

## **CODA, Inc. BOARD OF TRUSTEES POSITION DESCRIPTION**

*Trustees adhere to the principles of our program while conducting service work. Specifically, they use Step Ten for guidance and insight, and adhere to Tradition Two as they honor the validity of the group conscience process. This service position is demanding, and therefore the potential for reward through recovery is also great. CoDA Board service is great and rewarding Twelfth Step work.*

**QUALIFICATIONS:** Trustees are elected by the CSC, with consideration of the candidates' capabilities and experience in the following:

- 1) Working knowledge of the Twelve Steps and Twelve Traditions of Co-Dependents Anonymous.
- 2) Willingness and availability to serve the Fellowship through major service projects.
- 3) Demonstration of skills and abilities while doing CoDA Service for two or more years.
- 4) Understanding and experience of the group conscience process.
- 5) Courage to express oneself and the ability to listen and communicate effectively with others.
- 6) Dedication and commitment to the health of CoDA.
- 7) Desire to carry the message to the still suffering codependent.

### **A TRUSTEE IS EXPECTED TO:**

- 1) Commit to his/her own personal growth and to the integrity of the self and of our Program.
- 2) Have worked, and continue to work, each of the Twelve Steps of CoDA.
- 3) Have a practical working knowledge of the sponsor/sponsee relationship.
- 4) Commit to the spiritual health of CoDA as a whole.
- 5) Have a working knowledge of the CoDA organization structure and documents used to guide the business and spiritual elements of CoDA.
- 6) Agree to function in a responsible manner, which includes:
  - a) Consistently attend and participate in the group conscience process during Board meetings and at Service Conferences.
  - b) Prepare reports agreed upon and present them in a timely manner.
  - c) Meet deadlines as set forth by the Board.
  - d) Recognize his/her time limitations and notify the Board promptly of any time conflicts.
- 7) Undertake liaison responsibilities for one or more CoDA Committees.
- 8) Resign other currently held offices at Intergroup and Voting Entity level to allow others the opportunity to give service and to create time to devote to Board work.
- 9) Resign the position of Trustee if he/she is unable to meet his/her commitment.

### **TRAVEL REQUIREMENTS:**

Trustees may be required to travel to Board meetings, CoDA finances permitting. Expenses for transportation, hotel, meals and incidentals are reimbursed according to current guidelines. Trustees may also travel as liaison to a CoDA Committee meeting. Each new Board will set places and times for meetings during the year. Most often, meetings begin on a Friday or Saturday and end on Sunday. The CoDA Service

Conference is usually held in late summer or early fall of every year, with Board responsibilities from Tuesday through Sunday of the week.

**LENGTH OF TERM:**

A Trustee is elected to a three-year term. A maximum of two terms may be served with a lapse of at least two years between terms.

**LEGAL COMMITMENT:**

As a Trustee of the CoDA Board, each person shall comply with and be bound by all terms and provisions of the By-laws of Co-Dependents Anonymous, Inc., and all public laws, such as those of the State of Arizona, which affect CoDA's nonprofit status and corporation. Trustees are expected to exercise the powers vested in them in a manner consistent with the faith that guide the Fellowship of CoDA, guided and inspired by the Twelve Steps and in keeping with the Twelve Traditions. **Note: Applicants will be asked about any previous felony convictions. A conviction will not automatically disqualify an applicant, but must be disclosed.**

**TIME COMMITMENT:**

Trustees may work 20 or more hours per week during critical times, such as preparation for Conference, and depending upon particular projects and responsibilities. Release time from personal employment must be arranged for travel needed by CoDA.

# Co-Dependents Anonymous

PO BOX 33577, Phoenix, AZ 85067-3577

## APPLICATION FOR BOARD OF TRUSTEES OF CO-DEPENDENTS ANONYMOUS, INC.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE NUMBERS: (H) \_\_\_\_\_ (W) \_\_\_\_\_

FAX \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

**DIRECTIONS: Answer each item below as fully as possible on separate paper.  
Please type or word-process for legibility. Do not attach a resume.**

- 1) Describe your current working knowledge of the Twelve Steps and Traditions, and the CoDA foundational documents, such as the Fellowship Services Manual, By-laws, etc.
- 2) Why do you want to serve the Fellowship as a member of the Board of Trustees?
- 3) Describe your service work on Meeting, Intergroup, Voting Entity level, including number of years of service.
- 4) Describe any personal or professional background that you think would benefit the health of CoDA, such as experience negotiating contracts, general business management, or any other relevant skills.
- 5) Share your:
  - A) Experience with the group conscience process.
  - B) Courage to express yourself, ability to listen, and ability to communicate effectively.
  - C) Ability to manage interpersonal differences and accomplish goals as a group member.
- 6) The job of Trustee has varying time demands. What is your availability?
- 7) Please share your vision for CoDA.
- 8) Please add any additional information you feel may be helpful in the selection process.

**NOTES:**

Please send your application to the above address. Refer to "Conference Election Procedures" for details regarding the Election of Trustee at the CoDA Service Conference.

Note: Extracted from Section 9 of the Fellowship Service Manual