

# **The Fellowship Service Manual of Co-Dependents Anonymous**

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## **Part 5 World Level Service Entities**

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**Table of Contents**

**Section 01 Conference Procedures**.....4

**Section 01 Introduction**  
Purpose of this Manual.....5

**Section 02 Board Overseen Service Functions**.....6

**Section 03 CoDA Standing Committees**.....7

**Section 04 Board Liaison to Standing CoDA Committees**.....16

**Section 05 Other CoDA Service Entities and Reports**.....17

Below are links to the other 4 parts of the Fellowship Services Manual (FSM). Suggested uses are as follows:

- Part 1 is intended for all members of CoDA, particularly those who intend to do service work
- Part 2 is the Meeting Handbook and is intended for those wanting to start or help run a meeting. It is recommended that all meetings should have a copy of this part.
- Part 3 is intended for use by those currently or considering doing service at the levels between meetings and CoDA Inc. It is intended to be particularly helpful in establishing these service levels.
- Part 4 is intended for use by those currently or considering doing service at the CoDA Inc. level. It is strongly recommended for all those who will be attending a CoDA Service Conference (CSC).

Links:

[FSM Part 1 – Structure and General Information](#)

[FSM Part 2 - Meeting Handbook](#)

[FSM Part 3 - Guidelines for Service Levels Between Meeting and CoDA, Inc.](#)

[FSM Part 4 - Service Conference \(CSC\) Procedures](#)

## **Section 01 Introduction**

### **Purpose of this Manual**

The purpose of this document is to provide a more detailed description of our service structure at the CoDA world level.

## Section 02 Board Overseen Service Functions

### Board Overseen Services

#### Fellowship Services

Fellowship Services workers provide baseline support services. This includes a mail and telephone point of contact for the members, maintenance of the organization's meeting and contact lists, and the delivery of other services required by the organization. The CoDA Board of Trustees is responsible for the execution and oversight of these services.

#### Email list coordinator

- Maintains email address lists of those CoDA members who have requested receipt of CoDA World Fellowship announcements by email
- Sends out messages as provided or requested by committees, the board and their chairs. Also sends out various reminder emails (CoDA events, etc) that they may compose themselves
- Works to optimize methods of sending to reach as many list members as possible
- Maintains an internet archive of past messages and a web based list sign-up; and saves all list subscribe confirmation emails.
- Provides opportunities for CoDA members to sign up for the list
- Protects all list members' anonymity and privacy
- The list is only for Official CoDA World Fellowship use. It is essential (due to legal reasons and respect for list members) to send only to people who have requested the list and to limit e-mailings to CoDA Fellowship issues
- Works to be aware of and follow all USA email laws. Maintains a relationship with our email list host, to have the knowledge to follow their policies
- Other duties as assigned by the Board

## Section 03 CoDA Standing Committees

### CoDA Events Committee (CEC)

Accept and review all bids for the upcoming International CoDA Convention (ICC). Bids may be submitted 2 years prior to scheduled ICC and no later than 9 months prior to ICC. Present to the Fellowship at the CoDA Service Conference and International CoDA Convention: the dates, location and proposed budget for following Events.

### CoDA Literature Committee (CLC)

The CoDA Literature Committee's function is to encourage and facilitate the creation of new literature written by and for the Fellowship of Co-Dependents Anonymous.

Writing for CoDA is a wonderful way to "carry the message," as expressed in Step Twelve. The CLC welcomes participation from CoDA members. We invite submissions from individuals and from groups.

For information on current projects, to find out how to participate, and to offer suggestions for new or existing literature, please contact: CLC at [lit@codas.org](mailto:lit@codas.org), or:

#### CoDA Literature Committee

**P.O. Box 33577, Phoenix, AZ 85067**

The CLC requires writers to sign an Assignment of Copyright form (available on the CoDA website, [www.codas.org](http://www.codas.org)), which gives CoDA the legal right to edit, adapt, publish, and sell contributions as CoDA literature. This is part of the group conscience process as expressed through the CoDA Literature Committee. The final product becomes the property of the Fellowship, not of any individual author. Submitting authors remain anonymous. After the piece goes through the CLC's group conscience process, a final literature draft is made available to CoDA Delegates, Trustees, etc. for review and endorsement at the annual CoDA Service Conference.

