



*RDC PROGRAM
HANDBOOK*

5.0



About this handbook

This handbook is a collective work. As each RDC Program Director has taken over, that individual has updated the handbook and added just a little more to the story.

We hear from Willy Smith:

I wish I could give you the exact chronological order of things, but shortly before 1992 VRC Deb Leafey told Linda Smith that she wanted to do a Regional Division Chief handbook, and did she have any suggestions. “Suggestions?” Linda said, “Not only do I have suggestions, but back in the 80’s I did one myself – I have it on disk too!”, Linda gave me the disk so I could e-mail the file to Deb, but little did I know it was typed on one of those computers that looked like an Atari game and used a regular television for a monitor. It took me all day to find a program that would decipher the text but eventually I sent it to Deb, who in turn did a wonderful little handbook that helped me out greatly (I was RDC Science at the time). This was called version 3.0 Years pass and Carolyn Donner is now the RDC program director and in turn she did a wonderful handbook that had it’s foundations from Linda’s encrypted disk. Carolyn added graphics and “spiced it up” with pictures. No version number.

More years pass (as they usually do), and it was time to update and supply new RDC’s with a handbook. This Version is 3.3 and some of the handbook has come “full circle” – back to my keyboard (and thankfully 2 different computers). I hope this booklet can help you gain your bearings like Deb & Carolyn’s helped me long ago. W.S. –9909

Ruth Green (now Ruth Lane) took over the program from Willy Smith and served until being elected as Regional Coordinator in 2008:

Version 4 comes to light in April 2004. I would like to thank Willy Smith for all the hard work with this handbook and with the RDC program. Now comes my turn to carry the torch. R.G. April 2004

Tony Lopes took the reigns from Ruth and felt that the handbook was adequate as it was, so no new version then.

I was named RDC Program Director in late April of 2010. This update will be Version 5 and coincides with our re-work of the program. I appreciate all of the work that has gone into the program over nearly the last 20 years. I only hope I can live up to my predecessors. Wade Larkin-November, 2011

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INTRODUCTION

Welcome to the Region One Regional Division Chief Program (or RDC Program). These few pages are designed to help all of Region One (and anyone else interested) understand the RDC program. It is not just for RDCs and is currently on the R/1 Website for all to see. The program has gone through several changes over the years since it was first started ... always adapting, but we aren't afraid to try new things and admit when things don't work. With that in mind, if you have any suggestions, corrections, etc. that you would like to see incorporated into the program, please write directly to the Program Coordinator.

I would like to thank a few the people who have worked diligently to build this program into what it is today. These include Vice Admiral Steve Thomas, Admiral Linda Smith, Commodore Ted Tribby, Vice Admiral Cindy Krell, Commodore Bonita Voigt, Commodore Deb Leafey, Admiral Carolyn Donner, Admiral Willy Smith, Rear Admiral Ruth Lane and Fleet Captain Tony Lopes. Without their expertise the RDC program would not have gotten off the ground, nor be continued today. I'd also like to thank all the RDC's (too many to name), and all the Commanding Officers and Department Chiefs who have worked with the RDC program to keep it going. This is a program that needs everyone's help to work correctly. Thank you very much! Let's continue the excellence for many years to come.

Part I: The Program

A FEW WORDS ABOUT BEING AN RDC

How many people know what it's like to organize an RDC department? Very few. But the RDCs who came before us asked themselves similar questions. Questions such as: "I've got these names and addresses of possible chapter Department Heads or chapter CO's ... but what do I do now?" and "What can I do to make this program distinctive?" I'm sure there have been and will be many more questions to come. Don't despair, if you give it the attention required it will flourish.

Hopefully this handbook will help define your role as an RDC and is meant only to give an overview of the program and certainly doesn't cover every aspect. Contact your RDC Program Director if you have specific questions.

My advice is to keep the RDC experience interesting and fun for the people who participate. Remember at all times that participation by the chapter department chiefs is voluntary. Also an RDC is NOT a problem solver for conflicts, but rather a person who can give ideas to their respective departments while at the same time making the experience FUN. When participation in your Division slows drastically, or comes to a halt, then there is a problem somewhere. Your job is to keep them interested.

