

CODA UK National Service Committee Chairperson Role Description

May 2021

CoDA Experience and Commitment

It is suggested that the Chairperson

- Is an active member of CoDA regularly attending CoDA meetings
- Has the support of a sponsor, a co-sponsor or a step group. Has worked and is working the steps/programme of codependents anonymous.
- Regularly attending CoDA NSC meetings and has attended at least three CoDA NSC meetings
- Has a full understanding of the steps, traditions and guidelines as well as a basic understanding of the concepts of service.
- Provides or has provided service in their CoDA home meeting.
- Is willing to commit to service in this role for a minimum of two years.

Desirable

- Has time to devote to the role – which is estimated at 2 hours before meetings to meet with secretary(ies) and maybe another 2 hours to facilitate any communications between sub-committees in between National Business Meetings of the Voting Entity (VE) which are usually 4 times a year and currently has the option to be every 6 weeks for an emergency meeting whilst we are meeting online.
- Has a calm and open character and can be both as gentle and assertive as required when necessary.

Duties

The Chairperson

- Is responsible to the Members of the Fellowship and therefore the National Service Committee of CODA UK (and by definition all regions) to chair the meeting as per the agenda drawn up between the secretary(ies) based on written requests provided to the secretaries by other members of the committee, including Reps from Regions and (currently) General Service Representatives in advance as defined by the timelines in the “How to” document.
- Reminds attendees at the start of any meeting that they are trusted servants of the fellowship and that the Primary Purpose of the National Service Committee is to promote healthy relationships within CoDA UK as a whole and to carry the message to those who still suffer from codependency.
- To seek to promote a healthy environment based on practicing members recovery at every meeting or communication.
- Assists with the drawing up of the agenda by liaising with the secretary(ies) to draw up deadlines based on the frequency of the meeting(s). Estimated time 2 hours outside of the NSC meeting.
- Ensures that any points raised for the agenda have the relevant documentation attached, especially any requests to raise issues relating to the Fellowship Service Manual (FSM) have been quoted in writing first to ensure all attending members can fully understand and digest the suggestions in the FSM prior to the meeting, as per the conscious of the group.

- Does sporadic time check to ensure and communicate that the meeting is on time, ahead of time or behind time to keep everyone focused.
- Calls point of order when anyone is off track and reminds the group what the topic is exactly.
- Times the 1-minute section that each member is given and calls time at the end of that.
- Maintains boundaries and safety of the meeting as and when people go over time.
- Is prepared to gently communicate traditions if required or requested during the meeting.
- Monitors NSC Chair email address and answers queries at least weekly.
- Oversees any reasonable requests for an additional meeting if agreed by group conscious in between the standard quarterly meetings.
- Chairs a group inventory at least once a year as per the conscious of the meeting.
- Asks for help and support if required.
- Remains available to incoming chairperson to ensure smooth transition, handover of any documents and any information requested by the committee for the unity of the fellowship and carrying of the message.
- Updates this document as and when requested by the Conscious of the group

Term of service

As for all CoDA service positions, clearly defined terms of office and/or rotation of officers is highly recommended and considered healthy.

According to the Fellowship service manual, a term office of two years is suggested unless otherwise specified by a Group conscience.

If no one can fill the position after a term is up, then the same candidate may continue filling the position for another year or two if the group conscience allows, until a suitable candidate is elected.

Or the position can remain vacant until a candidate is found to fill the position.

Outgoing officers are expected to attend to supply information and materials to their successors and cooperate to ensure the smoothest possible transition.