**ACA SMR**

**Positions Description Committee Meeting**

August 17, 2021, 8:45am Meeting #32

Attendees: Paul KF, Craig, Jim R, Wendy (Montreal), Wendy F, Barbara S, Pam, Tom, Kate, Anastacia T, Andrea K, Katie K, Chris (Madison), Kathy H, Donna F, Barbara E

**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 Secty: 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 August 12, 2021 meeting*

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

*WSO Representative*

*Key Holder*

*Tech Scheduling Secretary*

*5. Next steps*

*Other possible positions:*

*6. Next Meeting*

*7. Adjournment and closing prayer*

**Motion was made by Wendy C to accept the agenda as proposed. Second was Craig. Motion passed.**

**3. Minutes of the August 12, 2021 meeting:** The minutes from Aug 12th meeting were screen shared by Paul KF.

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

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

**WSO Representative:** Paul KF screen shared the current description for this position. Including “links” within this document was briefly mentioned as they are already in place. “Helpful Qualities” were discussed. Duties/Responsibilities were addressed and wording was massaged. The idea of having a delegate for our group for WSO – ABC was discussed at length. “Best Practices” was addressed with sub-points being moved to the description for WSO Delegate. Jim R suggested separating the ABC Delegate descriptives from this Representative position description. Other members gave their opinions for this separation. “Record keeping” for this position was then addressed and as a result of discussion was removed.

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

Duties/responsibilities wording for this position continued to be refined.

**Wendy C motioned to accept this description as written. Barbara was the second. Motion passed.**

**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, August 24, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Wendy C to adjourn meeting at 945am. Second was made by Barbara S. Motion passed**. This was followed by the Serenity Prayer.