OA FOOT STEPS
VIRTUAL INTERGROUP #09670

SUBMISSION DATE:
2026 10 Day {00}: 22___

SUBMITTED BY: GDPR Working Group

CONTACT INFORMATION (NAME AND EMAIL): Cecilia Sinclair
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MOTION TITLE: Motion to Ammend Bylaws to Add Data Coordinator Board Position

CHOOSE PROPOSED ACTION:
- ☐ New Business
- ☑ Amendment

TO AMEND WHICH OF THE FOLLOWING DOCUMENTS:
- ☑ Bylaws Manual
- ☐ Policy & Procedures Manual
- ☐ Standing Rules & Meeting Procedures
- ☐ Continuing Effective Motion {CEM}

REFERENCE: Article 4 - The Board, Section 1 - Composition

DIRECTIVE:
Is this a Directive Motion?
- ☐ YES
- ☑ NO
- ☐ UNSURE {Please email bylawschair@oafootsteps.com before proceeding}

MOTION STATEMENT {Including Specific References}: Move to create the Board position of Data Coordinator by amending as shown below.

MOTION:

CURRENT:	**PROPOSED:**
Article 4 – The Board Section 1 – Composition 1. The Board consists of the following officers: a. Chair b. Vice Chair c. Secretary	Article 4 – The Board Section 1 – Composition 1. The Board consists of the following officers: a. Chair b. Vice Chair c. Secretary

d. Treasurer e. Digital Coordinator f. Member-at-Large	d. Treasurer e. Digital Coordinator f. Member at-Large **g. Data Coordinator**
Article 4 - The Board Section 4 – Election 1. An annual meeting will be held during the month of December, or at any other point deemed necessary by a majority of the Board for the election of Board Officers or other service volunteers. a. The positions of Chair, Secretary, and Digital Coordinator will be elected in even years. b. The positions of Vice Chair, Member-at-Large and Treasurer will be elected in odd years.	Article 4 - The Board Section 4 – Election 1. An annual meeting will be held during the month of December, or at any other point deemed necessary by a majority of the Board for the election of Board Officers or other service volunteers. a. The positions of Chair, Secretary, ~~and~~ Digital Coordinator**, and Data Coordinator** will be elected in even years. b. The positions of Vice Chair, Member-at-Large, and Treasurer will be elected in odd years.

INTENT:
The General Data Protection Regulations (GDPR) working group proposes the Board position of Data Coordinator be established in preparation for 2026 elections. GDPR ensures the protection of personal data of our fellows. It also protects the Intergroup from potential legal action.

This position would be responsible for:

- Define specific processes
- Establish a database of personal identifiable information (PII)
- Build a related database of permissions to process and retain such
- Audit existing files for PII
- Train people on Data Protection meaning, processes, etc.

COST: $100 to purchase GDPR Reference Material

IMPLEMENTATION: Change Bylaws, change Policies and Procedures and electing the Data Coordinator.

PRIMARY PURPOSE AND RATIONALE:
The purpose of this motion is to ensure that the Foot Steps Intergroup has in place a leader who will work with a team to ensure that we are in compliance with our commitment to adhere to GDPR regulations.

This position is required to lead the Intergroup in its GDPR implementation and ongoing practices. This should be a board position because protecting data impacts the actions of board members, committee chairs, and committee members.

Additionally, the Data Coordinate would lead the Intergroup's response to any GDPR incident.

HISTORY: In January 2025, the Intergroup committed to follow GDPR. The GDPR Working Group was formed to develop the IG's privacy policies, forms, training material and processes. The Working Group is finishing final details of the Foot Steps policies and related material.

ADDITIONAL COMMENTS: This motion requires a conforming motion to the Policy and Procedures.