constitution.

The VRC shall be a resident of, or a member of a chapter located within the region to which he/she is assigned. The VRC consults regularly with the RC, if the VRC is unavailable for an extended period, the Chief of Operations will act in his stead. The VRC will inform the RC and the regions commanding officers of the change.

The VRC:

- Assists chapter members with questions, concerns.
- Represents the RC as needed
- Advises the RC as necessary
- Casts votes on regional policy as needed in special situations
- The VRC also holds the position as shakedown operations director, in conjunction with STARFLEET Shakedown Operations (ShOC), guides chapters-in-training through the process of becoming a commissioned chapter within STARFLEET. The Director consults regularly with the RC, and appropriate chapter and chapter-in-training commanding officers.

The Shakedown Operations Director Duties:

- Monitors parent chapters and chapters-in-training to ensure they are following STARFLEET procedure
- Serves as primary point of contact for chapters wishing to become parent chapters
- Serves as primary point of contact for groups wanting information on the chapter-in-training process
- Serves as liaison to STARFLEET ShOC, consulting with the Chief of Shuttlecraft Operations and ShOC staff as necessary





Awards Director:

The Awards Director is responsible for the administration of the regional awards program. The Awards Director consults regularly with the RC and VRC. If the Awards director is unavailable for an extended period of time the RC will appoint an Acting Awards Director in his stead.

The Awards Director Duties:

- Publicizes the awards program
- Sets submission deadlines
- Works to keep the program up-to-date and create new awards as needed.
- Creates certificates
- Make sure new chapters in the region receive one copy of the Awards manual.
- Keep the region informed as to who is winning awards in the region.
- Make sure the region's annual awards winners are entered in the annual Starfleet awards program.
- Answer questions from members of the region
- Make sure all regional award winners are added to the Honors Wall on the R11 website.

A Full description of the awards program can be downloaded from the R11 web site.





Regional Staff Positions

Cadet Services Director:

The Cadet Services Director creates and maintains cadet programs, acts as the regional link to the STARFLEET Cadet Corps (SFCC), and holds regular on-line and in-person meetings throughout the year, including at the yearly regional conference. The Director consults regularly with the RC/VRC, and SFCC Commandant, as needed.

Chief Summit Director:

The Chief Summit Director is responsible for the planning and booking of all suitable venues for any R11 functions, the annual summit being the premier event each year.

The Director must collect all monies associated to an event such as registrations and insures all venues and costs have been paid to the relevant suppliers and venues.

The summit director also assists the RC and VRC in developing an event schedule and works with all R11 chapters to add relevant information to the summit.

The Summit Director will Ensure that they constantly advertise the conference in local chapter newsletters, Update the Communiqué, electronic media, etc. Advertising the Conference is a must to ensure that we have plenty of members in attendance.

A tentative schedule of events should be sent to all command personnel two months in advance to ensure no scheduling conflicts. Contact all regional leadership/staff personnel one and a half months before the Conference to ensure their attendance and let the Regional Coordinator know if substitutions are necessary.





A typical agenda for a summit meeting

- Use a color guard to post colors.
- Introduce Regional Officers, both internal and any visiting dignitaries.
- Introductions should be made in order of position/rank with the visiting officers being introduced first.
- Speeches by the Regional Coordinator, Vice Regional Coordinator, and comments from VIPs present, and R11 Brigade OIC.
- Acknowledgments and awards are presented.
- Open session for questions and comments from the floor.

The Summit Director appoints all his/her staff as needed.

Suggested Staff:

Summit Vice-Director
Programming Chair
Treasurer
Master of Ceremonies
Venue Liaison





Assistant Inspector General:

The Assistant Inspector General (AIG) represents the STARFLEET Inspector General (IGS) to the region and performs according to the duties and restrictions of that office. The AIG consults with the IGS on a regular basis and with the RC as needed. Any regional chapter may request the aid of the AIG for any matter, including monitoring chapter elections. Other information regarding the description and duties of the AIG position may be found in Article IV, Section 11 of the STARFLEET International Constitution.
(The AIG is not traditionally a regional staff position)

Diplomatic Corps Liaison Officer:

The Diplomatic Liaison (DL) Represents STARFLEET and the region in interactions with other fan organizations Coordinates communication and activities between STARFLEET and non-STARFLEET chapters within the region The DL consults regularly with the RC and the STARFLEET Diplomatic Corps Director.





How To Apply For An Open Position Within The Region:

When a position within the region becomes vacant, these are the steps that will be used to fill the vacant position:

- The position will be listed on the Regional email list and sent to the COs of each R11 chapter so as to be advertised on their chapters email list or newsletters, stating that applications will be taken along with where to email the applications and the deadline for the applications to be in. The duties and qualifications for holding the position will also be listed.
- Any person(s) interested in taking on the responsibilities of the open position should send two resumes (one for Starfleet activities and one for real life) to the person in charge of filling that position before the deadline.
- If you have any questions about the open position, please contact the RC or VRC
- After the deadline has passed, all applications received for the open position will be looked at and compared so the best-qualified person will be chosen for the position.
- The person chosen will be notified and asked if he/she is still willing to perform the duties of the position.
- The person chosen for the position will be announced on the Regional Email list and the COs within the region will be notified.

Terms Of Office:

The command/regional staff does not have any set terms of office. They serve at the discretion of the Regional Coordinator.

