

ACA SMR Group Conscience Business Meeting – March 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 February 21, 2022 business meeting, the committee has met once, on March 18, 2022. At this meeting, the committee:

- discussed potential amendments to the Technical Host and Newcomer-Greeter position descriptions, to provide clarity on providing for a smooth transition in the technical host function from the meditation meeting to the post-meeting fellowship and other meetings that may be happening following that, i.e., to whom the technical host function is passed when the Technical Host for meditation meeting wishes to leave.

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