

## **ACA SMR Group Conscience Business Meeting – July 18, 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

The committee did not meet since the June 20, 2022 business meeting. A meeting will be set soon to discuss potential amendments to the Communications Secretary position description, and a generic process for creating, amending and retiring position descriptions.

I continue to provide information and suggestions to Boaz as they continue to become more familiar with the responsibilities and tasks associated with the Group Conscience Secretary position.

Yours in service,

Paul K-F  
Chair