**ACA SMR**

**Positions Description Committee Meeting**

January 20, 2022, 8:45am Meeting #45

Attendees: Paul KF, Craig, Barbara S, Vivienne, Jim R, Kelly F, Anita, Veronica, Chris (Bloomfield), Drew D, Pam’s IPhone, Linda, Patricia CT, Will B

**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 Sect: Craig ... Time-keeper: Barbara S

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 January 6, 2022 meeting*

*4. Review of Service Team Co-Secretaries position description – January, 2022*

*5. Rotation of Service*

*6. Next Meeting*

*7. Adjournment and closing prayer*

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

**3. Minutes of the January 6, 2022 meeting:** The minutes from January 20th meeting were screen shared by Paul KF.

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

**4. Review of Service Team Co-Secretaries position descriptions:** Paul KF screen shared position description for Service Team Co-Secretaries from October 18, 2021 which included wording adjustments. This review was to see if there was anything missing from the description now that it has been in effect for 90 days. Discussion on wording, boundaries, “other” meetings utilizing our Zoom account ensued. The bullet for “Trainings for tech hosts for other meetings” was removed as it was felt that it was beyond the scope of this position.

**Barbara made a motion to table this discussion. There was no second. Discussion continued.**

**Jim R motioned that we accept the changes made to the description thus far. Craig was the second. Barbara negated and shared that she doesn’t feel the document review is completed. Vote was taken. Motion passed.**

**5. Rotation of Service:**  There are several vacant positions to be filled which are currently vacant or will be soon. Discussion included who would be responsible to mention these positions, how to do this and where to do this. It was mentioned that the Group Conscious position might be a good position to have an over-arching view for this. Members of this committee felt that the service term and the email address were good to have on the webpage.

Barbara called time. **Barbara made a motion to extend meeting by 5 minutes. Jim R was the second. Motion passed.**

The notion of a “job fair” was brought up to help with these positions. Perhaps, a “Service Saturday” idea would be utilized for service in elected positions.

**Jim R motioned to extend meeting for 5 meetings. Barbara S was the second this motion. Motion passed.**

Discussion occurred on the need to attract a GC as that position is opening up in February. This discussion will be continued in the next meeting.

**6. Next meeting:** Next meeting will be held on Wednesday, January 26, 2022 at 845am.

**7**. **Adjournment and closing prayer:** **Motion was made by Barbara S to adjourn meeting at 946am. Second was made by Craig. Motion passed**. This was followed by the Serenity Prayer.