CoDA Canada Outreach Committee (CCOC)
Roles and Responsibilities

Outreach Volunteer

Qualifications:

- Minimum of 1 year of regular attendance at CoDA meetings
- Sufficient computer skills to respond to emails and create documents, or has the willingness to learn these skills
- Actively works the CoDA program and attends CoDA meetings regularly
- Ideally, an established member of CoDA who has completed CoDA's Twelve Steps, and has a solid understanding of CoDA's Twelve Traditions
- French is an asset for the CoDA Canada Outreach representative and the Phone Line representative

Duties:

- Attends bi-monthly CoDA Canada Outreach Committee (CCOC) meetings and provides a report for their respective Province or Territory; in case of absence, provides a report electronically to the Outreach Chair before the meeting, or adds their report directly to the agenda in the shared Google Drive folder
- Answers outreach-related emails about CoDA and codependency within a couple of days of receiving them; if unable to do so in this time frame (due to absence, illness, etc.), asks another Outreach volunteer for support
- Sends out information emails as needed to the fellowship in their respective Province or Territory
- Helps people find CoDA meetings and resources
- Assists people in starting a new CoDA meeting
- Supports meetings and members
- Contacts meetings yearly to confirm that their information is up to date
- Contacts their Provincial/Territorial helpline agencies (i.e., 211.ca, etc.) to list and/or update CoDA meetings within their Province or Territory
- Collaborates with other outreach volunteers to help reach codependents and support groups across Canada

Outreach Chair

Qualifications:

- 1-2 years of regular attendance at CoDA Canada Outreach meetings
- Sufficient computer skills to respond to emails, create documents and email them to a group
- Actively works the CoDA program and attends CoDA meetings regularly
- Ideally, an established member of CoDA with solid experience, knowledge, and understanding of CoDA's Twelve Steps and Twelve Traditions

Duties:

- Plans and conducts bi-monthly CCOC meetings by sending out the Agenda and any supporting documents
- Maintains the CCOC shared Google Drive folder or delegates this responsibility to another Outreach member
- Attends monthly CoDA Canada Steering Committee (CCSC) online Zoom meetings and provides a report for CCOC. To receive an invitation to the CCSC meeting, send an email to chair@codacanada.ca
- Collaborates with and supports all Outreach volunteers
- Trains new Outreach volunteers