

**CoDA Service Conference 2019**

**Committee Report**

**Committee: Service Structure (SSC) Date: 7/28/19**

**Members:**

**Active:**

* **Evie S, CT, Chair**
* **Dave S, PA**
* **Leo C, CT**
* **Sara J, AZ**

**Previous member who resigned**

* **Scott R, AZ**

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

* **Recruit new members**
  + **Scott R from Arizona joined the committee at last year’s CSC. Unfortunately he resigned during the year due to family illness priorities**
* **Update the FSM in a timely manner with all approved CSC motions**
  + **Fellowship Service Manual (FSM) was updated and sent for review within 2 weeks of the end of the CSC/ICC.**
* **Continue to identify service structure problem areas and work with others to attempt to improve**
  + **3 of our members joined the Restructure Ad-Hoc Committee**
  + **Continued to make corrections and improvements to other parts of the FSM**
* **Work with the Events Committee to update Part 4 of the FSM, Service Conference Procedures**
  + **Worked with Florence of Events on revising Part 4 of the Fellowship Service Manual, Service Conference Procedures. We are grateful to Florence for all her work.**
    - **To coincide with current CSC procedures**
    - **To eliminate duplication of information**
    - **To simplify instructions as much as possible**
* **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** 
  + **Developed the first part of a new version of the 12 Service Concepts**
    - **Shorter than current version**
      * **Detailed explanations will be developed next year**
    - **More focused across the Fellowship, not just at the world level**
* **Update the Communications within CoDA section of Part 1 of the FSM, Structure and General Information**
  + **Postponed until next year due to other priorities**
* **Continue monthly con calls**
  + **Met at least every other month earlier in the year**
  + **Met twice a month April to June to prepare for CSC**

**Other accomplishments:**

* **Worked with a variety of other committees and work groups on various different items**
* **Modified both versions of the CoDA Welcome based on a motion that passed at CSC**
* **Determined what content will be included in the initial version of the SSC page on the CoDA.org website**
* **Developed and submitted 5 CSC motions with 3 supporting documents.**

**Goals for next year:**

* **Recruit new members**
  + **Announce at CSC**
  + **Flyer at CSC**
  + **Add recruitment request to the SSC page of the website**
  + **Look for other opportunities**
* **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 end of CSC/ICC**
* **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**
* **Develop detailed explanations to support each of the new 12 Service Concepts**
* **Continue to identify and work with others to improve service structure**
  + **Stay connected to the Structure Adhoc Committee**
  + **Correct FSM when errors are identified**
* **Continue monthly con calls**