We pledge to review and respectfully consider material submitted by the Fellowship to the CLC for release as CoDA Conference Endorsed literature. We pledge to maintain communication and cooperation between the CLC and all CoDA committees, boards, organizations, and the Fellowship. We pledge that this process will be carried out in a timely and prudent manner.

### Communications Committee

#### Background:

A Communications Task Force was created at the 2007 CSC to address the goal of improving communication within CoDA, both up and down the inverted pyramid. The following year was spent in recruiting people to participate in the effort and in gathering specific issues to be addressed. Starting in early 2009, the task force members began to have regular conference calls and work began in earnest on several of the identified issues. As a result of this work, the 2009 CSC voted to make the Communication Task Force a standing committee to continue to address identified communication issues as they surface.

#### Description of committee responsibilities:

- Focus on improving communications up and down the inverted pyramid within the World CoDA Fellowship
- Work towards ensuring that every codependent throughout the world will have access to all the CoDA information

that is important to them

- Work towards ensuring that all people within the World CoDA Fellowship have a better understanding of what is involved in making the fellowship work
- Provide a mechanism for two way communication with codependents in distant or isolated locations, particularly those without active communities or voting entities to support them
- Address those areas of communication not currently handled by the Outreach Committee
- Has specific responsibilities regarding the "General Announcements" email list.
- Monitors that the CoDA email lists are being effectively utilized.
- Keeping in line with our CoDA Twelve Steps, Twelve Traditions and Concepts, creates new or recycles already written material for distribution.
- Carries out a group conscience (GC) on all Communications Committee created content. If the created content contains information that is related to the business of other CoDA entities (i.e. the CoDA/CoRe Boards or committees), then further approval from respective Board, committee or group will be obtained before distribution.
- GC any requests from other committees that the email list Coordinator feels may be potentially inaccurate, controversial or not in line with our Traditions, while allowing the Email Coordinator the continued ability to make routine decisions and send routine mailings (local events, etc.) in accordance with his/her CSC and/or Board approved job description.

The CoDA Email Team (CET) is a group of actively recovering codependents that serve as the 'customer service' branch of CoDA. We are fulfilling Step 12 through email rotation service work.

Our service work involves educating people about the CoDA Fellowship and connecting codependents with meetings worldwide. We provide information about face-to-face (f2f) and online CoDA meetings. We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH). When appropriate, we refer others to specific CoDA Committees.

CET assists in updating domestic, regional, and international contact information and meeting lists by forwarding information to the Fellowship Service Office. Where we can, we connect different people in the same region who want to start meetings. One of our goals is to be proactive in reaching out to and connecting other codependents.

Most of CET's service work takes place online through email; therefore, CET members ought to have an affinity and ability to communicate effectively over email. People interested in serving on the team should have at least one year of active CoDA recovery.

## Co-NNections® Committee

The Co-NNections Committee's goal is to provide on-line venues for CoDA members to share their thoughts about their recovery journey. Committee members do this by overseeing and publishing *Co-NNections*®, an online collection of original writing, graphic art, audio and video based submissions sent in by CoDA members. The collections are located at the CoDA website ([www.coda.org](http://www.coda.org)). "Weekly Readings," a sampling of these submissions, is also posted weekly on CoDA.org.

In publishing the *Co-NNections* on-line collection, and the "Weekly Readings," the committee accepts submissions from CoDA members, evaluates submissions in terms of their adherence to CoDA's philosophy and written documentation (i.e. CoDA 12 Steps, Traditions, Web Guidelines, etc.) and communicates with authors when adjustments or additional information is needed. Further, authors submitting works for publication to *Co-NNections* agree to a limited release of copyright, allowing *Co-NNections* to publish their works for no compensation and grants *Co-NNections* the right to reuse



any work published in future *Co-NNections* publications. However, all copyrights will remain with the author.