PURPOSE OF THE RDC PROGRAM

The purpose of the R/1 RDC Program is to open communication between ships in the region. The RDC program hopes to have some sort of correspondence with the Department Chiefs (or designated contact people) on the various ships within the region. Their scope is somewhat limited because they are communicating about various departmental activities and issues that affect only those departments, but has proven in many ways to make a difference either with the department or the person involved. The RDC in NO WAY attempts

to restrict the activities of any individual or chapter. Nor does it attempt to “rubber stamp” the departments because each chapter operates differently. Region One is made up of a large number of ships which are each unique in their focus and structure, and the RDC program wants to help these ships’ Department Chiefs (DCs) share their uniqueness with the other DCs in the region. This helps them have more ideas for activities, etc.; but in no way implies that any ship or department should or shouldn’t do something. You could sum up the RDC program as being designed to help DCs share and gather information or ideas that can help them do their job better and therefore make the STARFLEET experience meaningful and worthwhile, while providing some value or service to the region.

Like most other programs in Starfleet this program is entirely voluntary. We won’t pay anyone, we won’t bribe him or her with gifts, and we won’t threaten them with anything. However, there are awards, recommendations for promotions (we don’t promote people - only recommend it to COs), certificates for outstanding performance, and get-togethers (parties/meetings) at conventions, summits, etc.

Our main selling points are INFORMATION and COMMUNICATION. The free-flowing exchange of ideas and information allows us to broaden the horizons of the individual members and enhance their enjoyment of the STARFLEET experience. By creating an interactive human network of like-minded individuals, we promote the Fleet ideals of friendship, fun, and STAR TREK fandom.

Part II: How the RDC Program Works

RDC PROGRAM COORDINATOR

The RDC Program Coordinator is responsible for the overall operation of the RDC Program. She/he handles the announcements of positions open, selecting new RDCs from those who apply, and staying in contact with the RDCs on a regular basis. She/he is ready to assist any RDC that is having a problem or just needs a little encouragement.

She/he also handles complaints, suggestions, etc. from others in the region. It is the Program Coordinator’s duty to see that things involving the RDC Program are running smoothly within the program, and the region. The Program Coordinator may opt to stay in touch with the RDCs via a newsletter, memo, e-mail, Facebook group, or through several of these methods.

The Program Coordinator will also provide regular articles about the RDC program for the Region One newsletter CHANNEL 01, and occasionally for the Starfleet Communiqué. In addition, the coordinator is responsible for collecting articles from each RDC and publishing a quarterly newsletter to the region that deals with the program and the happenings in it.

The RDC Program Coordinator serves the region and reports directly to the Vice Regional Coordinator (VRC) of Programs Operations.

RDC POSITIONS

The RDC positions depend on the interest of the region's ships. We start out with the basic departments as shown on any Star Trek series or movie, and will add departments, as there is interest in them. By the same token, if there has been no interest in a department we will drop it from the list. These are some of the basic programs that we have on a normal basis (this list is subject to change):

- Communications
- Engineering
- Alien Ambassador Corps
- Medical/Health Sciences
- Operations
- Sciences
- Security and Tactical
- Counselors
- Computer Operations
- Chaplains

NEW RDC POSITIONS

Anyone in Region One can form a new RDC division if a proposal is given to the director and may eventually be added to this group. Here's how to go about it:

1. Write up a proposal for this position. List the name/subject of the position, what interests group or groups would be involved, etc.
2. Since the RDC program is designed to provide communication and share ideas between ships, this will have to be a subject that other ships are also interested in. You would need to give a list of at least 3 ships that have people who would be interested in this new department's subject matter. (They don't have to have organized departments on their ships, just people who are interested enough to participate in the program.)
3. All this should be sent to the RDC Program Coordinator.
4. The RDC of the new program will be the person who designed and mapped out the program as they know what the program is about. When the original founding RDC retires, then the position will be open to applications.

