#

**WORLD CONNECTIONS COMMITTEE
POLICIES MANUAL**

**Mission, Purpose and History**

Section 1

* 1. The purpose of the World Connections Committee (WCC) is to create a communication network that can be used to share and receive information that would be helpful to the fellowship at large. CoDA World would be able to send information out to all the CoDA countries, and in return the countries can have a place to voice their questions and concerns back to CoDA through these established WCC networks.
	2. This committee has been in existence since 2015 and has used a technology platform like WebEx to conduct their meetings history.

#

# Purpose of Policies and Procedures

Section 2

* 1. This manual acts as an administrative guide/operations manual/office handbook for the World Connections Committee. (WCC)
	2. This manual will act as way to pass along information to new chairs of the committee.
	3. This manual sets guidelines for how the World Connections Committee will operate. The main goal of the committee is to provide communication options to the World Fellowship countries in maintaining an open two-way communication to countries members and their intergroups. Countries will always have a voice to give their opinions or suggested changes to be considered for group conscience vote. To facilitate cooperation between countries all working together with coda world fellowship.
	4. This manual sets guidelines for committee members, Countries inter groups / VEs. These members may be liaisons from their respective country’s Intergroups would have a vote, or if not, there is no inter group established or not a liaison in that country yet, to the World Connections Committee would not have a vote. Their roles may include being messengers, informal translators, sharing the current coda news, events, and information, in a two-way information flow fashion from World Coda to them and vice versa. On decisions pertaining to their group, there would need to be their respective country’s Group Conscious, and the WCC liaison to their country’s Intergroup would be a conduit for the transfer of the information from one to the other.
	5. This manual is a reference source for WCC’s Policies and Procedures and holds pertinent and current information about countries where CODA has a presence, which may be shared, for example a list of the representatives of the country’s Intergroup, and any pertinent information on the interaction of this country with the CODA World Fellowship.
	6. This manual can be changed by the Committee, as needed. We will be consistently revising these Policies & Procedures to reflect the work of the World Connections Committee.

####

# Committee Membership

Section 3

3.1 **Committee Membership** includes Fellowship and Intergroup representatives from around the World who participate in a local CODA Fellowship in their country and commit to working on the WCC to forward CODA’s World Fellowship. There are two levels of Committee Membership:

1. Those that commit to monthly service by attending committee meetings and those that are considered part of the Committee Leadership who work to move the agenda of the WCC forward on a regular basis.
2. Those that participate in CODA’s World Fellowship and want to attend meetings to know what is going on.

3.2 **Membership Responsibilities** are to attend meetings as regularly as possible. Members can help with the duties, and to fulfill service positions.

 3.3 **Committee Meetings** will be held monthly, guided by a meeting agenda, written by the chairperson. There will be meeting minutes taken after the meeting and the possibility of the meeting being recorded for future use. This is done by converting the agenda into the written minutes by adding what took place at the monthly meeting.

3.4 **Chair Responsibilities include:**

1. Ensure that the CoDA World Fellowship email lists are kept up to date.
2. Ensure that multiple channels of communication are in place and can be used by all the CoDA World Fellowship Countries around the world.
3. Attend chairs meetings.
4. Lead the monthly WCC meetings.
5. Actively recruit Committee Leadership and put in place a plan for rotation.
6. Create the monthly agenda, then convert it into the meeting minutes.

3.5 Other Leadership position responsibilities are elected by Group Conscience vote. Possible Leadership positions include:

* Co-Chair
* Vice-Chair
* Secretary
* **Liaisons to other Committees –** This service role is to keep in contact with each committee and bring back any important information in relation to WCC. They might be needed to attend the other committee’s meetings or get reports to and from them.
* Finance Liaison
* Outreach liaison
* Communications liaison
* Core liaison
* TMC Liaison
* Events liaison
* Literature Liaison
* IMC Liaison
* SPO Liaison
* Service Structure Liaison
* Hospitals and Institutions Liaison
* Literature Liaisons

* **RSR for continents; (RSR, Regional Service Representative)** The RSR role is to be in contact with each continent (Geographical area) and the countries who live there. Their role is established communication with these countries and share information.
* RSR for Europe
* RSR for Asia
* RSR for North America
* RSR for South America
* RSR for Middle East
* RSR for Other



# General Policies

Section 4

**4.1 Country and Organization Participation**

The WCC accepts every country and organization who have a coda presence, with open arms, we will always offer a voice to the group and the individual but will only let a chosen group representative speak for or vote for the group. They can attend the meetings so long as CoDA principles are followed.

4.2 **Communication** – the goal of the Committee is to create different means of communication for the World Fellowship to stay connected:

1. What’s APP – is used for quick communications chat, within a **24-hour period.** This is used on individuals’ phones to have instant communication anywhere in the world.

2. To keep an updated current communicative path via **written** form such as an email data base list of all the countries and WCC members that are part of the WCC.

2. To maintain an **audio video** technology format, Skype or something similar, that will allow the WCC meetings to take place, that will host most if not all countries. For example: Skype currently allows China and Iran to participate. This can be done via video, sound or telephone call in.

4.3 – **WCC Database** – is kept in (excel spreadsheet) and is updated regularly by the Chair or a designee. This database is of each participating country and all Fellowship members that identify as CoDA Fellowship. The purpose of the database is to have current contact information, particularly email, that allows for regular flow of communication, information and connection. The contact list is created with categories, of public and private contact entries for each country. Public listings maybe shared with the fellowship at large for email blasts. The private list is used for one to one communication, which is for specific purposes with the country.

4.4 **WCC’s Role at CSC** – WCC’s goal is to have live or recorded reports from around the world to share at the annual CoDA Service Conference. Countries will be asked and encouraged to have a written report for their countries. Countries representatives will also be encouraged to skype in and present their report via a streaming link.

4.5 **Leadership** – As WCC grows its internal leadership, it is our hope that we can connect a passionate leader to the Board of Trustees to have World representation on the Board.

4.6 Future **Email Activities** to accomplish different things.

1. To send out quarterly encouragement recruitment emails, where the Country’s intergroup will receive professional pamphlets to send to their mental health professional community in their respected areas. The intergroups will be encouraged to create meeting lists that can be sent with the professional pamphlets. This activity creates a steady flow of CoDA new commers from the mental health counselors’ referrals to attend CoDA meetings. The counselors know what CoDA is from the Professional Pamphlets and the patient knows what CoDA is & where to go from the meeting list, and their explanation pamphlet.
2. Send out information that is important to the World Fellowship. For example, the CSC flyer, or news that core is giving away a free literature starter package. Maybe free pamphlets that have gone out of date, or news that a new piece of literature has been written. The emails should be informative, positive, and helpful for the fellowship to grow and prosper.
3. The email database can be used to take surveys, in conjunction with other committees. For example, TMC can address all the countries on literature, by asking in the survey what literature has been written, published, and copy written. WCC can ask how many meetings a country must keep track of the meeting number to see progress from the recruitment emails. Low meeting numbers means that the system is not working well, and special efforts are needing to keep them on track.