It is the committee's hope that publishing the submissions shared by CoDA members will enhance the recovery of contributors and viewers alike. We continue to search for, and implement, new ways to use the internet to promote sharing between fellow CoDA members from around the world.

**Disclaimer:** Articles published in *Co-NNections*<sup>®</sup> reflect the opinions and beliefs of the writers only, and not necessarily those of *Co-NNections*<sup>®</sup>, its staff, or *Co-Dependents Anonymous, Inc.*

## **Finance Committee**

The CoDA Finance Committee works with the CoDA Treasurer and Board to provide financial oversight, analysis, and advice to the Fellowship of CoDA with respect to:

- Prudent budgeting and investing
- Financial stability
- Monetary resources of the CoDA Fellowship.

### **Finance Committee Responsibilities:**

Calculate and report our prudent reserve to the Fellowship at the annual Service Conference. We may report it at other times of year if needed.

Annually review proposed budgets submitted by committees, boards, & Fellowship Services.

The committee considers whether or not CoDA's income supports the budget requests and allows for our prudent reserve\* while integrating the requests into one overall budget.

Provide input to the CSC related to the financial implications of proposals under discussion and suggest options, as prudence requires.

The Finance Committee makes the motion to approve the overall budget to voting members at CSC.

Apprise the CoDA Board and Fellowship of changing financial circumstances, which might require budgetary adjustments between CoDA Service Conferences.

Review expense reports submitted by committee & board members for adherence to CoDA's Expense Reimbursement Policy.

Review CoDA's investments for adherence to Conference approved policy.

Review the Expense Reimbursement Policies and Procedures, and propose amendments when needed.

\* Prudent reserve equals \$250,000 or equal to half of the total actual operational expenses for the previous two calendar years, whichever is greater.

## **Hospitals and Institutions Committee (H and I)**

### **Committee Purpose:**

The purpose of the Hospital and Institutions Committee (H&I) is to serve to carry the message of CoDA to codependents through medical, penal, educational and social services institutions. This includes hospitals, prisons, jails, rehabilitation centers, schools and the libraries that serve these institutions. It is this committee's goal to act as a resource and support

to the local H&I trusted servants

### **Goals and Duties of the H&I Committee:**

1. Respond to inmates and professionals via email or US mail requesting literature & sponsorship:
  - We respond to direct correspondence: providing information, resources and literature.
  - We track and document contact and literature requests, striving to provide prompt and helpful information.
2. Reach out to H&I delegates, Intergroups, Voting Entities and individual group members to share best practices regarding H&I outreach:
  - We encourage the creation of H&I service positions at Intergroup, VE or group levels
  - We communicate to these H&I contacts in order to reach the larger fellowship
  - We strive to develop awareness within the fellowship for the needs of the codependents who still suffer confined to institutions.
3. Coordinate outreach programs within the fellowship to hospitals and institutions:
  - We continue to provide CoDA literature and books to codependents confined to institutions.
  - We promote the knowledge of our programs to those in the fellowship as well as information on how groups or individuals can make donations to the program.
  - We continue our ongoing and growing support to hospitals and institutions. We support members who wish to start meetings at hospitals and institutions and assist in providing service and tools of the program such as literature, speaker lists, workshops, correspondence, sponsorship information or donations.

### **Issues Mediation Committee (IMC)**

The Service Conference elects members of the Issues Mediation Committee (IMC) according to guidelines established by the Conference. To be eligible to serve on the IMC, a candidate shall be a current or past Voting Entity Delegate or Alternate,

- New applicants shall be present at CSC to be elected.
- A Current IMC member may be re-elected even if they are not attending the Conference by expressing an interest to continue service by written communication to the Conference, submitted by another IMC member and/or other trusted servant.

All eligible members should either have an in-depth knowledge of, or share a strong willingness to learn, CoDA's FSM principles, guidelines and Bylaws.