HOW RDCS ARE CHOSEN

RDC Positions that are open will be reported on the official R1 communications list serves as well as in the R/1 newsletter (CHANNEL 01), if possible, with a date set for the last day to mail (or e-mail) your applications. Applications must be mailed or sent electronically to the RDC Program Coordinator to be received NO LATER than the date specified. There will normally be NO extensions to the deadline. If no applications are received, it will be seen as a sign that the position/subject is no longer of interest to the region and the position will be dropped from the list of RDCs, temporarily shelved or combined with another RDC position that is of similar subject matter.

After the deadline has passed, the RDC Program Coordinator will go through the applications and choose the person most qualified for the position. That person will be notified, and posts will go out to the Regional lists.

HOW TO APPLY FOR AN OPEN RDC POSITION

ANY STARFLEET REGION ONE MEMBER CAN APPLY FOR ANY OPEN RDC POSITION. In the past this has been limited to Department Chiefs only. With more and more RDC positions being added that don't fit into regular departmental structures, limiting the applicants to only DC's wouldn't allow people on all ships to apply, so we have removed that as a requirement. If you are interested in a position, then apply! Here's how:

1. Send your application to the RDC Program Coordinator.
2. Send two resumes: one for your ship, region, and Starfleet activities; one for your real life activities.
3. Send a letter saying what position you are applying for, why you want it, and state specific and realistic intentions and goals that you would like to achieve and a timeline for accomplishing them. The more specific you can be and the better vision that you have for your program, the more likely you are to be chosen. If there are multiple RDC positions open at one time and you would like to apply for more than one, please send separate letters of intent and goals.

QUALIFICATIONS (or what is looked for in a RDC applicant):

[NOTE: These are the ideal things I look for. What I actually do is select the applicant who has the most of these requirements and has followed the above 3 steps– especially #3. If you don't have all of the listed qualifications you still have a good chance because you can say in your letter that although you haven't met a qualification, you are or soon will be working on it ... i.e. taken OTS or OCC.]

- Be a member of Starfleet in good standing for at least one year.
- Be a member of a Chapter within R/1. [NOTE: You don't have to physically live within the region as long as you are a member of a chapter that is within the region.]
- Preferably a DC on that chapter, or an "expert" on the subject matter (not a hard requirement, but, *definitely* a plus).
- Passed OTS.
- Passed OCC.
- Must have reliable internet access each day.
- Must have reliable e-mail access each day. (The fact that the internet and e-mail are now the most used forms of communication force this to be a requirement for an RDC).
- Sense of humor and a great attitude. Absolute musts!!!!
- Demonstrated leadership abilities (this could be on your ship or in real life or both).
- Have pride and enthusiasm in Region One.
- The ability to perform duties in a timely and responsible manner. (While it is true that this is a volunteer position, you will have certain duties that **MUST** be done regularly as an RDC.)
- Willingness to invest personal time, effort, and money (postage, etc.) to perform an important, but sometimes thankless, job for the benefit of Region One's members.
- Specific requirements for the position you are applying for will be posted by the RDC Program Director when the position is announced as being open for applications.

EXTRA POINTS!

- Passed any SFA school that is within the RDC position's subject. For instance if you are applying for the position of RDC of Sciences, you may want to take a course in the SFA Vulcan Academy of Science, etc. This may not apply to all positions. Please list the dates taken and passed.

PROBATIONARY PERIOD

Every new Regional Division Chief will have a three (3) month probationary period in which they “settle in” and get set up. This is enough time to get started and it will become apparent to the director fairly quickly if the chosen applicant is able to do the job much sooner. Be sure and save each monthly report sent to the RDC Program Director in case he/she doesn’t receive your reports, but always strive to stay in contact. Reports and contact e-mails are the only way the RDC Director knows how the program is working.

