**ACA SMR**

**Positions Description Committee Meeting**

July 15, 2021, 8:45am Meeting #28

Attendees: Paul KF, Craig, Jean N, Jim R, Wendy (Montreal), Laurie J, Vivienne, ChanaYetta, Susie B, Kate NYC, Anita J, Barbara Evans, Chris S, Anastasia T, Drew D, Katt, Joy Tn,

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 845am. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper & agenda:** Meeting Secretary: Craig, Time-keeper: Jim R

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 8, 2021 meeting*

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

 *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 8, 2021 meeting:** The minutes from July 8th meeting were screen shared by Paul KF.

**Motion was made by Wendy C to accept the minutes as presented. Second was Craig. Motion passed.**

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

**New Comer – Greeter Coordinator:** Paul KF screen shared a draft for this position. Discussion ensued on length of term which was determined to be 2 months with an option to renew for 1 month. Also, the title of this new position was termed to Newcomer Coordinator. Duties were then discussed.

**Wendy C motioned to accept the New Comer Coordinator description as written. Jim R. was the second. Motion passed.**

Paul KF screen shared the New Comer Greeter description (those who do the daily greeting of newcomers). Length of term was decided to be one month with the option to renew. Also, there is a need for 5-7 people per week. Jean shared her insight as to the length of term. Duties were then addressed.

**Jim R motioned to accept New Comer Greeter description as written without the script. Wendy C was the second. Motion passed.**

**Jim R called time. Motion was made by Paul KF to extend by 5 minutes. Wendy C was the second.**

Next discussion was how to parse completed descriptions to the GC meeting. The following completed descriptions will be presented at the next GC meeting which will be the Meeting Chair, Tech Host, Room Host, New Comer Coordinator and New Comer Greeter.

 **Web Servant:** Tabled for discussion in next meeting

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

 **Key Holder:** 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 Tuesday, July 27, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Wendy C to adjourn meeting at 940am. Second was made by Jim R. Motion passed**. This was followed by the Serenity Prayer.