### **IMC Mission:**

The Issues Mediation Committee facilitates dispute mediation for Voting Entities, Intergroups, and other CoDA entities as needed. Decisions at all levels of CoDA are made with the guidance of our Higher Power as expressed through the group conscience. As stated in Tradition One: "Our common welfare should come first. Personal recovery depends upon CoDA Unity." and Tradition Two: "For our group purpose there is but one ultimate authority—a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern." Thus as with all our recovery, group conscience is about putting aside the "self" and looking to Higher Power for guidance. In addition, the Issues Mediation Committee:

- Through the group conscience process will handle requests to recognize Voting Entity delegate's election process.
- Handles requests from Voting Entities to divide into two or more entities.

- Tracks and maintains the status of Voting Entity issues.
- Informs and awards Travel Reimbursement Opportunity (TRO) for incoming eligible Voting Entity delegates

We also have the additional sections to guide us in the mediation process. (Please see Part 1 of the FSM, CoDA Structure and general Information “*The Twelve Service Concepts*” in Section 1 “*The Disagreement, Mediation and Resolution in our Group Conscience Process*” in Section 5.

#### Mediation Procedures:

- Since CoDA operates as an inverted pyramid in its structure, the IMC should only be consulted after an attempt has been made to resolve the issue on a one-to-one level; through a group conscience at the local, home-group level; Intergroup; and VE levels (refer to “*The Disagreement, Mediation and Resolution Process*” within the “*Group Conscious Process*” in Part 1 of the FSM, CoDA Structure and General Information.

- If a conflict arises at the CoDA World Fellowship level, it is essential that all **disputing** parties follow “*The Disagreement, Mediation and Resolution Process*.” Once the **dispute reaches the IMC level**:

A Committee member or a Board member may submit their request for assistance to the IMC to mediate the conflict within a Committee or within the Board if irresolvable, or The Board and/or trusted Servant, and/or Committee may submit their request for assistance to the IMC to mediate the conflict if they cannot resolve the **conflict between each other**, the Committee chair or Board liaison may submit a request to the IMC for assistance in resolution of the conflict if conflict arises between a Board Liaison and a committee, The IMC may give advice to the CoDA Board for conflict resolution if a Board Liaison and a Committee cannot successfully resolve their conflict. This is recommended because the IMC represents an impartial perspective on the conflict, and may provide the Board with a clear understanding of the issues involved. If a new Board Liaison is necessary, a mutually agreed upon liaison should be chosen. This change will be reported in the subsequent Quarterly Service Report,

- If any conflict remains, the IMC may consider other options as outlined in the “*Disagreement, Mediation and Resolution Process*” in the FSM. This may include bringing a dispute to either the Board or CSC when irresolvable; advising the Board or CSC of dispute issues and IMC's recommendations, etc.

#### Voting Entity Division Process:

The By-Laws (Section 2) authorizes a VE to sub-divide; explains the logic and assigns IMC to oversee and approve the division. It also gives some guidance for the VE and IMC. After the division, both VEs will have two delegates.

The Process of Dividing a VE may arise for any of many reasons.

The IMC recommends the following issues and process be considered.

1. Make sure a division will solve some problem or issue with representation of the membership.
2. Consider geographical boundaries.
3. Consider division by Language.
4. Consider city, county, parish, state boundaries.
5. The division should be agreed upon by both new VE's.
6. All meetings from the current VE should be included in one of the new VE's.

Please contact the IMC @ [imc@codaa.org](mailto:imc@codaa.org) for an application, VE division requirements and deadline for submission.

#### Authorization Process for the Development and Structure of a Voting Entity:

CoDA's By-Laws (Article IV Section 2) states that the Issues Mediation Committee will handle requests for CoDA to recognize Voting Entities through the group conscience process and service boards. In fulfilling this responsibility, the IMC has created a set of suggested guidelines for the development and structure of Intergroups and Voting Entities. (put link here if possible). A Voting Entity Liaison (VEL) is elected by the Issues Mediation Committee to focus on this responsibility. The awarding of all Travel Reimbursement Opportunities (TROs) to eligible Voting Entities Delegates will be the responsibility of the Issues Mediations Committee. For further information contact the Voting Entity Liaison at

imcvel@coda.org or contact IMC at imc@coda.org.

