

## Delegate Checklist

First and foremost, a delegate is responsible for being a conduit for communication between the CSC and the fellowship. The following is a checklist that we hope will help delegates ensure that they have completed all their duties before, during and after Conference.

Several motions were passed at the 2010 CSC that requires VE Issues and all motions be sent to the Events Committee at least 60 days prior to the start of CSC. This is to allow adequate time for the delegates to retrieve these items and pass them on to their respective communities so that the communities and meetings can know what is happening and share their group conscience on each matter. Thus, the voice of the CoDA membership may be heard and voted by delegates at Conference.

1. Ensure that any items the VE wishes brought to Conference are available according to the time line (60 days prior to the start of CSC).
2. Check the CoDA .org website early and often to acquire all items to be brought to the Conference floor and provide these to the communities' reps for group conscience at the meetings.
3. Check with the communities for all membership group conscience on items to be brought to the Conference (from the CoDA website).
4. Preparation for Conference: have all group conscience decisions for items and be familiar with the delegate package provided on CoDA website.
5. At Conference, be sure to vote as your VE's collective group conscience has determined. Also, keep good notes and collect any handouts to show to your VE.
6. After Conference, write a report on all that transpired, including the status of your VE's motions, if any, and the status of all motions voted on or tabled at the Conference. Understand that the database does not often give much detail about the motions, so any detail you can provide will be helpful.
7. If your VE has submitted issues or motions that were given to a committee to decide, be sure to acquire and maintain contact with that committee so that you can monitor progress on your issues and perhaps initiate motion from that committee.
8. Emphasize to the Voting Entity secretary, Intergroup officers, and group representatives the importance of sending current directory information to CoDA as changes occur.
9. Act as a liaison for the Voting Entity and CoDA Board of Trustees
10. Keep the alternate Delegate informed and engaged with all activities, correspondence, and events to build the alternate's expertise in Intergroup, Voting Entity, and CoDA matters.

11. When your term is over, be sure to pass this checklist and all pertinent information to your successor.

All delegates should have enough time in CoDA to understand that service work is sometimes trying of one's patience and be equipped to handle the stress at Conference and of disagreeing with others without losing one's cool. This is not always the case and it can cause extra tension. Be prepared to deal with and handle the extra tension and not cause any of it. Delegates should also strive to learn as much about how CoDA works as possible. Ask members who have participated at the World CoDA level. If there is no one available close to you, there are members available through email. The Outreach Committee or the Communications Committee may be able to put you in touch with people you can talk to and get the information you need.