Over the years there have been several cases where things didn’t work out with a new RDC and it’s never a personal reflection or attack against the new RDC in any way. Sometime things happen in real life that prevent the RDC from doing their job and that is always understandable.. The Program Director will contact the individual about the problem and work out a solution – one way or another. The RDC can always file an appeal which would include the VRC Program Operations, RDC Program Director and, if necessary, the chapter care team. Involving the RC would be a last resort, but following the chain of command is always recommended.

RDC DUTIES AND RESPONSIBILITIES

Here’s where you take a hard look at what the RDC should or shouldn’t be doing. If you have aspirations of becoming an RDC or are already an RDC, please look over this section carefully.

An RDC’s main duty is communication with other DCs or the ship’s designated contact person. Each RDC upon assuming the role, will contact every ship in the region. This is usually done through a letter, but may be done through e-mail when possible. This letter should be an introduction of the RDC, an overview of his/her ideas for the position, and a request for the name and address of a contact person on the ship. Naturally we would like the contact person to be the Division Chief, but it may be Assistant DC, or any member of the ship that is interested in the division the RDC deals with. It is important to NOT exclude ANY member of the region that is interested in your department if they want to participate! However, it is totally up to the ship’s CO to provide the name and address of the person he/she thinks will be the best official contact for the RDC.

When a new chapter is launched in Region One, is important to contact that CO *immediately* and know what services your department has to offer. Many times individuals that are new to the region are more anxious to take part in our programs to garner new information and meet new people. New blood for our programs is always a plus!

After receiving the name and address of a contact person, the RDC will communicate with that person, rather than the CO. It is not necessary for the RDC to continually send out letters to ships who do not respond with a contact person unless the CO requests it. Consider using the R1 list serves to attempt to garner interest in your program as well.

The RDC will set up a monthly reporting schedule for the contact people from the region’s ships. The RDC will collect these reports and will use them in various ways to help the entire region know what is going on in their areas/divisions. This may be done through the RDC newsletter, monthly reports to the RDC Program Coordinator, and bi-monthly articles in the CHANNEL 01 newsletter, articles in the Communiqué, and e-mail or regular mail letters.

The thing about today’s RDC Program is that just collecting reports is not enough. Members of Region One expect to have programs that add value to the region, not just exist. If, as an RDC, your program consists solely of accepting reports, then you need to do two things: come to the RDC Program Director for help and ideas about how to improve the program and contact the members of the Region to see what they would like to see from the program. There are always great ideas out there. If you just can’t seem to get the program going, it might be time to step aside and let someone else have a go at it. The R1 RDC Programs cannot remain stagnant. They must be ever expanding, changing and communicating!

OVERALL RDC REQUIRED JOB DUTIES

How the RDC runs her/his department is pretty much up to her/him. However there are certain duties that apply to ALL RDCs. These include:

- Make your RDC program one that provides value and interest to the region!
- Monthly reports to the RDC Program Coordinator are due on or before the 15 of EVERY month. Missing 2 reports in a row will get the RDC a warning. Missing 3 or more reports in a row is grounds for dismissal from the position. [BUT, the RDC Program Coordinator, can be very understanding if they know what they are being understanding about. If circumstances cause you to miss a report or two ... don’t wait until you get a warning to call or write and say you have been very busy with something. Instead, you should send a note, e-mail or regular mail saying what is causing you to miss this report before it is due or as soon after it is due as possible.] Missing 3 reports in any one calendar year is grounds for dismissal.
- Contribute to the RDC Program quarterly newsletter and write articles for each issue (this is required for all RDCs). Missing more than one article during a year can result in dismissal. There are only four issues a year, so you should be able to come up with at least three good articles on your subject matter!
- Occasionally write an article for the Communiqué or Regional newsletter about something your regional department has done ... i.e. take photos of the people at your meeting/party at the summit or a con and write about that meeting/party and submit it all to the CQ. You might be surprised, but they would love to have more articles like that.
- While attending the R/1 Summit and/or Con is not required, it would be great if you could! And while there, plan something for your contact people to do ... a meeting for exchanging ideas, a gathering to get to know the DC’s better, or whatever you can think of ... and take photos!!!! Write down names and addresses of those who attend so you can stay in contact with them. [NOTE: If you DO attend the R1 Summit, it is expected that you conduct some sort of panel on your subject matter.]
- Stay in contact with those ships who provide you with names and addresses of a contact person. Don’t make communication a one way street. After a while your contact person will get tired of sending in reports that he/she never knows arrived or not. When you get a report, let the person reporting know! You can do this through e-mail, letters, newsletters, memos, or however works best for you. (Remember that a newsletter can be as short as one page and still be an effective tool to keep your people informed.)
- Choose Assistant RDC’s (if necessary) - don’t try to do all the work yourself. Your assistant RDC could help you contact each DC in the region (over a period of time). The assistant RDC could help you with a newsletter, or write the articles for the RDC or R/1 newsletters, or be photographer at conventions or summits, or stand in for you at meetings at summits or cons. It’s up to you to decide how many assistants