## Outreach Committee

### Committee Purpose:

The CoDA Outreach Committee (Outreach) is a group of actively recovering codependents whose focus is on carrying the message to codependents who still suffer. We provide information to members and groups who seek to reach out to codependents outside of CoDA, focusing on attraction, not promotion. We also facilitate the sharing of information within CoDA, providing guidelines, templates and examples of Outreach activities. Outreach projects are created by committee members or received from fellowship members. The projects are vetted through a process that carefully considers traditions, experience, strength and hope. Outreach provides developed information for fellowship members, local groups, intergroups, world organizations and Voting Entities in their efforts to carry the message. This committee works in conjunction with other CoDA World committees that engage in other outreach activities.

### Goals and Duties:

#### 1. Meetings

- The Outreach committee meets monthly via teleconferences.
- Members are expected to attend most meetings and can choose to facilitate projects.

#### 2. Outreach Committee Projects

- We support Outreach projects both from members of the committee and others in the fellowship.
- We employ a process for which formal Outreach Committee projects are proposed to the committee, carefully vetting the proposed projects through traditions and experience.
- We suggest possible outcomes of projects, such as how to share their project with CoDA members.

#### 3. Information on Outreach Activities

- We serve as a conduit for the sharing of outreach activities, enabling the experiences of CoDA members to be utilized by the fellowship.
- We develop and maintain a clearinghouse of possible ways that members can carry the message.
- We provide online and written materials, such as guidelines, templates, examples, etc.

#### 4. Awareness

- We hope to encourage the awareness of CoDA to those who may not know of the benefits of CoDA.
- We hope to develop an awareness of the importance of CoDA outreach activities within the fellowship.
- We strive to mutually support and communicate with those that do CoDA outreach activities worldwide in the spirit of inclusiveness and accessibility to all.

#### 5. Assessment

- We consider the ongoing needs of the fellowship members pertaining to carrying the message.
- We assess the needs of the fellowship for areas of new Outreach Committee projects.
- We support the development of new areas of outreach, providing guidance on the process to those who do outreach service.
- We reflect on our committee procedures, doing a regular inventory on our Twelfth Step work.

## Service Structure Committee (SSC)

### Description:

The Service Structure Committee's function is to serve the will of the Fellowship, as expressed through the CoDA Service

Conference, in keeping with the Twelve Steps and Twelve Traditions.

**Purpose:**

Serve in an advisory capacity to the CoDA Service Conference, Board of Trustees, and the Fellowship through the group conscience decision making process.

- Determine the implications of motions to modify, alter, or amend the CoDA Articles of Incorporation, Bylaws, Conference Protocols, CoDA Fellowship Service Manual (FSM), Twelve Steps, and Twelve Traditions, Twelve Service Concepts, or other foundational documents.
- To support and maintain CoDA fundamental structural documents, including Fellowship Service Manual, Twelve Concepts, and other documents, as directed by the CoDA Service Conference.
- Produce revised documents in a timely fashion, after changes are approved by the Conference.
- Provide the link to the website where the up-to-date Fellowship Service Manual is located. Send URL to all Delegates, Chairs, board members and other voting members before the CoDA Service Conference.
- Communicate regularly with Board members, Committee chairs, Voting Entity Delegates, and other CoDA members or groups, offering relevant information and insight if needed.

**Service Structure Committee Members: Role and Duties**

- Attend committee meetings and participate in teleconferences. Write, edit, and recommend resolutions and ideas, (remove directions). Participate in the group conscience process.
- Consider any proposed changes to CoDA's service structure and procedures, (remove "diligently)considering compliance with the Twelve Steps and Twelve Traditions.
- Refer to the Steps and Traditions when formulating opinions; cite as needed for clarity.
- Keep confidential all matters as required; provide full disclosure for all other matters.

