

# Open ANCoR Positions

## 1. Description of Chair's function:

- preside and facilitate at each ANCoR bi-monthly meeting and the annual VE Assembly
- Answer emails that come into the inter-group address
- respond to phone calls and inquiries
- create a meaningful meeting agenda
- act as one of two signers on the ANCoR checking account (Treasurer acts as the main signer)
- schedule and participate in periodic phone calls with other ANCoR officers as needed
- ensure responsible management of all ANCoR communication.

## 2. Description of Secretary's function:

- take notes during each meeting, record attendees, their roles, and that a quorum was reached
- record all motions and outcomes
- send minutes for preliminary review to the meeting attendees within 4 days
- make any indicated changes and distribute final meeting minutes
- partner with the Officers of ANCoR to create and maintain a document depository

## 3. Description of Events Committee function (The Chair oversees these responsibilities within the committee):

- The Events Committee is responsible to ANCoR to ensure that events are in alignment with ANCoR's message.
- The Events Committee shall have a working knowledge of the Twelve Service Concepts to ensure that each event fully honors the Twelve Traditions.
- In the absence of the Events Committee, an individual or group wishing to put on an event would present a written proposal form (obtained from ANCoR) for a future workshop and events at scheduled ANCoR meetings, including a proposed budget, for a Group Conscience of the Intergroup.
- Enlist CoDA members willing to design and facilitate workshops based solely upon CoDA conference endorsed literature
  - Events/speakers will honor CoDA Traditions
  - When there are speakers at these events, they will be active CoDA members who will share based upon their own experience, strength and hope
- Keep a prudent operating reserve as established with ANCoR to cover expenses for workshops and social events
- All other funds will be passed on to ANCoR
- The Events Committee will report at each ANCoR meeting:
  - Statistics about past events
  - Financial standing
  - Upcoming events
- Communicate CoDA events to the CoDA fellowship, the Website Committee and CoDA.org
- Funds for Events Committee will have ANCoR Treasurer as a back-up signatory
- Provide an itemized financial accounting to include profit or loss and attendee counts of each event to ANCoR

- The Chair of the Events Committee will ideally be a person with experience in leading events: they will have experience with scheduling, planning, logistics, budgets and working at events.
  - The Events Committee will work 1:1 with the presenter to ensure that the proposal and the event itself fully honor the Twelve Traditions.
4. Description of Website Committee (The Chair oversees these responsibilities within the committee):
- The Web Administrator chairs the Website Committee, which is responsible for ensuring healthy and informative content on the website that is in accordance with CoDA World Service guidelines. The Web Administrator is a trusted servant of ANCoR
  - The Website Committee suggests website improvements and assesses requests to post content on the website. Content is to be consistent with the Twelve Service Concepts and the Twelve Traditions. Questions and disputes will be brought to ANCoR for an informed group conscience
  - The Web Administrator is responsible for timely updates of the website
  - The Web Administrator is responsible to alert the ANCoR Treasurer when fees are to be paid to maintain the Domain Name (azcoda.org) and the website host agency. These and other reasonable costs to improve or maintain the website are approved by an informed group conscience of the Website Committee.

(Based on OPERATIONAL GUIDELINES FOR ARIZONA NORTH CENTRAL CoDA REGION dated 3/13/21)