you need and what their jobs will be. It's always a great opportunity to get another person involved with the program and have a good sounding board for ideas! I would suggest never giving reporting duties to the assistant because YOU are the RDC and YOU are responsible for the overall operation.

- Create a regional division logo - you don't have to do this yourself, you could ask someone artistic to design it (we do have an RDC of Logos and Graphics, after all), or have a contest to let others in the region submit their ideas of what the logo should look like.
- Awards and certificates - In addition to the Region One awards given out every year at the Summit, each RDC is *strongly* encouraged to create their own awards and certificates to give to deserving members of the region throughout the year. Give the awards interesting names and create criteria that you can print in your newsletter articles both before you give out the awards and when you give them out. People like being recognized for the work they do and it's a good chance they will remain with you longer and be productive. If you can't do certificates on your own, contact the RDC Program director for assistance.
- Create a web page - now this isn't required, but if you have the expertise this is a good way to reach others in the region and spark interest. If you don't have an account with an Internet provider that will give you web space, there are free web page services out there (such as freewebs.com). If you do create a web page, the RDC Program director will link it with the main RDC webpage. If you don't have the ability to create a webpage on your own, contact the Program Director and they can help out.
- Create or participate in some project that fits in with your department or subject. (This is not required either, but if you can find a project that everyone who wants to participate in through the mail or e-mail, it does tend to spark more interest in your area.)
- Send a recent photo of yourself if you are chosen for the RDC webpage.

SPECIAL DUTIES AND DEFINITIONS OF RDC POSITIONS

Below is a listing of the *current* RDC Programs and any program-specific requirements that go along with the general requirements and duties (keep in mind that this is subject to change depending on the direction that the program director decides to take the program in. Also, other special duties could be added to the list). Programs are divided into two sections: Shipboard Operations and Special Interests. Shipboard Operations departments are those that you would find on a starship in Star Trek. Special Interests are those departments that are unique to the region and offer some special interest for our members.

SHIPBOARD OPERATIONS SECTION:

- RDC of CHAPLAINS: The RDC of Chaplains is designed as an outreach to the moral and spiritual needs of R1 members in order to express an avenue of love and hope to those who may request non-denominational spiritual guidance and assistance in those areas. The RDC should work with Chapter COs in order to send messages of support or make phone calls, if appropriate, in times of hospitalization or death of an SFI member. Under no circumstances should the RDC of Chaplains share their own personal beliefs unless specifically asked to do so, in order to avoid conflicts of faith. The RDC of Chaplains should be prepared to lead by example in all areas. A forum, list serve, or a Facebook group is encouraged and

must be maintained and kept active. Posts pertaining to the chaplaincy, to the regional lists on a weekly or bi-weekly basis, are required. Reports to the STAR Program Chaplain Director are strongly encouraged, as is frequent interaction.

