**ACA SMR**

**Positions Description Committee Meeting**

October 21, 2021, 8:45am Meeting #38

Attendees: Paul KF, Craig, Barbara S, Vivienne C, Krista, Hala, Lela, Elizabeth S, Brian G, Anita, Chris (Madison), Shellya, Tom, Kasia, Una, Laura, Gillian, Tammy, William GiPhone, Pam, Donna F

**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 Sect: Craig ... Time-keeper: No one

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 October 6, 2021 meeting*

*4.* Review of Service Position Descriptions:

WSO Representative

Common Elements

*5. Next steps:*

*Network directory and organizational chart*

*6. Next Meeting*

*7. Adjournment and closing prayer*

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

**3. Minutes of the October 6, 2021 meeting:** The minutes from Oct 6th meeting were screen shared by Paul KF.

**Motion was made by Barbara S to accept the minutes as presented. Second was Krista. Motion passed.**

**4. Review of draft position descriptions:**

**WSO Representative:** Paul KF screen shared the draft for this position as it currently stands. Suggestions were given for this position.One was acknowledging the position commitment to be shared and also that this position needs to have autonomy. The second was to reference the time commitment that might be needed for this position. Wording for this position was discussed. “The WSO Representative may be supported by an alternate.” “May be chosen as the group’s delegate to the WSO ABC (about 3 days in length).”

**Craig made a motion to accept draft as written. Barbara was the second. Motion passed.**

**Common Elements:** Paul KF screen shared the draft for this document. Potential changes were highlighted. Discussion ensued. Wording was brought up for term limit.

**Motion was made by Barbara to table this for next meeting. Craig was the second. Motion passed.**

**5. Next steps:** Network directory and organizational chart

**6. Next meeting:** Next meeting will be held on Thursday, October28, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Paul to adjourn meeting at 929 am. Second was made by Anita. Motion passed**. This was followed by the Serenity Prayer.