

Concept: Job descriptions CoDA Area Netherlands

Concept job description Secretary

Secretary: (Suggested term of office – 12 to 24 months)

- Drafts minutes of the business meetings. Keeps those available to the CoDA area and distributes them to the members.
- Drafts agenda (together with chairperson) for the business meeting.
- Makes reservations for 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.
- Communicates the meetings and agenda with all CoDA groups in The Netherlands

**Note: Following the principle of anonymity, these personal data are to be used at the Intergroup, Voting Entity, and CoDA level for communication purposes only, and are held confidential.*

Names of sitting members are omitted in this copy.

Concept job description Chair person

Chairperson/coordinator/facilitator

Chairperson (suggested term of office 12-24 months)

- Takes a leadership role for the duration of the meeting itself.
- Assumes overall responsibility for the meeting format.
- Drafts the agenda together with the secretary.
- Guides the meeting according to CoDA-endorsed guidelines.

Concept job description Treasurer

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.
- Pays for regular or incidental expenses approved for by the Business Meeting, such as fees for the website domain and banking services, and contributions to CoDA International Service
- Pays for loans or grants approved for by the Business Meeting, such as loans or grants for CoDA approved literature and loans for down payments for the organization of CoDA activities (such as yearly retreats)
- Turns over records and funds to new treasurer

Concept job description Literature person

Literature person:

- Puts out CoDA Endorsed literature 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 CoDA members to available CoDA literature.

Concept job description website

Webmaster:

- Updates website in compliance with the guidelines, monitors accessibility
- Pays the provider and offers the declaration to treasurer, reports to Area
- Sends the Starters Packet to forming groups
- Uses the webmail for all official correspondence
- Monitors questions from the webmail and forwards these to the email group**
- Supports the email group, takes them yearly out to diner on CoDA costs

Concept job description Phone Contact person

(potentially same person as Webmaster**)

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.

Requirements for service positions:

- Membership duration of CoDA (minimal)
- Familiar with 12 traditions and service concepts of CoDA
- Duration of service position (min/max)
- Having a sponsor**
- Abstinence**

***As suggested by group conscience*