

Prepare for CoDA Service Conference (CSC) Delegates

Thank you for your service to our Fellowship. Your service with other Delegates and Trusted Servants helps our Fellowship to continue growing.

1. Delegates are trusted servants that have been elected to that position by a Voting Entity (VE) at a Business Meeting. Be sure to have a copy of the Minutes of the Business Meeting at which you were elected.
2. If you have received this message, you have registered for the CSC with Eventbrite as a Voting Delegate.
 - i. **Note: If you are not a Voting Delegate, please re-register as an Observer or Trusted Servant. Please send a message to the Voting Entity Liaison (VEL) at imcvel@codas.org to have your name removed from the Delegate List.**
 - b. The VEL or Vice-VEL will be contacting you via email to verify your position; a copy of the Business Meeting Minutes which verifies your election will be required.
 - c. If you are a new Delegate and would like to have a “Buddy” Delegate, please make your request to the VEL. The idea of a “Buddy” Delegate is someone who has previous CSC experience. They will be available to communicate with and to answer questions quickly via ‘Private Chat’ during CSC.
 - d. If you have CSC experience and are willing to offer service as a “Buddy” Delegate, please inform the VEL of your availability.
3. Download “2021 Delegate Packet” from the website.
 - a. <https://codas.org/delegate-package-2021/>
 - b. The initial download of all Motions and other Documents can be made in one combined Zip file. <https://www.codependents.org/2021CDP.zip>
 - c. The Delegate Packet includes other documents to assist you at CSC: Zoom Instructions, Virtual Meeting Etiquette, Daily Schedules, etc. Please take time to review them and become familiar with CSC procedures.
 - d. Please note that changes are made occasionally. After your initial download, if something is updated, there should be clear indication of when that update was posted. Files can be individually downloaded rather than the Zip file to avoid duplication.
4. Determine the Group Consensus for your VE for all Motions. Hopefully, the means of acquiring this information is already an established procedure within your VE.
 - i. **Note: Understanding your VE’s position on a Motion (pros/cons) will help you to participate in the discussion (and possible crafting) of Motions during CSC. It’s important to have feedback from your VE to responsibly represent them.**

A virtual training session will be held via Zoom on July 6 at 7pm EDT (Eastern Daylight Time). More training sessions are scheduled for July 13 and July 22 also at 7pm EDT. Watch your emails for additional messages & links for those sessions

<https://savvytime.com/converter/est-to-utc>

If you have questions that haven't been addressed, please reach out to Chris J (VEL) at imcvel@coda.org