

SAN DIEGO COUNTY CODA
COMMUNITY BUSINESS MEETING

ELECTIONS

These positions are a great way to provide service to the community, receive support from other CoDA members, and grow in your recovery. Matters that affect our community are brought to this meeting, discussed and voted upon. Everyone who attends has a voice.

ALTERNATIVE COMMUNITY REPRESENTATIVE

REGIONAL REPRESENTATIVE

ALTERNATE REGIONAL REPRESENTATIVE

RECORDING SECRETARY

PARLIAMENTARIAN

WORKSHOPS, SEMINAR AND PANELS CHAIR

PUBLIC INFO-MAIL CHAIR

PUBLIC INFO-INTERNET CHAIR (WEBMASTER)

OUTREACH CHAIR

NEWSLETTER CHAIR

(Please see reverse side for a description of each position)

QUALIFICATIONS: 1) Active in CoDA for 1 year; 2) Familiarity & commitment to practice 12 steps & traditions; 3) Attend 4 of the last 6 community business meetings (if attend less than 4, start in acting committee role)

Meetings are held monthly, on the 3rd Saturday of each month, from 10 am - noon.

Interested in providing service to our community? Want to learn more about these positions?
Come to the next meeting on Zoom.

Dial In: (720) 707-2699; Code: 773 573 132; Password 066788

ALTERNATIVE COMMUNITY REPRESENTATIVE: Serves in the absence of the Community Representative, who prepares an agenda for the monthly meetings; conducts the meetings in accordance with the Twelve Traditions, the Committee's group conscience and established parliamentary procedures; signer on the committee's bank account

REGIONAL REPRESENTATIVE: Represents the Committee by attending four SoCal Board Meetings held each year; reports events and business of that group to the Committee.

ALTERNATIVE REGIONAL REPRESENTATIVE: Serves in the absence of the Regional Representative; attends functions with the Regional Representative, whenever possible.

RECORDING SECRETARY: Takes and transcribes the minutes of the monthly Committee meetings, including all announcements and motions made; distributes the minutes, and other materials as the Committee may designate, to each Group Service Representative, Officer and Chairperson prior to the next month's meeting

PARLIAMENTARIAN: Ensures that the Committee's meetings are conducted in accordance with the Twelve Traditions, The Committee's group conscience, and parliamentary procedures established by the Committee

WORKSHOPS, SEMINARS AND PANELS: Creates and coordinates, with the help of volunteers, Super Seminar Saturday and other events, which offers support to the fellowship and raises funds for the CoDA Community. The logistics include recruiting volunteers and workshop presenters; creating a flyer; marketing the event; renting a facility; coordinating a potluck; acquiring supplies; determining cost of registration

PUBLIC INFO/MAIL CHAIR: Picks up mail from our PO Box located in Rancho Penasquitos; forwards mail to appropriate chair/committee member and sends out requests for meeting schedules.

PUBLIC INFO-INTERNET CHAIR (WEBMASTER): Maintains the San Diego County CoDA website (www.sdccoda.org); coordinates with various Committee members about posting information about events, the newsletter, and Committee Minutes

OUTREACH CHAIR: Coordinates the activities of committees which facilitate community outreach by participating at fairs and other local events, and which spread awareness through communication with mental health professionals, bulletin board flyers, etc

NEWSLETTER/MEETING LIST CHAIR: Edits the Newsletter; maintains the Community Meeting List; coordinates with the Webmaster to post Newsletter and Meeting List; maintains the E-edition Newsletter Subscriber email list and emails newsletter to subscribers; provides notice of positions open for election