

# **GREATER OMAHA CODA SERVICE BOARD REVIEW**

April 2012

## **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**

- \* At least 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.

- \* Provide copies of written agenda for all board members
- \* 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.

- \* 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

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

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

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

The community contact provides information to the community at large about CODA in various capacities. This position MUST have access to word processing, phone and email.

- \* Return phone calls/reply to emails from community
- \* Periodically check that Omaha meeting list is accurate on CODA national website

- \* Help create and distribute documents that communicate CODA principles and meeting information to the community
- \* Manage contact list
- \* Outreach with CODA information to mental health/counseling professionals in area
- \* Represent organization at public events
- \* Coordinate with Technical Community Contact to make sure all information matches current Coda Omaha website (eg: after board elections, adding new meetings, etc)

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

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

### **TECHNICAL COMMUNITY CONTACT**

The technical community contact manages all web-based outreach. This position MUST be computer literate and be familiar with HTML and The Cloud

- \*Keep content of [www.codaomaha.org](http://www.codaomaha.org) updated
- \* Maintain domain name (yearly fee)
- \* Manage monthly newsletter, CODA email account, and Twitter account
- \* Send out weekly inspirational emails

### **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.)

