

Section 06 The Trusted Servants of CoDA

A CoDA group cannot function without the efforts of our trusted servants. Service work starts at the group level. Service positions can be as simple as a month-long commitment to set up the refreshment table or literature table at each meeting, to a two-year commitment to represent the group each month at the local community service group meetings. This section contains some detailed descriptions of the tasks and responsibilities involved with service positions. These are guidelines and each group may decide to add, delete, or combine responsibilities as necessary.

Typical service positions of a CoDA Group are:

- Chairperson
- Secretary
- Treasurer
- Literature person
- Refreshment person(s)
- Phone list person
- Group Service Representative

General Responsibilities of Trusted Servants

Preserving continuity: Outgoing officers are expected to work with the next person holding the position to insure that procedures, knowledge, and records are passed along.

Responsibility of office: When officers cannot attend a meeting or other service commitment, they find a substitute to handle the job. In the event a commitment is not fulfilled, the officer should be given a chance to explain to the group. If desired, a group conscience may then be taken to determine if the group wishes the meeting officer to continue or wishes to seek another volunteer to take over the position.

Desirable qualities of Group Service Officers

- Welcome and acknowledge newcomers
- Encourage Twelve Step attitudes.
- Promote adherence to CoDA's Twelve Traditions and principles.
- Conduct group conscience on new matters or to resolve disputes.
- Support CoDA's program of spirituality in the tone and style of the meeting.
- Promote principles before personalities.

Guidelines for 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 takes a leadership role for the duration of the meeting itself (this position rotates with each meeting or at time intervals, i.e., monthly or biannually):

- Assumes overall responsibility for meeting format:
- Invites speakers or finds a volunteer to handle speaker invitations.
- Guides the meeting according to CoDA-endorsed guidelines.
- [Members may volunteer to rotate as meeting leader.]

Secretary is the business representative for the group and acts as liaison to the meeting facility. (Suggested term of office - 6 months)

- 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. * 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, Inc. or through the CoDA web site at www.coda.org.

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

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

- 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, Inc. 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 month's 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

Refreshment/set-up Person (Note: This is a group discretionary social function.)

- Sets out refreshments, coffee, etc., only using your own group's supplies.
- Checks supplies and obtain restocking funds from the Treasurer.
- Cleans up the refreshment area and take care of the trash.

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, Inc. meeting lists.
- Is available to receive phone calls in order to give directions to the meeting.