

## **8b. Literature Secretary – role description and nomination below**

### **GSR/Rep/Committee member:**

Mari, Chairperson

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

The Literature Secretary role is currently vacant.

The role description is as follows:

#### **CoDA NSC Literature Secretary**

ROLE & REQUIREMENTS for the above position:

- Good communication skills.
- Be well organised and able to use a computer.
- Have worked through the CoDA 12 Steps and be actively working with a CoDA Sponsor or Co-Sponsor.
- Have a thorough working knowledge of the CoDA 12 Traditions and the CoDA 12 Service Concepts and use them in their daily life and service work.
- Actively giving Coda service at either home meeting or Intergroup level, preferably as their CoDA Literature Secretary.
- Required to have been in the CoDA fellowship for at least two years working the CoDA programme.
- Enthusiasm for reading all CoDA conference endorsed Literature, hence being able to guide CoDA members in their or their group's search for helpful CoDA literature that meets their specific needs.
- Have a good working knowledge of the CoDA Fellowship Service Manual (FSM) and any current updates and relate these to the NSC as a guideline.
- Liaise with the CoDA UK publishers and be aware of any future changes that might be made by CoRe Inc. - the USA main publishers of CoDA.
- Be able to negotiate with the publishers regarding ordering of literature for workshops etc and the smooth running of the literature distribution etc and any problems that might arise.
- Promote new CoDA Literature that has been updated – reading reviewing and relating any findings to all the CoDA groups nationally.
- Be familiar with the Fellowship Service Manual, especially Part 1, 2 and 3 and encourage each CoDA group to have a copy (free download from coda.org).
- Be able to liaise with CoDA UK publishers and furnish NSC with an update for their Quarterly Meetings.
- Be able to liaise with CoDA members in fellowship who contact the CoDA Literature website and answer any general queries.
- List of recommended CoDA literature for newcomers, workshops or new groups.
- Be willing to speak about CoDA literature at workshops, meetings or retreats and to the CoDA fellowship as a whole to promote the use of CoDA conference endorse literature.
- Communicate to the NSC any motions that are to be presented at the CoDA Service Conference (CSC) that year - reading through proposed Motions and Voting Entities or Committees (VEs) and helping NSC become aware of how votes might be guided to assist UK NSC VE Delegates as voting entity – their votes support CoDA unity as a whole and give the CoDA UK voice, especially those that affect CoDA literature and the Foundation Documents.
- Be aware of any new Coda Literature which is in the pipeline and relate this to the NSC and the publishers in the UK.

- Liaise with other NSC committee members to promote the well-being of CoDA as a whole having good connectivity and a good overview of their roles.
- Enjoy giving service and be aware of Rotation of Service throughout CoDA and pass on what they have been freely given.
- Support the new NSC Literature Secretary in carrying the message of CoDA Recovery.

**Nomination:** Hannah H

I have been in CoDA for almost two years and worked all the steps with my sponsor. I have served as script secretary, newcomer greeter, and online host for my home group. I have been involved in the creation and running of online CoDA retreats. I am involved with the CSC literature committee.

I have worked the steps with a sponsor/co-sponsor and continue to work the program with them. I also provide service as a sponsor.

I love the literature and feel I can provide service in this area and that this will further my recovery journey.