

## **ACA SMR Group Conscience Business Meeting – February 21, 2022 Service Descriptions Committee Report**

This ad hoc committee is developing clear, concise descriptions of each position that is involved in running the ACA SMR morning meeting, as well as the positions that handle group business. Each position description sets out a term of service, duties/responsibilities, helpful qualities and best practices.

Twelve position descriptions developed by the committee and approved at various monthly group conscience business meetings are presently in use by the group. These position descriptions can be viewed on the group's webpage on Service Positions:

<https://www.acamorning.org/service-2/service/> Click on the link in each position description's title to open another page with the complete position description.

### **1. Service Guidelines and Essentials Common to All the Trusted Servant Service Positions**

- the SMR Trusted Servants' Commitment (the basics)

### **2. Meeting Positions**

- Technical Host
- Meeting Chair
- Room Host
- Room Moderator
- Newcomer-Greeter

### **3. Elected Positions**

- Communications Secretary
- Group Conscience Secretary
- Service Team Co-Secretaries
- Treasurer
- World Service Organization (WSO) Representative

### **4. Support Positions**

- Web Servant

Since the January 17, 2022 business meeting, the committee has met three times. At these meetings, the committee:

- conducted a 90-day review of the Service Team Co-Secretaries position description;
- discussed strategies for supporting a healthy rotation of service in the elected positions, and ways for attracting new people to perform service in these positions.

Again, I would like to thank everyone who attends these committee meetings for the valuable insights they provide, which greatly improve these drafts, and in particular those who attend on a regular basis to perform service and participate in the discussions. A great team effort!

Yours in service,

Paul K-F  
Chair