**CoDA Service Conference 2018**

**Committee Report with Goals and Accomplishments**

**Committee: Service Structure (SSC)**

**Last year's Committee Goals and Accomplishments towards those goals**

* Complete the SSC Policies & Procedures Manual
* Completed
* Update the FSM in an even more timely manner with all related motions
* Initial update was sent for chairs and board review within 2 weeks of end of CSC/ICC
* Continue to identify additional improvements to the restructured FSM and bring as motions in 2018
* Many items that were identified but not addressed in the prior year were completed
* An FSM Glossary was developed
* An FSM update CSC Motion was developed
* Develop new proposed 12 Service Concepts (both long and short forms) that focus on service at all levels, not just on service at the CoDA, Inc. level
* Postponed until next year due to other priorities
* Continue to identify service structure problem areas and work with others to attempt to improve these new ones as well as the ones identified during the last year
* Two members joined the restructure workgroup

**Other Accomplishments Since Last CSC**

* Identified and corrected numerous errors that were discovered in several parts of the FSM
* Researched how to best limit duplication of data on the CoDA.org website, the Outreach Resource Guide website and the FSM. Suggested solution will be addressed with the Board and Outreach in the coming year
* Addressed the issue of Voting Entity Issues (VEIs) and Motions being brought to CSC repeatedly and submitted a related CSC motion
* Question raised what exactly are our Foundational Documents and did research into whether/how other 12 step programs use the term

**Committee Goals with Action Plan to Meet Goals**

* Recruit new members
* Announce at CSC
* Flyer at CSC
* Announcement email
* Develop new proposed 12 Service Concepts (both long and short forms) that focus on service at all levels, not just on service at the CoDA, Inc. level
* Research other 12 step programs 12 Service Concepts
* Develop list of concepts that apply to other/all levels of service
* Integrate relevant pieces of the above
* Rewrite with a focus on being clear and concise
* Update the FSM in a timely manner with all approved CSC motions
* Have all parts of the FSM updated with CSC motions within 2 weeks of receipts of the final motions and or the end of ICC whichever is later
* Send the approved FSM for posting on the website within an additional 2 weeks
* Work with the Events Committee to update Part 4 of the FSM, Service Conference Procedures
* Arrange a con call with members of Events to plan how to move ahead
* Implement the plan
* Update the Communications within CoDA section of Part 1 of the FSM, Structure and General Information
* Assign responsibility to a sub-committee
* Have group develop plan
* Implement the plan
* Continue to identify service structure problem areas and work with others to attempt to improve these new ones as well as the ones identified during the last year
* If Comm restructure motion is approved have SSC member(s) join the ad-hoc committee
* Continue monthly con calls

**Members**

Evie S – Chair - CT

Leo C - CT

Dave S – PA

Sara J – Tucson, AZ

**Board Liaison**

Jen L primary, Mary I