**ACA SMR**

**Positions Description Committee Meeting**

July 08, 2021, 8:45am Meeting #27

Attendees: Paul KF, Craig, Jean N, Jim R, Wendy Montreal, Wendy F, Susan W, Murphy R, Dianne, Vivienne

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 851am. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper & agenda:** Meeting Secretary: Craig, Time-keeper: Wendy C

Agenda for meeting was screen shared by Paul KF

*1. Call to order/opening prayer*

*2. Meeting Secretary, time-keeper and agenda*

*3. Minutes of the July 1, 2021 meeting*

*4. Review of comments on service position descriptions:*

 *Room Host*

 *New comer – Greeter*

 *Web Servant*

 *WSO Representative*

 *Tech Scheduling Secretary*

*5. Next steps*

 *Other possible positions:*

*6. Next Meeting*

 *7. Adjournment and closing prayer*

**Motion was made by Craig to accept the agenda as proposed. Second was Jim R. Motion passed.**

**3. Minutes of the July 1, 2021 meeting:** The minutes from July 1st meeting were screen shared by Paul KF.

**Motion was made by Jim R to accept the minutes as presented. Second was Craig. Motion passed.**

**4. Review of comments on the service position descriptions:**

 **Room Host:** Paul KF reported that he had screen shared an older version of this document during the last meeting. He then screen shared the most current version with the changes proposed in the last meeting which were highlighted in yellow. This was done to make sure the most current version was being approved.

**Wendy motioned to accept the two additions to this document. Jim R was the second. Jim brought up discussion of “lower hands and screen shares” and “mutes or turns off video”. Language was created for these items. Wendy C accepted these additions to her motion. Discussion continued on “room moderator”. Vote was taken. Yes - 4, No - 0. Motion passed.**

**New Comer – Greeter:** Paul K-F then screen shared the document thus drafted for this position. Jean shared her experience from her participation in this position and suggested that a current greeter train new greeters. Susan shared her experience with this position. Discussion continued to split the coordinator from the greeter. Susan and Jean will collect information for these two positions and report back. This document was tabled until the next meeting.

 **Web Servant:** Paul K-F screen shared the document for this position. Term length was addressed and changed to “6 months with option to renew”. “Duties/responsibilities” was addressed. Wendy C mentioned that the current listed duties as what is happening with this position as this time. The language for “Set up forwarding” was amended. The language of “Creation of new email addresses” was addressed.

Wendy C then reported the items in “helpful qualities” were accurate. “Service autonomy” was brought up for this position and wording was developed.

**Wendy C called time. Jim R motioned to extend the meeting by 5 minutes. Wendy C was the second.**

Jim R shared information on “service authority” found in Concept X of the 12 Concepts of Service found on the WSO website instead of “service autonomy”.

**Wendy C called time. Jim R motioned to extend the meeting by 5 minutes. Craig was the second.**

“Best practices” was then addressed. Wording was adjusted in this section to reflect more accuracy.

This was tabled until the next meeting.

 **WSO Representative:** Tabled for discussion in next meeting

 **Tech Scheduling Secretary:** Tabled for discussion in next meeting

**5. Next steps:** Other possible positions that need a description

**6. Next meeting:** Next meeting will be held on Thursday, July 15, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Wendy C to adjourn meeting at 950am. Second was made by Jim R. Motion passed**. This was followed by the Serenity Prayer.