

Section 02 The CoDA Service Structure and Organization

-- General Responsibilities of Trusted Servants

- Preserving continuity: Outgoing officers are expected to work with the next person holding the position to ensure that procedures, knowledge, and records are passed along.
- Responsibility of office: When a person holding a position cannot attend a meeting or other service commitment it is best if they can find a substitute to handle the job. In the event a commitment is not being fulfilled a group conscience may be taken to determine if the meeting wishes the person to continue or to seek another volunteer to take over the position.

-- Suggestions 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.

-- 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.

-- 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 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.

-- Treasurer:

- Keeps accurate financial records of the group, and regularly reports to the group regarding The Fellowship Service Manual of Co-Dependents Anonymous Part 2 Approved 2019 CoDA Fellowship Service Manual Part 2 Page 14 Last Revision: 2019-10-21 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. A suggested guideline is offered earlier in this document. (*page 10 of The FSM, Part 2, Approved 2019*)
- 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.

-- Phone Contact Person(s):

- Makes first name and contact info available on local and CoDA, Inc. meeting lists.
- Is available to respond to inquiries regarding the meeting and CoDA.