

SoCalCoDA OFFICER ELECTIONS 2020

SoCalCoDA officer positions up for election at 2020 Assembly

Chairperson (2 yr term + 2 yr as Immediate Past Chair)

Vice Chairperson (1 yr)

Treasurer (2 yr)

Recording Secretary (2 yr)

Delegate 1 (for 2021 & 2020 world conference)

Alternate Delegate (for 2021 world conference)

Webmaster (2 yr)

Hospitals and Institutions Chairperson(2 yr)

Historian (finish 2nd yr of 2-yr term)

Eligibility for Office

Eligibility:

1. Any member of CoDA in Southern California is eligible to hold office, providing they have one year in CoDA program, a working knowledge of the Twelve Steps and Twelve Traditions and are attending CoDA meetings on a regular basis.
2. Those holding the offices of Chairperson, Delegate, Recording Secretary or Treasurer shall have at least one year of active service at the community or regional level and some experience with SoCalCoDA. It is recommended that all officers meet this requirement.

General Duties:

1. CHAIRPERSON: Prepares the agenda for SoCalCoDA meetings and annual Regional Assemblies, presides over same and serves as member-at-large of all standing and *Ad Hoc* committees.
2. VICE CHAIRPERSON (1 yr term): Presides over SoCalCoDA meetings and Regional Assemblies in the absence of the Chairperson and when requested by the Chair. Serves as member-at-large of all standing and *Ad Hoc* committees. In absence of both Chair and Vice Chair, SoCalCoDA meetings and Regional Assemblies shall be presided over in the order that officers are listed in this Article.
3. TREASURER: Responsible for the receipt, disbursement and proper accounting of all funds for which The Committee has jurisdiction, including but not limited to: Assembly, Regional Conference, Committee sponsored functions and normal operations (except when a separate account has been established - see ARTICLE IX, SECTION A., paragraph 6 below). Maintains proper and accurate records of all receipts and disbursements; prepares and presents a written report of the status of the SoCalCoDA account not less than quarterly and whenever additionally requested by The Committee. Shall ensure that funds are only

disbursed for items either approved herein, by The Committee as a whole, or by previous action of The Committee or Regional Assembly. Shall not be authorized as signatory on any bank account held by The Committee.

4. DELEGATE 2: Representative to CoDA World Fellowship as directed by the group conscience of the Regional Assembly and The Committee. The responsibilities of the voting delegate will include – attending SoCalCoDA regularly, soliciting feedback on the motions to be voted on at the CoDA World Service Conference (CSC), reporting to CSC on the status of the SoCalCoDA fellowship, reporting back to SoCalCoDA on the news, motions, service opportunities and CoDA world culture from CSC. It is suggested that the Delegates and Alternate Delegate have worked all 12 Steps and 12 Traditions with a sponsor or step study group in addition to having 1 year of recovery in CoDA. It is recommended that a DELEGATE serve previously as ALTERNATE DELEGATE.
5. ALTERNATE DELEGATE (1 yr term): Attends the CoDA World Fellowship Conference and serves in the absence of either DELEGATE.
6. RECORDING SECRETARY: Records and transcribes minutes of all business meetings, and submits coherent copy to CORRESPONDING SECRETARY and CHAIRPERSON within 21 days of a meeting of The Committee.
7. HOSPITALS AND INSTITUTIONS CHAIRPERSON: Chairs the committee responsible for providing guidelines and assistance to Community Committees to aid them in implementing the Coda World Fellowship H & I Service Manual in their local area.
8. HISTORIAN (Year 2 of 2): Maintains an historical record including: the minutes of every SoCalCoDA meeting and Regional Assembly, Treasurer's reports, sub-committee reports, mailings and other appropriate materials. Accumulates photos, information, memorabilia, etc. relating to SoCalCoDA including events, people, conventions, assemblies, workshops, etc.
9. WEBMASTER: Maintains and updates the SoCal CoDA website and performs CoDA web and email related responsibilities. Sends out periodic emails and assists the Conference Facilitator, Conference Chair and Delegates with technical responsibilities as needed. Shall perform other duties as may be assigned by the Chairperson or Board of Trusted

Bylaws Articles X. A. & C.