

NSC Agenda Request from GSR, Rep from Region or Committee member

Please use this form to submit a report, proposal for discussion/vote, service role vacancies/nominations, information to be circulated to the fellowship with NSC papers etc.

Date of meeting: 6th November 2021

GSR/Rep/Committee member: Bryony

3: Notification of a service role becoming vacant and an updated job description/Nomination for a service position:

I have been doing this essential role since approximately 2011 (I think), so it's **definitely** time to pass it on. Taken on at a time when there were problems with members coming forward to do service in the fellowship, I've gained such a lot from doing the role as it's at the absolute heart of CoDA UK – without members being able to find meetings, fellowship won't happen. It's been challenging at times, especially when the old website was lost and we had to recreate the meetings list from scratch a couple of years ago – the team who worked on that were and are fantastic and there is more to do with them, if someone taking on this role would like to help develop the meetings list online further. The next planned task is to create a form to make it simple for groups to list new meetings or update existing ones.

I'm willing to sponsor someone into the role to ensure a smooth handover. Unfortunately, I can't be at the meeting on 6th November but would be very happy to chat to anyone thinking of taking on this role before you come forward – drop me a line at meetings@codauk.org as I check this almost daily and we can arrange to speak.

Meetings List Coordinator job description

Deals with emails coming into the Meetings email address on at least a weekly basis; keeps the CoDA UK website meetings list up to date and ensures an offline back up copy is available in case of any website issues; ensures all personal contact details for meetings comply with GDPR; works with the website team to develop the meetings part of the website appropriately and in line with updates to the meetings list software. Someone in this service role should be familiar with Traditions 5 and 7, must have access to the internet for updating the website, receiving emails etc and be familiar with managing information using Excel and other Microsoft products. Familiarity with Wordpress is also useful but not essential as a full handover document and support from the website team is provided. Familiarity with other parts of the CoDA Service structure and website are also required, as enquiries are sometimes sent to the meetings inbox which need to be directed elsewhere.