**ACA SMR**

**Positions Description Committee Meeting**

December 16, 2021, 8:45am Meeting #42

Attendees: Paul KF, Craig, Barbara S, Vadi, Vivienne, Veronica K, Pam, Krista, Kelly F, Katherine Tx,

**1. Call to order/opening prayer:** Meeting was called to order at Paul KF by 846am. 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 December 8, 2021 meeting*

*4. Position Descriptions:*

 *Recording Secretary*

 *Web servant*

*5. Website reports and announcing elected positions*

*6. Network directory and organizational chart*

*7. Review of Service Team Co-Secretaries position description – January 2022*

*8. Next Meeting*

 *9. Adjournment and closing prayer*

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

**3. Minutes of the December 08, 2021 meeting:** The minutes from December 08th meeting were screen shared by Paul KF.

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

**4. Position descriptions:**

**Recording Secretary:** Paul KF screen shared draft for this position. Best practices were addressed and items added as needed. This was tabled until Kimberly, Group Conscious Sect., has an opportunity to offer feedback on this position.

**Web Servant:** Paul KF screen shared web servant description draft. Discussion on history of this document ensued. This was tabled to address item #5 of this agenda due to urgency.

**Barbara S motioned to edit agenda to add two items: *reports on website and announcing elected positions*. Craig was the second. Motion passed.**

**5. Website reports and announcing elected positions:** Rotation of elected position was discussed as well as if this should be placed in the common elements. Current common elements document was screen shared from the website. Wording was addressed as well as placement. Items discussed included “Post reports/minutes two days prior to general meetings” under the bullet “For persons serving as elected officers”.

Barbara S suggested placing wording to announce positions which are available to be filled. This may go under the bullet “For persons serving…”.

Barbara suggested an example for this:

*CURRENT SMR SERVICE OPPORTUNITIES:(1) Tech Host (Sundays 12/26 thru 1/16) (2) Meeting Chair (Saturdays beginning January)(3) Room Host (see online schedule)Please visit the SERVICE section on our website to find out more about the SMR Service Positions, Schedule, and Sign-up Form:  https://www.acamorning.org/service-2/Our Service Team Co-Secretaries, Will B and Jim R, can be contacted at service@acamorning.org*

**Barbara S called time. Barbara S motioned to add 5 minutes to the meeting. Craig was the second. Motion passed.**

Wording was discussed for the bullet for this aspect. “Announces, directs persons to information for the service opportunity.” Paul KF agreed to draft wording for this bullet. This proposed wording will be shared at the next meeting for discussion.

**6. Network directory and organizational chart:**This was tabled until the next meeting.

**7. Review of Service Team Co-Secretaries position description – January 2022** . Paul KF screen shared this document briefly. Brief discussion began with the notion that this needs further discussion. This review will be done after the 90 days in January (after Jan 18).

**8. Next meeting:** Next meeting will be held on Thursday, January 6, 2022 at 845am. Additionally, the date was set to have the 90 day review of the Service Team Co-Sect position which will be Thursday, January 20 at 845am

**9. Adjournment and closing prayer:** **Motion was made by Craig to adjourn meeting at 947am. Second was made by Barbara S. Motion passed**. This was followed by the Serenity Prayer.