**ACA SMR**

**Positions Description Committee Meeting**

October 28, 2021, 8:45am Meeting #39

Attendees: Paul KF, Craig, Barbara S, Vivienne C, Veronica K, Joseph N, Krista, Pam, Chris (Madison), Katie K, Drew D, Gillian, Laura, Tammy, Christy, Barbara E

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 847am. This was followed by the Serenity Prayer.

**2. Meeting Secretary, time-keeper & agenda:** Meeting Sect: Craig ... Time-keeper: Barbara S

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 October 21, 2021 meeting*

*4.* Review of Service Position Descriptions:

Common Elements

Business Meeting Recording Secretary

*5. Next steps:*

*Network directory and organizational chart*

*6. Next Meeting*

*7. Adjournment and closing prayer*

**Motion was made by Barbara S to accept the agenda as proposed. Second was Craig. Motion passed.**

**3. Minutes of the October 21, 2021 meeting:** The minutes from Oct 21st meeting were screen shared by Paul KF.

**Motion was made by Barbara S to accept the minutes as presented. Second was Krista. Motion passed.**

**4. Review of draft position descriptions:**

**Common Elements:** Paul KF screen shared this document. Discussion began on “concepts and wording”. The notion of ‘first come, first serve’ was brought up and discussed. Transparency for available positions was brought up. The suggestion of having a central place for volunteer possibilities was brought up. Autonomy and Agency for rotation of service was brought up in terms of its wording.

Ideas of how service team and web master (Conrad) can be kept abreast of positions, position availability and transparency was discussed.

**Barbara called time.**

**Motion to table this topic till next meeting was made by Craig. Barbara was the second. Motion passed.**

**Business Meeting Recording Secretary:** This was tabled until the next meeting.

**5. Next steps:** Network directory and organizational chart

**6. Next meeting:** Next meeting will be held on Tuesday, November 9, 2021 at 845am.

**7. Adjournment and closing prayer:** **Motion was made by Craig to adjourn meeting at 939am. Second was made by Barbara S. Motion passed**. This was followed by the Serenity Prayer.