

ACA SMR
Positions Description Committee Meeting

Oct 6, 2021, 8:45am Meeting #

Attendees (at 9:15): Paul KF, Barbara, Brian G., Caroline, Christy K, Gillian, Jim R., Krista, Pam, Una, Vivienne, Wendy C.

1. Call to order/opening prayer: Meeting was called to order at Paul KF by 8:47am. This was followed by the Serenity Prayer.

2. Meeting Secretary, timekeeper & agenda: Meeting Secty: Jim R. Timekeeper: Wendy C.

Agenda for meeting was screen shared by Paul KF

1. *Call to order/opening prayer*
2. *Meeting Secretary, timekeeper, and agenda*
3. *Minutes of the September 22, 2021 meeting*
4. *Review of comments on service position descriptions:*
 - Co-Scheduling Secretaries*
5. *Next steps*
6. *Next Meeting*
7. *Adjournment and closing prayer*

Motion was made to accept the agenda. Motion passed.

3. Minutes of the September 22, 2021 meeting: The minutes were screen shared by Paul KF.

Motion was made to accept the minutes as presented. Motion passed.

4. Review of comments on the service position descriptions:

One position description was posted to the website for comment:

- Co-Scheduling Secretaries

Three comments offered:

- Supportive of the positions as described.
- Suggestion to insert *The Suggested Commitment to Service*.
- Chooses members for service on a 'first come, first serve' basis.

Discussion followed.

Suggestion: *The Suggested Commitment to Service* be included in the Common Elements document. A first come, first serve policy would also belong in Common Elements as a general practice, if the member meets the basic qualifications of the desired position.

Suggestion: 'Training' instead of 'qualifications.'

NOTES LOST 9:03 - 9:18

Discussion veered toward the Common Elements document. The group was reminded that our agenda focused on the Co-Scheduling Secretaries position. Common Elements discussions were tabled.

Motion was made to accept the Co-Scheduling Secretaries position description. Motion passed.

Discussion resumed

Motion was made by Wendy C. to post the following position descriptions on ACAMorning.org for a one-week comment period, in an effort to bring it to the October GC for approval:

- Room Moderator
- Webservant
- WSO Rep

Second was Jim R. Motion passed.

Discussion

Motion was made by Jim R. to create a Recording Secretary position description – to take minutes at the Group Conscience meetings, monthly. Second was Wendy C. Motion passed.

Jim R. suggested that Kimberly create a first draft of the description.

Discussed the creation of an organizational chart depicting the functioning and relationships of the world of *Strengthening My Recovery*, WEB0120

5. Adjournment and closing prayer: Motion was made by Wendy C. to adjourn meeting at 9:33am. Second was made by Brian G. Motion passed.

6. Next meeting: Next meeting will be determined by volume of comments received. Possibly on Friday, Oct. 15th, if needed. Otherwise, Thursday, October 21st.

Next in line for discussion:

Organizational Chart: In next meeting, possibly with a **Directory**.

Common Elements: Return for discussion in next meeting - updates

Recording Secretary: Discussion in next meeting, if we have a first draft.