

California Creativity Association Regional Operating Committee Policy

Version 1.0

Effective: August 1, 2020

Purpose of the policy

California Creativity Association, DBA California Destination Imagination (CalDI), administers the Destination Imagination (DI) Program in California. Due to California's large area, CalDI is divided into several regions to facilitate local administration of the program. Each Region is run by one or more Regional Directors (RDs) with the help of others who comprise a Regional Operating Committee (ROC). This Policy covers the formation, scope, role, and function of the ROCs.

Policy statement

A Regional Operating Committee is established in each Region to help the RD(s) administer the CalDI Program in their Region. The minimum ROC composition is a RD, a Regional Secretary, and a Regional Treasurer. All ROC members are CalDI staff and, as such, must be qualified to carry out the duties of the Region as required. If a ROC is not functioning, the CalDI Board will administer the DI program in that region.

The ROC, RD, Regional Secretary, and Regional Treasurer each have duties described below.

Definitions

Regional Director (RD)— person(s) in charge of administering CalDI in a CalDI Region

Regional Operating Committee (ROC) — an operational group consisting of one or more RDs, a Regional Secretary, a Regional Treasurer, and others deemed useful by the RD who help the RD administer the CalDI program in their Region.

Executive Director (ED) — person in charge of administering CalDI

Team Manager (TM) — coordinator and mentor for a DI team

Tournament Staff — volunteers who administer a CalDI tournament

Regional Representatives (Regional Reps) — person(s) selected by RDs to represent them on the CalDI Board of Directors

Detailed policy statement

The ROC will be composed of a minimum of three members, one RD, a Regional Secretary, and a Regional Treasurer. Other members may be added at the discretion of the RD(s) to help administer the CalDI Program in their Region. [See CalDI Bylaws, Article 6.]

The ROC members are considered CalDI staff members and as such must:

- agree to DI Code of Conduct annually
- be registered with DI at <http://www.destinationimagination.org>,

- be registered on the CalDI database at mycaldi.org,
- have passed an annual background check,
- have satisfied all other requirements for CalDI staff members (e.g., DII Child Protection training module completion, agree to comply with CalDI and DI Policies)
- be registered by the RD on the CalDI website as a ROC member.

The minutes of the first ROC meeting of each DI season will include a roster of the season's ROC members. As usual, these minutes will be sent to the Secretary of the CalDI Board within a week of the meeting. In the event the minutes are not available, the RD(s) will provide their ROC member roster to the CalDI Board Secretary within 2 months of the start of each DI season defined here as the release of the annual Team Challenges. The RD(s) will advise the ED and CalDI Board (Chair and/or Board Secretary) of any changes to their ROC, including RD(s), throughout the DI year.

If a ROC is not performing up to the expectations of the ED/CalDI Board, it is the ED's prerogative to remove a RD, reorganize a ROC, or disband a ROC. [See CalDI Bylaws, Article 6, Section 1.]

If a ROC is not minimally staffed, the ED, Board Secretary, and Board Treasurer will help fulfill regional duties until those positions are filled. In the event that there is no RD in a Region, the ED may appoint, in consultation with that Region's ROC as identified in the current roster, an interim RD. [See CalDI Bylaws, Article 6, Section 3.] An interim RD has all of the authority and responsibilities of an RD who has been approved by the Board of Directors. The interim designation would apply until the RD is approved by the CalDI Board at the next annual summer meeting. If needed, mentoring of the interim RD could be provided by a more experienced RD, perhaps from a different Region.

Responsibilities

ROC Responsibilities

- Train Team Managers and Tournament Staff
- Conduct Regional Tournament
- Meet a minimum of twice annually with a quorum of the ROC present
- Submit minutes to the Affiliate Secretary within a week of the meeting
- Submit financial information required in the Regional Accounting and Banking Procedures to the Affiliate Treasurer
- Nominate a RD when appropriate

RD Responsibilities

- Market DI regionally
- Identify teams
- Verify Challenge and level of teams
- Answer questions
- Chair the ROC

- Assist in collection of tournament fees
- Certify Regional Tournament results
- Interface with Regional Reps
- Assist the ED as requested (e.g., to help resolve appeals after a tournament, investigate harassment reports, assist with mentoring another RD).

Regional Secretary Responsibilities

- Record ROC meeting minutes
- Send out notices as required legally and by CalDI Bylaws
- Submit minutes to the Affiliate Secretary within 1 week of meeting
- Turn over records upon leaving office

Regional Treasurer Responsibilities

- Fiduciary responsibility for regional finances as described and detailed in the Regional Accounting and Banking Policy and separate Procedures documents
- Receive funds
- Disburse funds as approved by their RD
- Submit financial information required to the Affiliate Treasurer monthly
- Receive and disseminate to the RD and ROC monthly accounting reports from the Affiliate Treasurer or Bookkeeper
- Generate or arrange for an annual profit-and-loss statement to be used for the annual Regional budget
- Make records available upon ROC or Affiliate Treasurer request
- Make accounting of transactions available to RD, ED, or ROC upon request
- Turn over records upon leaving office
- Prepare financial statements

Applicability and Compliance

This policy applies to all CalDI Regional Directors and all Regional Operating Committee members. Non-compliance with this Policy will result in denial of appointment or removal from ROC position and possibly other CalDI staff and volunteer positions.

Contact for policy interpretation, help, and problem resolution

Contact the Executive Director with any concerns or questions about this Policy.

Implementation procedures

This Policy formalizes and clarifies the current ROC practices already in effect. Regional Directors will implement new guidelines for the 2020-21 DI season.


Related policies and references for further information

1. *Regional Accounting and Banking Policy*
2. *Regional Accounting and Banking Procedures*

3. *Background Checks Policy*
4. *DI Code of Conduct*
5. *DI Youth Protection Policy, Procedures, and Guidelines*
6. *CalDI Bylaws*

Revision History

Version	Date	Changes
1.0	<date>	Initial release - Approved by California Creativity Board

CERTIFICATE	
This is to certify that the foregoing is a true and correct copy of the “Regional Operating Committee Policy”, v.1.0, of the Corporation named in the title thereto and that such Policy was duly adopted by the Board of Directors of said Corporation on 8/1/2020.	
	9/6/2020
James F. McCarthy, Secretary	