

**CoDA Service Conference 2022** **Motion Form**

**Check one:    \_X\_ Motion** (Board - CoDA Inc.)

 \_\_ **Motion** (Board - CoRe – CoDA Resource Publishing)

**\_\_ Motion**(Committee)

 **Committee Name** - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

   **\_\_ Motion** (VE - Voting Entity**)**

 **Voting Entity Name- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submitted Date: June 8, 2022**

Due 75 day prior to CoDA Service Conference (CSC)

**Motion Number: 7**

**Revision #: \_\_\_\_\_\_\_\_\_\_\_\_\_ Revision Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Due 60 day prior to CoDA Service Conference (CSC)

**Motion Name: Update Fellowship Service Manual (FSM): Fellowship Services Workers (FSW)**

**Motion:** Update Fellowship Service Manual (FSM) part 1, Page 16 to:

Fellowship Services Workers (FSW) and Independent Contractors

Fellowship Services workers are CoDA members, contracted to provide support services to support the work of the Committees and the Board on behalf of the Fellowship. The CoDA Board of Trustees is responsible for the execution and oversight of these services. These can include, but not limited to: clerical, communications and website duties.

(Pre-craft)

Tradition #8 discusses employing “Special Workers”. There are two types of Special Workers that CoDA utilizes, both of which are independent contractors. FSW’s are CoDA members that provide services, while CoDA also utilizes independent contractors who are not CoDA members for professional services such as legal, accountants, etc.

For additional information about FSW duties, see Board Policies and Procedures (P&P).

Remove FSM Part 5, Section 2, page 6, titled Board Overseen Service Functions.

**Intent, background, other pertinent information:**

To simplify and clean up. No need to revise every time we hire new FSW’s.

**Remarks:**

Current: CoDA Fellowship Service Manual Part 1 Page 16 Last Revision: 2021-10-30

Fellowship Services Workers (FSW) and Independent Contractors

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.

The following FSWs and Independent Contractors currently exist. More detailed information about each can be found the Part 5 of the FSM, Structure and General Information Details.

* Admin FSW handles various administrative tasks including retrieving postal mail from the PO box, maintains the meeting database and handles 7th tradition contributions.
* Webmaster is responsible for maintaining the content of the CoDA.org website.
* Email List Coordinator is responsible for handling the various announcement lists and the emailing of content to the addresses on those lists.

**This motion requires changes to: (please check any that apply)**

**\_\_\_\_\_ Bylaws \_\_X\_ FSM P1 \_\_\_\_ FSM P2**

**\_\_\_\_ FSM P3 \_\_\_\_ FSM P4 \_\_X\_\_ FSM P5**

**\_\_\_\_ Change of Responsibility**

**\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Data Entry Use Only)**

**Motion result: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please email to**submitcsc@coda.org**

(If you want assistance writing your motion, please send email to Board@CoDA.org)