

## SOUTHERN REGIONAL OFFICE: FUNCTION

August 14, 1964

The geographical area to be serviced by the Southern Regional Office includes Florida, Georgia, Alabama, Tennessee, Louisiana, Mississippi, Texas, Oklahoma and Arkansas.

The office is responsible for the assignment of field personnel, particularly traveling field staff. In order that all chapters in the area can receive relatively equal benefit of servicing, the Southern Regional Director will counsel with staff members to draw up schedules of visitation. Program proposals for special projects or regional projects are to be reviewed by the southern office prior to being submitted to national office for final approval. The activities of all personnel should be accounted for in regular periodic reports. This report procedure will begin as of September 1, 1964. Standard forms are being drawn up so that the report will be brief, easy to complete, yet comprehensive.

I have talked to Jim McCain about collecting and organizing material for staff training. This is not a specific function of the southern office, but of all members of the Department of Organization. I expect to draw on the experience of all staff members in developing a syllabus for staff training which will be presented to the national office by the end of August. Some of the items to be included in the syllabus are: (a) History of CORE; (b) Organizational structure; (c) Past and present philosophy and policy; (d) Specific goals; (e) Chapter organization; (1) Community organization; (2) Political and economic analysis of the community; (3) Carrying out projects; (4) Overall chapter program; (5) Fund raising; (6) Public relations; (7) Legal procedures; (8) Qualifications for members and officers; (9) Carrying on meetings. There is a need for further suggestions for this syllabus.

The southern office will also set up state and regional workshops for chapters and/or staff. It will maintain and distribute literature to chapters and staff. It will serve as a repository for research material pertinent to this region.

The southern office should serve as a sounding board for complaints and proposals from both staff and chapters in this region. Ideally the southern office should have greater understanding of area problems than national office, simply because the southern office is itself a part of the southern scene. At the same time its close communication with national office should make it possible to attain increasing understanding between local groups and national CORE.

At the present time two important departments in the national office cannot be easily adapted to the southern office. These deal with communication with news media, and large scale financial operation. The southern office will only keep enough money on hand to take care of small emergencies.

Above is the basis on which the southern office will begin to operate in the immediate future. It is not an inflexible policy; suggestions from you are necessary, because they grow out of your everyday experience. However this policy evolves, it will succeed in proportion to how well we use it.

Richard Haley