

Ad-Hoc Committee Scope for Reviewing and Possible Reorganizing of the Service and Structures Procedure Manual

Purpose:

The purpose of this ad-hoc committee is to study the current flow and organization of the Service and Structures Procedure Manual and recommend a reorganization of the content to improve clarity, accessibility, and functionality, without altering the core content. The committee will report on its progress during the Pre-General Assembly and Summer Workshops and complete the reorganization work by the Fall Assembly.

Possible Objectives:

1. Assess Current Structure:

- o Review the current flow and organization of the Service and Structures Procedure Manual.
- o Identify areas where the manual is difficult to navigate, lacks clarity, or could be more logically organized.

2. Recommend Improvements:

- o Propose a reorganization structure that enhances the usability of the manual for users.
- o Maintain the integrity of the content while improving its presentation, ensuring that the substance remains unchanged.
- o Recommend any additional sections, subsections, or re-sequencing of existing content.

3. Provide Progress Updates:

- o Provide progress reports at the Pre-General Assembly and Summer Workshop, keeping all Area Committee members informed about the status of the reorganization effort and addressing any feedback or challenges.

4. Final Recommendation:

- o Submit a finalized, reorganized version of the Service and Structures Procedure Manual by the Fall Assembly in October to the Area Committee. This version will reflect all changes and proposed improvements.

Timeline:

- **Pre-General Workshop:** Present an initial analysis and progress update.
- **Summer Workshop:** Submit a draft of the proposed reorganized structure and gather further feedback.
- **Fall Assembly:** Final deliverables due, including the reorganized manual and a comprehensive report.

Thank you for your service to the Area on this ad-hoc committee!