

## **Recommendations for CoDA Meeting Service Positions**

These are suggestions of positions that have worked with meetings in the past. Each meeting may decide how to distribute responsibilities among the trusted servants of the meeting, combining or expanding positions as needed. A meeting does not need to have all these positions.

### **Group Service Representative (GSR): (Usual term 1 to 2 years)**

- The link between the CoDA meeting and the next level. Ideally, a GSR is an established member of the group, with experience, knowledge, and understanding of CoDA's Twelve Steps and Twelve Traditions and Twelve Service Concepts.
- Attends the local CoDA Intergroup/CSG or Voting Entity service meetings.
- Carries the group conscience to the next local service level and then reports to the meeting on the outcomes.
- Notifies the meeting of any local or CoDA, Inc.. updates, announcements, and flyers.
- Encourages team individuals to participate in CoDA Service work. Service work in CoDA enables us to put these spiritual principles in practice.

### **Phone Contact Person(s): (Responds to inquiries from Coda.org regarding your meeting and CoDA.)**

- Makes first name and contact info available on local and CoDA, Inc. meeting lists. If you are able, having two meeting contacts is best. Listing two contacts, two telephone numbers, and two email addresses provides the greatest chance that a newcomer would be able to contact you concerning attending the meeting.

**Meeting leader/coordinator/facilitator:** (it is suggested that this position rotates with each meeting or at time intervals, i.e., monthly or biannually).

- Takes a leadership role for the duration of the meeting.
- Assumes overall responsibility for meeting format.
- Invites speakers or finds a volunteer to handle speaker invitations.
- Guides the meeting according to CoDA-endorsed guidelines.
- CoDA birthdays are recognized.
- Newcomers are welcomed and feel safe.

**Secretary:** (Suggested term of office - 6 months or 1 year)

- Is the business representative for the meeting and acts as liaison to the meeting facility.
- Obtains and maintains a meeting room.
- Plans and conducts "business meetings" regularly (agenda items may include: elections, meeting format, procedures, etc.) and keeps records of meeting group conscience decisions.
- Ensures that information about the meeting is kept up to date in the Intergroup/CSG, Voting Entity and CoDA, Inc. meeting lists.

**Treasurer:**

- Keeps accurate financial records of the group, and regularly reports to the group regarding income, expenses, and prudent reserve. (Note: A prudent reserve is determined by the group conscience of the meeting, usually two or three months' worth of group expenses).
- Pays rent to the meeting facility for use of the meeting room.
- Disburses Seventh Tradition funds in accordance with the meeting group conscience.
- Suggested guideline: 60% to CSG/Intergroup, 30% to State, 10% to International.
- Turns over records and funds to a new treasurer.

**Literature Person:**

- Makes CoDA Conference Endorsed Literature available at the meeting.
- Keeps track of group literature supplies and re-orders as needed.
- Obtains funds from the group treasurer to restock literature.
- Refers newcomers and other CoDA members to available CoDA Conference Endorsed Literature.