**Service Report** Jim R. and Will B., *Co-Secretaries*

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**Priorities**

*A new channel has been established, #service-dailymtg, as a space to discuss issues surrounding ‘being of service’ at the daily meeting. Slack is a workspace platform, used to develop the functioning of the group meeting and to communicate with each other. To join, ask for an invitation.*

*The Secretaries of the Service Team have been developing the volunteer process. Two priorities were identified: gaining more Tech hosts and providing Room Host/Chair training. Room Host trainings resumed in December. The Tech hosts were asked their opinions on how best to fill their numbers. Both issues are slowly being addressed.*

Presently the day’s Tech Host opens the room. The group may want to initiate a form of ‘backup’ in case the Tech Host has immediate personal obstacles, or there are natural disasters or technical problems.

**The Schedule**

The schedule currently has 70 ‘slots’ for service:

- 7 Tech Hosts, 7 Chairs, 49 Room Hosts and 7 Newcomer Greeters.

There are 49 scheduled breakout rooms, throughout the week, rooms 1 through 7. Room 8 is being left open for unscheduled trained members who would like to host a room on a day-by-day basis.

In the past week, 40 rooms were scheduled, covered by 30 members. 8 of those members hosted a room 2 times a week; 1 member, 3 times. 9 room slots were unfilled.

This information changes weekly with members signing up and stepping down. An average has not been determined, nor is there a sense that it would prove to be informative.

The Sign-up Form has been revised. The updated form is in 3 sections – training needs; service requests; and schedule changes.

**The Service Team**

The Service Team will works together to invite people to perform service; to provide training and scheduling; to help those doing service to connect; and to monitor Zoom account settings.

* Will and Jim have been focused on the scheduling and the overall functioning of the Service sector.
* Barbara S. is instrumental in communicating the group’s service needs.
* Another member may join and could be the point person for the Newcomer Greeters.

A service members contact list was produced and emailed to each of the members doing service. This list is intended to be a tool to cover an absence and to promote fellowship. Going forward, we will provide a link to the list so that it can be continually updated. We will reach out to the Communications Secretary to create a mailing list of service members, in case we need to do a mass mailing.

Also sent was a document that offers suggestions on how to do service more effectively and outlines some preferred practices. This was well received and introduced some members into updated Zoom capabilities

A time for discussing the challenges of service or to ask the group for guidance is still in development. These service round tables will likely be offered in 30-minute blocks before the morning meeting.

**Looking Ahead**

*The January Group Conscience will mark the three-month point of the establishment of the Service Secretary role. This will initiate a review of the position, which could be done in a Position Description Committee meeting.*

*Also in the month ahead, more trainings will be needed, especially for the Tech position. Methods of training are being discussed.*

*For clarity and consistency, a breakout room standard practices document will be circulated.*

*The Service Team will be expanded. A Service Social will be explored and scheduled, and a roster of service members will be compiled and distributed through the email address:* *service@acamorning.org**. This address is also the place to direct questions and comments.*

**On the Website**

A link to the weekly **Service schedule** is found at: <https://www.acamorning.org/the-smr-service-schedule/>

To **Sign-Up** for training or to do service go to: <https://www.acamorning.org/sign-up-here-for-service/>

A description of the **Service positions** may be found at: <https://www.acamorning.org/service-2/service/>

The monthly reports are posted on the ACA Morning website, under Our SMR Meeting – Reports.