**ACA SMR**

**Positions Description Committee Meeting**

July 01, 2021, 8:45am Meeting #26

Attendees: Paul KF, Craig, Vivienne C, Jean N, Jim R, Wendy Montreal, DS, Kate K-F, Arian N, Wendy F

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 850am. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper & agenda:** Meeting Secretary: Craig, Time-keeper: Jim R

Agenda for meeting was screen shared by Paul KF

*1. Call to order/opening prayer*

*2. Meeting Secretary, time-keeper and agenda*

*3. Minutes of the June 24, 2021 meeting*

*4. Review of comments on service position descriptions:*

*Room Host*

*New comer – Greeter*

*Web Servant*

*WSO Representative*

*Tech Scheduling Secretary*

*5. Next steps*

*Other possible positions:*

*6. Next Meeting*

*7. Adjournment and closing prayer*

**Motion was made by Wendy C to accept the agenda as proposed. Second was Jean N. Motion passed.**

**3. Minutes of the June 24, 2021 meeting:** The minutes from June 24th meeting were screen shared by Paul KF.

**Motion was made by Wendy C to accept the minutes as presented. Second was Jim R. Motion passed.**

**4. Review of comments on the service position descriptions:**

**Room Host**: Paul K-F screen shared document as it stands as of this meeting. Highlighted areas are the bullets which will be kept. All other information will be moved to the training document or the common elements document. This was to keep it simple and as straight forward as possible.

Length of term was discussed as it was felt 4 months (what was already written) was very long. The members voiced their concerns and wording was adjusted. It was changed to 2 months with an option to extend. Also, it was discussed that service should be limited to “preferably performing” this position 3 times per week. There are 45 slots per month to be filled. Discussion on service term continued. “Preferably performing” was changed to “scheduled” in response to this discussion.

The links at the bottom of this document were discussed with rationale being given for each link and its purpose.

**Wendy C motioned to accept this position description as written. Jim R was the second. Motion passed.**

Wendy C is in the process of creating a web page for the meeting minutes. Craig will forward all minutes that he has to her for web page posting.

**Jim called time for the meeting. Wendy motioned to extend the meeting by 3 minutes. Jean N was the second.**

**New Comer – Greeter:** Tabled for discussion in next meeting

**Web Servant:** Tabled for discussion in next meeting

**WSO Representative:** Tabled for discussion in next meeting

**Tech Scheduling Secretary:** Tabled for discussion in next meeting

**5. Next steps:** Other possible positions that need a description

**6. Next meeting:** Next meeting will be held on Thursday, July 08, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Craig G to adjourn meeting at 938am. Second was made by Jim R. Motion passed**. This was followed by the Serenity Prayer.