- **RDC of COMMUNICATIONS:** The RDC of Communications will interact with other communications officers in the region about newsletters, reporting and other items in the field of communications, providing feedback and offering suggestions on desktop publishing and other newsletter-related issues. Additionally, the RDC of Communications will start and maintain a monthly newsletter sharing program, either via e-mail, internet download or USPS. The RDC of Communications should also participate in the publication of the Channel 01 regional newsletter whenever possible and as needed by the publisher. The RDC of Communications traditionally serves as the judge of one of the annual communications awards categories as requested by the R1 Awards Director. Forums, discussions and Facebook groups are encouraged and must be maintained and kept active. Posts to the regional lists on a weekly or bi-weekly basis is required.
- **RDC of COMPUTER OPERATIONS:** The RDC of Computer Operations is the Region’s resource for computer security updates and IT help. Someone with expertise in the field of repairs, IT and or Computer Security as well as a knowledge of computers in the world of Star Trek are qualities that are looked for. Certification in computer repairs is a definite plus. The RDC of Comp Ops will also assist other RDCs with web presence and or internet computer related issues, and offer Region members computer assistance as requested. A forum, list serve, or a Facebook group is encouraged and must be maintained and kept active. Posts pertaining to computer security and updates to the regional lists on a weekly or bi-weekly basis are required.
- **RDC of COUNSELORS.** The R1 RDC of Counselors oversees the Region’s Counselor Corps. The R1 Counselor Corps is designed to gather and share ideas and information to better help our shipmates; helping them in difficult times in their lives. Counselors will show support by listening and offering help through academic resources and drawing on experiences from others. Counselors should be the voice of reason aboard our ships and to our Captains. This program exists for Counselors to draw help and information from, when needed. The RDC and members of the Corps should be able to provide a voice of reason and compassionate leadership on any ship where they might serve. The RDC should build a solid, informative and compassionate Counselor Corps. The RDC should implement measures to make sure the region’s Counselors are having fun at what they are doing. A forum, list serve, or a Facebook group is encouraged and must be maintained and kept active. Posts are required to be posted, pertaining to mental health issues, to the regional lists on a weekly or bi-weekly basis. Reports to the STAR Program Counselor Director are strongly encouraged, as is frequent interaction.
- **RDC of DIPLOMATIC OFFICERS:** A Diplomatic Officer can have many duties, including, but not limited to: making contact with other chapters; inviting others to chapter events; contacting members of other fan organizations for joint operations; being a “First Contact” resource for potential members; and many other duties. The RDC of Diplomatic Officers will compile a knowledge database of recruiting techniques and practices. This person will also make contact with other non-SFI fan groups that operate in the area of R1 and publicize joint events and operations to the region. The Diplomatic RDC should also work closely with the R1 Recruiting officer to compare notes and strategies. This person should also be willing to keep the good of the Region in mind at all times. Additionally, on the fictional side this person should be well versed with Federation diplomats and their techniques. Weekly or bi-weekly postings to the Regional lists are required. A listserv, Facebook group or web page is also strongly encouraged to share diplomatic ideas and events.

