

A Position Description Revision

This revision has been undertaken as part of the work of the SMR Business Meeting Study Group whose purpose is stated as, *meet(ing) to discuss the various topics related to the business practices of the Strengthening My Recovery ACA meeting group.*

Business Meeting CoChairs

The Chairs are elected officers, accountable to the SMR Membership.

Term: 6 months, with an option to renew once for an additional 6 months

Duties and Responsibilities

- Is familiar with the [SMR Trusted Servants' Commitment \(the basics\)](#)
Note: If there are any discrepancies, this position description takes precedent over the SMR Trusted Servants' Commitment.
- Chairs the monthly Business Meeting. (If necessary, they may delegate this responsibility to another qualified member)
 - Announces the upcoming meeting and any special agenda items or proposals
 - Organizes the agenda, emphasizing any special voting
 - Reviews the draft minutes from previous meeting(s)
 - Oversees voting procedures
- Asks for a volunteer to take the minutes of the meeting and an additional volunteer to act as the time-keeper
- Using the business meeting 'common agreements' from the script, the chair with support from members will hold a gentle and respectful space.
- Responsible for overall efficiency, keeping the meeting focused by setting time limits on sharing ensuring all participants have the opportunity to be heard.
- May call for a Group Conscience around creating Ad hoc committees, to explore emerging issues and concerns.
- In consultation with the Webservant assists with archiving any documentation generated.
- Maintains the email account and associated document storage Drive.

Qualifications

- Continuous attendance at ACA meetings including a minimum of 1 year of ACA service.
- Continuous attendance at SMR meetings for the previous 6 months.
- Experience leading large groups.
 - Ability to lead business meetings in an efficient, inclusive, fair, constructive and principled manner. This allows each member to be heard. By proceeding slowly and with intention, the group avoids issues of drama, excitement, or controlling behavior.
- Technical abilities
 - An understanding of how the Zoom platform operates.
 - The basic abilities of screen sharing and muting are necessary.

- Tech Host training would be helpful.
- Emotional sobriety
 - Demonstrates calmness and courtesy, if there is a need for conflict resolution.
 - Maintains a position of neutrality, making space for differing opinions.
 - Actively listens; guides the proceedings to keep the group on task.
 - Promotes unity through trust and mutual respect.
- Awareness of Diversity
 - Cultural Sensitivity
 - Supports inclusion and encourages participation

Helpful Readings and Additional Resources

For information about business meetings and how they are run, the following information may offer guidance and clarity:

From the ACA World Service Organization:

For insights into a Group Conscience

<https://adultchildren.org/comline/aca-toolbox/what-is-a-group-conscience/>

Conducting a Business Meeting Trifold

[Conducting a Business Meeting EN US LTR.pdf \(adultchildren.org\)](#)

Other resources:

SMR has a WhatsApp group dedicated to communication among Trusted Servants. The Business Meeting Cochairs will be invited.