



# Trusted Servants

## Newcomers Information on Trusted Servants

We have members fulfilling responsibilities on a voluntary basis as service to their group to ensure the meetings runs smoothly and as healthy as possible. As a newcomer, you may wonder who to approach if you have a question covering a certain area, such as literature, or how to join a group. The list of roles and responsibilities are outlined below for your convenience.

## General Responsibilities of Trusted Servants

**Chairperson** takes a leadership role for the duration of the meeting itself.

- Assumes overall responsibility for meeting format:
- Invites speakers for speaker meeting chaired.
- Seeks volunteers for readings.
- Runs the meeting according to CoDA-endorsed guidelines.

### Secretary:

- Liaison between group and the meeting facility.
- Obtains and maintains a meeting room, according to meeting group conscience.
- Plans and conducts "business meetings" regularly (for agenda items to include: meeting format, procedures, - whatever members bring up, and etc.) and keeps records of group conscience decisions and provides all members with business meeting minutes.
- Regularly updates and distributes new Home Group phone lists with members' phone numbers and anniversary dates.
- Secretary adds newcomers information to the Home Group list for those who wish to join the group.
- Passes on information to the new secretary person at the end of term.

**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 solid experience, knowledge, and understanding of CoDA's Twelve Steps and Twelve Traditions.

- Attends the local CoDA community and/or provincial/regional service meetings.
- Carries the group conscience to the local CoDA community and/or provincial service meeting; then reports to the group on the outcomes.
- Notifies the group of any local or national CoDA updates, announcements, and flyers.
- Passes on information to the new Group Representative at the end of the term.

### Treasurer:

- Keeps accurate financial records of the group, and regularly reports to the group at business meetings regarding income, expenses, and prudent reserve.
- Pays rent to the meeting facility for use of the meeting room.
- Provides funds to purchase CoDA literature.
- Disburses Seventh Tradition funds in accordance with group conscience.
- Passes on information to the new treasurer person at the end of term.

### Literature Person:

- Puts CoDA Endorsed literature out 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, Newcomer Packets, Voluntary Phone list available to newcomers, posts news/information, makes resources available at meetings, etc...
- Passes on information to the new literature person at the end of term.

### Phone Contact Person:

- Makes first name and phone number available on local, provincial, and national meeting lists.
- Is available to receive phone calls in order to give directions to the meeting.
- Changes in the location, time, or day of the group meeting, or contact person are updated with [www.cdrs.ca](http://www.cdrs.ca). This may be done through a 'Changes in Group Information' form sent to CoDA Canada.