

Guidelines for Typical CoDA Group Service Positions

These are recommendations. Each group may decide how to distribute responsibilities among the trusted servants of the group, combining or expanding positions as needed.

Chairperson/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 itself.
- Assumes overall responsibility for meeting format.
- Invites speakers or finds a volunteer to handle speaker invitations.
- Guides the meeting according to CoDA-endorsed guidelines.

Secretary: (Suggested term of office - 6 months)

- The business representative for the group 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 group conscience decisions.
- Provides the community service group with the full name, address, and phone number of all officers.

IMPORTANT: Changes in the location, time, or day of the group meeting, or contact person should be updated. This may be done through a 'Changes in Group Information' form sent to CoDA or through the CoDA web site at www.coda.org.

**Note: This personal data is used at the Intergroup, Voting Entity, and CoDA level only for communication purposes and is held in confidence.*

Group Service Representative (GSR): (Usual term 2 years)

- The link between the CoDA group and CoDA as a whole. Ideally, a GSR is an established member of the group, with experience, knowledge, and understanding of CoDA's *Twelve Steps* and *Twelve Traditions*...
- Attends the local CoDA Intergroup or Voting Entity service meetings.
- Carries the group conscience to the local CoDA Intergroup, Voting Entity service meeting; and then reports to the group on the outcomes.
- Notifies the group of any local or CoDA updates, announcements, and flyers.

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 group conscience. A suggested guideline is offered in the Welcome Letter from the Board of Trustees in the Starter Packet (see Section 15).
- Turns over records and funds to new treasurer

Literature Person:

- Puts CoDA Endorsed literature out at the meeting.
- Keeps track of group literature supplies and re-order as needed.
- Obtains funds from the group treasurer to restock literature.
- Refers newcomers and CoDA members to available CoDA literature.

Phone Contact Person:

- Makes first name and phone number available on local and CoDA meeting lists.
- Is available to receive phone calls in order to give directions to the meeting.