**ACA SMR**

**Positions Description Committee Meeting**

November 30, 2021, 8:45am Meeting #41

Attendees: Paul KF, Craig, Barbara S, Krista, Toni F, Jim R, Wendy (Montreal), Stephanie G, Donna F, Drew D, Denise O, Laura, Chis (Madison), Kelly F, Colleen, Vivienne C

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 849am. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper & agenda:** Meeting Sect: Craig ... Time-keeper: Krista

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 November 09, 2021 meeting*

*4. Changes to position descriptions/other website information required to keep these current, e.g. responsibility for opening room, training, etc.*

*5. Position Descriptions:*

 *Common Elements*

*Recording Secretary*

*6. Next steps:*

 *Network directory and organizational chart*

*7. Next Meeting*

 *8. Adjournment and closing prayer*

**Motion was made by Wendy Montreal to accept the agenda as proposed. Second was Krista. Motion passed.**

**3. Minutes of the November 09, 2021 meeting:** The minutes from Nov 09th meeting were screen shared by Paul KF.

**Motion was made by Krista to accept the minutes as presented. Second was Wendy Montreal. Motion passed.**

**4. Changes to position descriptions/other website information required to keep these current, e.g. responsibility for opening room, training, etc.**

Paul KF screen shared Tech Host position description to reflect adding “logging into Zoom account by 7:15am”. This was to acknowledge the deletion of Key Holder as a position for this group.

**Wendy Montreal motioned to accept this change in the document as written. Barbara S was the second. Motion passed.**

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

**Common Elements:** Paul KF screen shared and explained green and yellow highlighting in this document. The yellow represents earlier amendments. The green represents more current amendments. Discussion ensued on wording, responsibilities (i.e., when to announce when term is up and how to possibly do this).

**Krista motioned to accept this document as written. Jim R was the second. Motion passed.**

**Recording Secretary:** This was tabled until the next meeting.

**Barbara motioned to add 10 minutes to meeting. Jim R was the second. Motion passed.**

Barbara brought up minute taking in the meetings. This was to acknowledge the mentioning of the idea of one person consistently take minutes for the general business meeting. Minimal discussion was made on this topic as it was brought up to make committee aware of the current ideas that have been mentioned.

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

**Craig motioned that we add 5 minutes to the meeting. Jim R was the second. Motioned passed.**

**Barbara motioned to eliminate the new comer greeter coordinator position and that this responsibility of coordination falls under that of Service Co-Secs. Jim R was the second. Motion passed.**

**7. Next meeting:** Next meeting will be held on Wednesday, December 08, 2021 at 845am.

**8. Adjournment and closing prayer:** **Motion was made by Jim R to adjourn meeting at 949am. Second was made by Craig. Motion passed**. This was followed by the Serenity Prayer.