

# **GREATER OMAHA CODA SERVICE BOARD REVIEW**

September 2015

## **PURPOSE OF BOARD**

- \* Lead and guide CODA community
- \* Centralized communication for CODA at large
- \* Maintain website, community outreach, literature distribution, fundraising, long term planning
- \* Provide organizational structure

## **BASIC REQUIREMENTS FOR BOARD MEMBERS**

- \* Minimum of six months in CODA
- \* Access to computer, email, and transportation to meetings
- \* If unable to attend a board meeting, finding a replacement who can provide current information pertaining to your position
- \* Maximum of two absences per year
- \* Help new board members transition into positions/recruit new board members to fill open positions

## **Duties of each board member**

### **PRESIDENT/CHAIR (2 year term)**

The president of the board is responsible for running the board meetings and communicating with the board.

- \* Send reminder email the week before a board meeting, provide copies of written agenda for all board members for board meeting
- \* Lead formal voting
- \* Timekeeper
- \* Decision tie-breaker
- \* Liaison with 12-Step house regarding CODA functions
- \* If unable to attend a meeting, provide Vice Chair with all information necessary to run meeting
- \* Assist all other board members with duties
- \* Check in with board members who have missed two board meetings

### **VICE CHAIR (2 year term)**

The vice chair assists the president/chair by helping run board meetings and planning events such as Speakers Meetings, Roundups and other fundraisers.

- \* Finding location for special events
- \* Finding speakers for special events
- \* Prepare flyers for special events
- \* Helping organize/lead special events
- \* Communicate/update President in case of missed meetings

- \* Keep and replenish items in the CODA bin (plastic cutlery, CODA banner, etc.)

### **SECRETARY (2 year term)**

The secretary documents what happens at board meetings. This position MUST have access to word processing and email and be able to send meeting minutes electronically to Board Chair and Community Contact to post on [www.codaomaha.org](http://www.codaomaha.org)

- \* Take minutes of board meeting and keep an archive of all meeting minutes
- \* All Votes and Decisions made must be documented
- \* Must be able to type up meeting minutes, and print previous month's minutes for distribution at each board meeting.

### **TREASURER (2 year term)**

The treasurer keeps track of money.

- \* Keep accurate financial records and report financial status to board
- \* Pay bills (including member reimbursement for CODA-related expenses)
- \* Collector of 7th Tradition from weekly meetings
- \* Disburse 7th Tradition money in accordance with group conscience
- \* Must be able to physically get to bank location (Great Western) to make necessary deposits in a timely manner
- \* Responsible for checkbook and credit card(s) held by self and Chair

### **COMMUNITY CONTACT (2 year term)**

The community contact provides information to the community at large about CODA in various capacities. This position MUST be computer literate, have access to word processing, phone and email. This position manages all web-based outreach, particularly [www.codaomaha.org](http://www.codaomaha.org).

- \* Return phone calls/reply to emails from community in a timely manner
- \* Periodically check that Omaha meeting list is accurate on CODA national website [www.coda.org](http://www.coda.org)
- \* Help create and distribute documents that communicate CODA principles and meeting information to the community
- \* Keep content of [www.codaomaha.org](http://www.codaomaha.org) updated after board meetings
- \* Maintain domain name (yearly fee)
- \* Manage [codaomaha@hotmail.com](mailto:codaomaha@hotmail.com), member email list and Twitter account
- \* Send out announcement emails

### **STATE DELEGATE (2 year term) \*Optional**

The state delegate is the liaison between weekly meetings and the service board.

- \* Goes to all scheduled weekly meetings within a specified period (to be determined by group conscience) to provide current information to board about each meeting

- \* While at meeting, identify self to GSR to determine whether they may need any guidance/assistance from the board
- \* Focus on meetings that are not represented at monthly board meeting by GSR
- \* Optional -- attend National Meeting

### **LITERATURE (2 year term) \*OPTIONAL**

The Literature position keeps CODA literature available to members and meetings

- \*Order and distribute literature and chips
- \* Bring literature to all CODA special events
- \* Keep four "Big Books" in stock at all times
- \* Keep "What is CODA?" brochures in stock at all times
- \* Work with Treasurer to pay for literature
- \* Refer newcomers to available literature
- \*

### **CODA GSRs (1 year term)**

GSRs are representatives from weekly meetings who act as the liaison between the members of their meeting and the board members (may or may not also be meeting chairs)

- \* Attend the group meeting they represent regularly
- \*Attend monthly board meetings and give general report on their home meeting (Changes to meeting, attendance, location, money)
- \* Bring 7th Tradition money to Treasurer regularly
- \* Bring info from the Board to weekly meeting members (announcements, etc.)