- RDC of ENGINEERING: The RDC of Engineering oversees the region's Engineering program. The RDC should help new members that want to start a chapter choose a ship design and answer questions about weapons, ship mission-specifics, deck plans, etc. They should also be familiar with DTS materials that are offered. The RDC of Engineering, in actuality, should be the region's resident expert on Starship schematics and should be a skilled model maker, either traditional modeling or 3D/computer modeling and offer advice on it. It may not always be possible to staff the position with a person with these skill, but they are definitely a plus. A forum, list serve, or a Facebook group is encouraged and must be maintained and kept active. Posts pertaining to Engineering should be posted to the regional lists on a weekly or bi-weekly basis and are required.
- RDC of HEALTH SCIENCES/MEDICAL: The RDC of Health Sciences/Medical oversees the region's medical program and shares information and resources with the region's medical officers on health and medical issues, both fictional and in real-life. This person should also encourage chapters/members to become certified in CPR/First-Aid and to promote such training in their communities. Additionally, they can hold CPR/First-Aid Training classes at Regional Summits and events. Interaction with the region's medical officers is a must, so a forum, list serve, or Facebook group is encouraged and must be maintained and kept active. Posts pertaining to health and medical issues should be made to the regional lists on a weekly or bi-weekly basis are required. Reports to the STAR Program Medical Director are strongly encouraged, as is frequent interaction.
- RDC of OPERATIONS. Operations can encompass a number of duties that vary from chapter to chapter. In order to establish some common ground and it is suggested by this office that the Operations Officer should be the primarily activities coordinator, proposing and planning things like fundraisers and outings, publicizing events like conventions and movie premiers, and then keeping track of attendance at these events. Additionally, the Ops Officer would also maintain crew rosters and keep track of memberships to let folks know when they're about to expire. With that, the Ops RDC can work with the Chapter Ops Officers to help with standardization and communicate with the chapters to let them know things such as which Charity Fundraisers have been the most successful or what "Big Events" are going on in their local areas. Of course, this would all be voluntary on the part of the chapters, but even if only one or two chapters participate, it would be a "Value Added" program and would benefit the Region as a whole. One suggested task for the RDC of Operations is creating a welcome packet for new members in region one. This should be something that can be given to new members when they come to chapters so they are not overwhelmed during their first months in R1. It can include interviews from current/past members, resources the members can use, and just general information about the chapters and region one. This packet can also be customized at the chapter level. Another suggested task for the R1 RDC of Operations is to post to the region's lists encouraging discussions about recruiting, fandom and other aspects of R1 that affect all members of the region. This should be done at least bi-weekly.
- RDC of SCIENCES: The RDC of Sciences should serve to enhance interest in science within the region and promote science education whenever possible. The RDC should communicate with other regional science officers via list serves, emails, and web sites to talk about science both fact and fiction. Forums, discussions and Facebook groups are encouraged and must be maintained and kept active. Posts to the regional lists on a weekly or bi-weekly basis are required. Items to discuss might include advances in science, instances where science fiction has become science fact, space travel, education opportunities and more. Reports to the STAR Program Science Director are strongly encouraged, as is frequent interaction.
- RDC of SECURITY AND TACTICAL: The RDC of Security and Tactical is a resource for all things security and

tactical in the region. The RDC's primary focus should be on matters of Public Safety. The RDC should encourage Chapters (by networking with Chapter Security Officers) to liaise with local Law Enforcement and help educate their members on Crime Prevention, personal and home security. An additional topic the RDC of Security can talk to chapter points of contact about is Ant-Terrorism, provided the RDC is him or herself educated, remains up to date on current events and can speak intelligently on this topic without coming off as a fear monger (no value added there). Furthermore, the RDC of Security can also act as a Regional Safety representative (if qualified) and can promote safety awareness in the home and workplace as well as chapter/region/STAFLEET activities. Safety awareness can also include Weapons Safety (real life weapons, like firearms) and Vehicle Safety (to include Motorcycle Safety) along with the aforementioned Ground Safety. Of course when it come to the other side of the job (the fun side) An ideal RDC of Security should be well versed in tactics and strategy as seen in the Star Trek universe to include ship's defenses, armed/unarmed self defense, and other Star Trek related security and tactical protocols. This type of knowledge can be shared throughout the regional membership for use in role play, gaming, trivia, and other related activities. Finally, The RDC of Security should know a thing or two (but ideally be the Region's expert) in the area of Convention Security. The RDC should be encouraged to take the SFA courses on Convention Security and in turn, encourage the Chapter POCs and other interested members to do the same. One last thing, the RDC of Security should be willing to accept the position of Chief of Security for the Regional Summit, or similar regional events. This person should be familiar with aspects of convention security and/or professional or military security. Education and information should be provided on a regular basis. A forum, list serve, or a Facebook group is encouraged and must be maintained and kept active. Posts pertaining to security or safety, with practical and every day uses, are required to be posted to the regional lists on a weekly or bi-weekly basis.