**Service Structure Chair: Roles and Duties**

- Define focus and goals of committee work, according to directions of the CSC. Disseminate work and develop time schedules to accomplish it. Set agenda and schedule work-in-progress priorities.
- Maintain consistent, timely communications with committee members, the CoDA Board, CoDA Board liaison, Committee chairs when needed, and others as necessary.
- Provide reports to the Fellowship in "The CoDA Quarterly Service Report," in keeping with the group conscience decision making process.
- Submit SSC's budget by the deadline established by the CSC; review Expense Reports submitted by members; keep a record of GC decisions,
- Maintain the official copy of the CoDA Fellowship Service Manual and related documents, current and historical. Turn over records to CoDA for archives. Date all versions.
- Disclose committee goals to committee members, as well as any legal or spiritual problems or conflicts. Request a group conscience poll for solutions with all committee members.
- If problems arise, bring them to the committee for a group conscience discussion. Include Board liaison if appropriate/necessary.
- Communicate with members amiably and discuss problems directly if personal problems arise, before bringing matters to all members' attention for resolution. Relate dissenting opinions to committee members, CoDA Service Conference and Fellowship when required for the greater good of CoDA. If necessary, advise IMC, too.
- Follow the Steps and Traditions in all dealings, and aid the committee in following these principles in their communications and work.

## Spanish Outreach Committee (SPO)

Spanish Outreach (SpO) was first established as a subcommittee of Outreach in 2003, and it became a Standing CoDA Committee at the 2011 CSC.

Spanish Outreach receives emails from many parts of the World. We provide assistance to start, and register new meetings, answer questions regarding availability of Spanish literature, and how it can be obtained, translate for other CoDA Committees, the Webmaster, and the Fellowship Service Worker (FSW). Some of the Spanish Outreach members are volunteers to answer the Spanish phone line, and others are in charge of moderating the Spanish announcement list. ([espcoda@codependents.org](mailto:espcoda@codependents.org))

Spanish Outreach shall be the CoDA Committee that edits and cross checks Spanish translated CoDA literature for grammatical consistency with Standard Spanish, from the Spanish CoDA webpages to the printed page and on to digital versions of Spanish language CoDA materials.

Spanish Outreach posts information and maintains the Spanish side of the CoDA, Inc. website, according to the CoDA program principles embodied in the Twelfth Step as well as the Fifth Tradition.

## Translation Management Committee (TMC)

TMC Descriptions

Mission:

The Translation Management Committee's mission is to carry the message to codependents worldwide whatever their language.

Purpose:

The Translation Management Committee, working with the CoDA Board of Trustees, maintains, coordinates and assists in the process whereby individuals, groups and Voting Entities around the world find, translate (if necessary), create, publish and/or distribute CoDA literature and materials in their own language.

Function:

- The Translation Management Committee designs and manages the process by which CoDA Conference Endorsed Literature is translated.
- The Translation Management Committee communicates with CoDA entities who want to carry the message worldwide using CoDA Conference Endorsed Literature
- The Translation Management Committee assists and coordinates the translation of CoDA Conference Endorsed Literature.

The committee basically has two areas that it is working in:

1. The United States: Translate documents into other languages for use within the United States. CoRe (CoDA publisher) will publish and distribute these materials within the United States.
2. Outside the United States: Assist groups to translate material into their language. These groups will later publish and distribute these materials themselves. This task is accomplished by volunteer groups representing their VE.

If you are interested in assisting in this work in any way, please contact the Translation Management Committee via email at [tmc@codaa.org](mailto:tmc@codaa.org).

## World Connections Committee (WCC)

This committee was created at 2014 CSC and renamed to the WCC at the 2015 CSC.

