

CODA TEXAS BOARD MEMBERS' TERMS AND DUTIES

These are recommendations only. CoDA Texas may decide how to distribute responsibilities among the trusted servants of the group, combining or expanding positions as needed. Suggest the people nominated to these positions have at least one year in CoDA recovery and be actively attending meetings.

Since business between Board meetings is conducted via e-mail, it is necessary for each Board member to have an e-mail account.

TERM OF OFFICE

Term of office begins at the end of the business meeting in the year elected through the year to the following business meeting until the term of office expires. Each term of office is 2 years. Positions should be staggered so the Board has at least one person continuing in one of the positions to prevent having all new people on a Board without any crossover. Ideally the terms would be staggered so there are only two new officers each year and the Chair and Treasurer should rotate on different years. New trusted servants will preside at the next meeting, but may communicate as required beforehand. Each outgoing servant shall pass along all records **within 90 days** and communicate with the incoming counterpart to discuss his/her responsibilities to achieve a smooth transition of duties.

If a person resigns, the positions need to be staggered again, or some other issue arises, then a term of office may be one year. Once the situation is resolved, the term returns to two years.

DUTIES OF BOARD MEMBERS

ADDITIONAL SECRETARY AND TREASURER CHARACTERISTICS

Secretary

Computer literate, access to a computer, and MS Word or similar software other people can open are necessary.

Treasurer

- Ability to keep accurate and timely financial records
- Clear sense of fiscal responsibility
- Honorable
- Computer literate, access to a computer, and MS Excel or similar software other people can open

CHAIR

Duties include the following:

- Create an agenda for the business meeting. Communicate with other Texas Trusted Servants and Committees along with group members to formulate agenda items for the business meetings.
- Facilitate the Fall and Spring Business Meetings according to the Fellowship Service Manual Guidelines.
- Reserve the Spring Board meeting facility if someone else is not assigned the task.
- Request Voting Entity issues by sending email to Texas E-Mail Messenger at least three weeks before the Spring and Fall Board meetings.
- Inform delegate candidates prior to elections what items CoDA Texas will reimburse to attend the annual CoDA Service Conference.
- Provide assistance to State Assembly host city and keep abreast of host city's progress in making arrangements.
- Provide assistance to Retreat committee and keep abreast of retreat committee's progress in making arrangements.
- Act as Signatory on bank account and other legal documents; chair is back up on the bank account.
- Sign State Assembly hotel and retreat facility contracts.
- Send Procedure document to new Officers after elections.
- Provide any documentation or information to the new Chair to provide continuity. Support the new Chair after his/her term of office by being available, if asked.

VICE CHAIR

Vice Chair takes a leadership role if the Chair cannot fulfill his/her duties. Assists Chair as needed. Participates in votes and Board meetings. The Vice Chair shall perform such other duties from time to time as may be requested by the State Assembly or Chairperson. Provide any documentation or information to the new Vice-Chair. Support the new Vice-Chair after his/her term of office by being available, if asked.

TREASURER

Duties include the following:

- Keep accurate financial records for CoDA Texas.
- Provide a report at the biannual business meetings regarding income, expenses, and prudent reserve in relation to the budget. Provide a breakout of delegate's expenses to Conference in the Treasurer's Report for State Assembly.
- Deposit incoming funds in bank.
- Disburse funds as approved by CoDA. Checks require signature of Treasurer. Chair is a back-up person on the bank account.
- Review delegate expenses for Conference with Chair or assigned Board member for this task. Inform Board when paper receipts are received if electronic methods are used to begin the reimbursement process.
- Update signatory information at bank after elections.

- Provide past records to the new Treasurer. Support the new Treasurer after his/her term of office by being available, if asked.

SECRETARY

Duties include the following:

- Take minutes at biannual business meetings (to include a list of attendees). Prepare an electronic version of the minutes and send out draft copies to Board members and Delegates via e-mail for review within one month of meeting. If e-mail addresses of other attendees are available, draft copy may be sent to them as well.
- Bring draft copy to next Board Meeting for final review and make required changes. If revisions are extensive, send out for review again.
- Distribute final copy by sending to Coda Texas Messenger volunteer for distribution. If CoDA Texas Messenger is also the liaison to the webmaster ask the CoDA Texas Messenger to send to webmaster to post on CoDA Texas web site.
- Send Voting Entity issues to CoDA, Inc. Board at least two months prior to annual CoDA Service Conference (CSC).
- Provide names and addresses of Delegates attending Conference to CoDA, Inc. by filling out CSC Form and getting Delegates to sign it. Send form to Events and CoDA World Board.
- Keep track of e-mail decisions and bring info to next Board Meeting for approval/ratification.
- Provide past records to the new Secretary. Support the new Secretary after his/her term of office by being available, if asked.

DELEGATES AND ALTERNATE DELEGATES

In order to provide continuity and training to new delegates, CoDA Texas has a Senior and Junior Delegate. Each term of office is two years. The Junior Delegate rolls into the Senior Delegate position at the end of the Junior Delegate's first year. A new Junior Delegate is selected by majority vote at the annual State Assembly. If one or both of the Delegates cannot attend CSC, an Alternate Delegate may attend in their place. Alternate Delegates are voted on at the State Assembly.

In case one or both of the Delegates cannot fulfill his/her duties, an Alternate Delegate list is created to fill the position(s) by a method selected by the State Assembly attendees. It is usually a good idea to have a list of six or seven names for alternate delegates. In the past, anyone running for the Senior or Junior delegate position who was not elected became an Alternate Delegate. If none of the Alternate Delegates can attend CSC or fulfill the Delegate's duties, the CoDA Texas Board may elect one or more (maximum two) Delegates to attend CSC.

Delegates' Duties

Delegates represent CoDA Texas at the International CoDA Service Conference, which is currently held in July (it used to be held during the fall). CoDA World posts the motions, reports, and Voting Entity issues on the CoDA website (www.coda.org) prior to Conference. Download the motions, review them, and ask for feedback about the motions from the Fellowship via the Texas E-mail Messenger List. This should be done as soon as the motions are posted (around May). Each voting entity gets two votes; so both delegates have voice and vote at Conference.

It is helpful if the Delegates read the *Community Problem Solving Method and Conference Procedures* chapter in the Fellowship Service Manual (available from www.coda.org) prior to attending Conference.

After Conference, Delegates provide a report of what happened at Conference for the Texas Fellowship. This report may be distributed to the Fellowship via the Texas E-mail Messenger and/or posted on the CoDA Texas website. The Delegates present their report at the State Assembly, which can be a summary of the important decisions (what motions passed/failed, important discussion, etc.).

It is the responsibility of the Senior Delegate to provide experience, strength, hope and information about the delegate position to the Junior Delegate. There is usually much business to conduct in a short amount of time at Conference. So, the more information the Junior Delegate gets prior to Conference the better. There are many ways to pass on information, but the point of having a Senior and Junior delegate is for the Senior Delegate to help the Junior Delegate prepare for and participate at Conference while representing the Fellowship of CoDA Texas.

The Delegates should work together and vote the Group Conscience of Texas. Additional information may be available at Conference that was not available to members of CoDA Texas when they provided their vote so ultimately, the Delegates must seek Higher Power's guidance when voting. You may be asked questions about your decisions if they differ from the Group Conscience of the Voting Entity (Texas).