SPECIAL INTERESTS SECTION:

- RDC of the ALIEN AMBASSADOR CORPS: The RDC of Alien Ambassador Corps is the head of this role-playing and fiction writing program. Representatives of each alien race are assigned the title of ambassadors and interact with other ambassadors. There is only one ambassador for each race. The RDC is required to promote interaction between the ambassadors and come up with story lines and ideas to keep the program active. A newsletter, forum, list serve, or a Facebook group is necessary and must be maintained and kept active. Posts pertaining to the RDC's subject matter to the regional lists on a weekly or bi-weekly basis are required.
- RDC of COSTUMING: The RDC of Costuming is the "go-to" person in the region for information on where to find pre-made Star Trek costumes and uniforms, custom and tailored costumes and accessories. This person should also be very knowledgeable about sources for materials and tips and tricks for making your own costumes and accessories. This position should focus primarily on Star Trek costuming, but also be versed in other Sci-Fi/Cosplay/Steampunk genres. Previous convention costuming experience is a plus. The RDC of Costuming is REQUIRED post to the regional lists AT LEAST every two weeks and more often as costuming news breaks. This person should subscribe to costuming forums and lists to keep abreast of the latest happenings. A R1 Costuming list serve, Facebook group or forum must be established and maintained. A website with costuming tips and links to manufacturers is strongly encouraged. Additionally, the RDC of Costuming should be in contact with new chapters in R1 within a few weeks of their launch to offer their services and suggestions, as needed.
- RDC of FITNESS: This RDC will work with members of the region to promote fitness programs and participation in fitness contests throughout the region. The RDC will conduct occasional contests and will main-

tain a website with reported monthly totals. A forum, list serve, or a Facebook group is encouraged and must be maintained and kept active. Posts pertaining to fitness and exercise to the regional lists on a weekly or bi-weekly basis are required.

- RDC of LOGOS AND GRAPHICS: The RDC of Logos and Graphics is a resource for logos and graphics for the region. Chapter logos, event logos, departmental logos or just about anything else can be created in standard formats (.jpg, .bmp., etc.). This person should have an extensive knowledge of creating graphics and have a maximum 4-week turn-around time. Additionally, the RDC should build a team of artists and graphics specialists to assist with any project. Monthly posts should be made to the regional lists advertising the service and the RDC should contact each new R1 Chapter within the first few weeks of their launch to offer the provided services.
- RDC of PARANORMAL SCIENCES: The RDC of Paranormal Sciences should be a resource for those interested in the paranormal and may use email, list serves and web sites to provide information. The RDC of Paranormal should also provide a weekly television listing of programs pertaining to the subject matter (this has been very popular in the past). A forum, list serve, or a Facebook group for discussions is necessary and must be maintained and kept active. Posts pertaining to the RDC's subject matter to the regional lists on a weekly or bi-weekly basis are required. Subjects cover various things paranormal and unexplained, such as UFOs, ghosts, Bigfoot, shadow people, paranormal investigations and many other subjects. At least one assistant RDC is encouraged to specialize in the different areas of paranormal interests that are popular.

SHIP RESPONSIBILITIES AND DUTIES

Region One Ships/shuttles participation in the RDC Program is totally voluntary. It is entirely up to you whether your ship participates in any of these activities. Please don't think that this is an "all or nothing" type of participation. You don't have to participate in all of the RDC positions if you don't have members interested in them. Participation in only one or a few of the positions is quite satisfactory, and indeed encouraged. We realize that not every ship in the region is going to have someone interested in every RDC department. So, join in where there is interest! The important thing is for COs to explain the RDC program to your crew and get names of those who are interested in being contact persons, and submit those names and addresses to the appropriate RDCs ... or give the names and addresses of the RDCs to the people who volunteer to be contact people and let them write directly to the RDC. Naturally if your ship doesn't want to participate in the RDC Program that is up to you, but personally I think you will be missing out on a lot of fun in the future. It's totally up to you.

CLOSING

That quickly sums up the Region One Regional Division Chief Program. There is no possible way to put each and every nuance and situation into writing. It's really an adventure to be involved with the program and always a lot of fun. I encourage you to get involved in the fun see that there are many new friends to be made!



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