**Purpose:** The World Connections Committee (WCC) focus is to:

- Connect with worldwide groups and members to collaborate by broadening the “experience, strength and hope” between worldwide voting entities, Co-Dependents Anonymous Inc. (CoDA) and the rest of the Fellowship.
- Collaborate with groups and members to exchange information and expertise with voting entities, as well as, the CoDA Inc. Board and committees.
- Act as a bridge and conduit of information for new voting entities, intergroups or individual meetings who desire a connection with CoDA Inc.
- Collaborate, disseminate and gain information concerning the fellowship needs and pass pertinent information on to appropriate sources.

**Duties and Responsibilities:**

- Membership consists of one member and one alternate member per country/voting entity with observers welcome.
- Committee members hold regular business meetings using teleconference services and exchange emails to facilitate communication and support of members doing service work.
- Members participate within the committee to facilitate the growth and development of CoDA worldwide.

**Goals:**

- Maintain and increase contact information with worldwide voting entities as well as areas where there is no formal CoDA structure.
- Support other countries/voting entities in CoDA development and growth and encourage forming Intergroups and Voting Entities thereby increasing participation and representation at CoDA World.
- Provide information and awareness concerning CoDA Inc. Board of Trustees, CoRe (literature and publishing), standing committees and service structure, as well as increased familiarity with the Fellowship Services Manual, Service Concepts and website navigation.
- Share information on topics and interact with members.
- Increase awareness of cultural and language similarities and differences among CoDA World to assist in reaching out to the rest of the Fellowship.
- Utilize information from country/voting entity reports, and email comments to identify needs which are prioritized by group conscience.

## Section 04 Board Liaison to Standing Committees

### Board Liaison to Standing CoDA Committees

#### Description:

The Board assigns a member to serve as liaison to each standing committee as well as other CoDA service entities such as Ad Hoc committees or Task Forces. The liaison provides a communication link between the Board and the committee or service entity.

#### Responsibilities:

- Liaisons communicate pertinent information to their assigned committee, including: dates of Board meetings, CoDA Quarterly Service Report (QSR) publication deadlines, and any information related to the committee's goals or commitments to the Fellowship.
- Liaisons may serve in a consulting capacity between committees, such as discussions between the Translation Management Committee and the Literature Committee related to CoDA Conference Endorsed Literature.
- Liaisons communicate with committees when there are legal issues that impact the committee's work.
- Liaisons communicate changes in CoDA's overall financial status to committee chairs as soon as possible in order to allow for any expenditure adjustments.
- Liaisons provide guidance in adherence to the Twelve Traditions and Twelve Service Concepts in all activities. Liaisons may provide support, when asked, in preparation for the CoDA Service Conference.
- Liaisons may be asked to attend a committee's face to face meeting to serve in a consulting capacity. Liaisons may be invited to attend regular committee conference calls and asked to join the committee's email alias.
- Liaisons report on committee activities and bring any committee concerns to the Board before or at each scheduled Board meeting. Liaisons prepare monthly written summaries for submission to the Board before or at each scheduled Board meeting.
- Liaisons review committee reports prior to submission to the QSR Liaison and editor for publication in the QSR. Liaisons may suggest changes to any report.



## Section 05 Other CoDA Service Entities and Reports

### CoDA Quarterly Service Report (QSR) Guidelines

- The QSR board liaison will send out a reminder email no later than the last day of the quarter (March 31, June 30, Sept 30, Dec 31). The report is due by the 15<sup>th</sup> of the following month.
- All QSR submissions are made through the appropriate board liaison, i.e.: The Finance committee report is submitted through the Finance Committee Board liaison. The QSR liaison is also copied on all submissions to ensure receipt in case the committee liaison is unavailable at the time.
- All submissions to the QSR editor are made through the QSR Board liaison.
- There are no additions, deletions or content changes to a committee's report by the editor without discussion and agreement with the committee first.
- The final draft of the QSR is made available for review by all Board members, and must be reviewed by at least two members.
- No content changes will be made after final approval by the Board. Punctuation, grammar, and spelling corrections may be made when needed without approval.
- No changes may be made to a committee's QSR submission without discussion with the committee.
- No content changes may be made without mutual agreement unless there is a legal issue involved.