

SERVICE POSITIONS FOR MONDAY NIGHT DA HOW MEETING

Please work with the Service Coordinator to update this document. The description of responsibilities for each service position should be brief.

All positions are held only by sponsors and by those who regularly attend the Monday Night DA HOW meeting.

Please note: The person in the current position will train the incoming person taking over the position.

Business Meeting Scribe: 3-month position

- (a) The Business Meeting Scribe takes minutes at business meetings and emails the minutes to the group.
- (b) Group email is included in the meeting invite for Meeting/Business Meeting.

Calendar Person: 6-month position

- (a) Recruits and updates the meeting calendar with the volunteers for Trusted Servant and Speaker for upcoming months. Also updates the calendar with anniversaries and step-ups.
- (b) Recruits candle readers prior to any meeting with a step-up.
- (c) At the end of each month emails the calendar for the following month to the upcoming Trusted Servant, Speakers, and Host (including information about anniversaries and step-ups). The Format is attached to the email.
- (d) A day or two before each meeting, texts reminder to the Trusted Servant and meeting Speaker together with any information about anniversaries or step-ups (and also copies the Host).

Email Coordinator: 3-month position

- (a) Regularly monitors the email inbox for requests to be added to the group email list and updates the list as requested. If someone is also a DA HOW Sponsor and requests to be put on the Sponsor Phone List, then the Email Coordinator forwards that person's email to the Sponsor List Coordinator.
- (b) Sends the Zoom link, the website link, and the Sponsor Phone List each week to the email list.
- (c) If announcements or documents need to be sent to the group (e.g. information for discussion at a business meeting), the Email Coordinator will email that information to the group.
- (d) If an email comes through that could impact the meeting, e.g. an email stating that the debit card used for the Zoom account is about to expire, the Email Coordinator will forward the email to the group and ask someone to address the issue.

- (e) See the document “How to send the weekly email” on the Monday Night DA HOW website (www.dahowmondaynight.org). The Email Coordinator ensures that this document is updated, as necessary, and is given to the incoming Email Coordinator taking over the position. The Email Coordinator also ensures that the updated document is placed on the website.

General Service Representative (GSR): 3-year Position

- (a) Represents our group at the global DA level
- (b) Attends meetings
- (c) Works on various committees
- (d) Travels to Annual Worldwide Conference paid for by our meeting

Host Coordinator: 6-month position

- (a) Maintain a spread sheet that lists the host and host coordinator for each month.
- (b) Remind the host of their service month the week prior to the beginning of that month.
- (c) Remind the current host of their responsibility to train next month’s host if the next month’s host has not hosted in the past.
- (d) For a detailed description of host responsibilities, see the document “How to host the meeting” on the Monday Night DA HOW website (www.dahowmondaynight.org). The Host Coordinator ensures that this document is updated, as necessary, and is distributed to all the hosts. The Host Coordinator also ensures that the updated document is placed on the website.

Intergroup Representative: 1-year position. For this meeting, this role will be filled by two people.

- (a) Attends Monthly Northern Plains Intergroup Meeting on 2nd Saturday of each Month. (Note: To find the meeting link, go to the Northern Plains Intergroup website. Click on Meetings, then click on Minnesota. Scroll to the Saturday 7:45-9:00 am meeting, where you can find the link).
- (b) Participates in Service level Activities/Positions.
- (c) Reports back to meeting on Actions/Updates/Upcoming Events.

Medallion Coordinator: 6-month position

- (a) Announces at the meeting how to get a medallion.
- (b) Puts information in the Chat about whom to email to get a medallion.
- (c) Mails medallions to medallion recipients.

(d) Submits any costs (i.e., medallions or mailing) to Treasurer.

Newcomer Greeter: 3-month position

(a) Takes phone numbers of newcomers at the meeting and calls them during the week

Scroller: 3-month position

(a) Scrolls through the readings.

Service Coordinator: 6-month position

(a) Recruits and records volunteers for service positions (Note: The Calendar Person recruits people to be Trusted Servant and Speakers. The Service Coordinator recruits people for all other positions.)

(b) Maintains the service calendar.

(c) Works with other Service Position holders to update the Service Position Descriptions document on the website, as needed.

(d) At the end of each quarter, ensures all Service Positions are filled for the incoming Service Coordinator.

Sponsor List Coordinator: 3-month position

(a) Updates Sponsor Phone List with changes, such as Step Ups, New Sponsors attending Meeting, and changes in Number/Email/App/Call Time.

(b) Opens PDF in Word Doc to make changes, changes date in footer and then has Acrobat Pro DC to lock down document.

(c) PDF then sent to the Email Coordinator to be sent with the Meeting and Format Links.

*Updated at least once a quarter prior to Position Rotation.

Treasurer: 1-year position

(a) Collects and deposits money from 7th tradition and other sources, such as PayPal.

(b) Pays meeting bills and reimburses members for expenditures.

(c) Where appropriate, the Treasurer sends money to Intergroup and World Service.

(d) Balances the checking statement at least monthly.

(e) Gives a brief treasurer's report weekly to the group.

(f) Gives a more detailed treasurer's report at the monthly business meeting

Website Coordinator: One-year abstinence requirement; 1-year position

(a) Updates the web page

Website Technical Consultant: One-year abstinence requirement; technical experience preferred; 1-year position

(a) Backs up the Website Coordinator

(b) Notifies Treasurer when a web software payment is due

(c) Backs up the website monthly, saves the backup and sends the backup to the Website Coordinator

(d) If there is a problem with the website, consults with Weebly and other technical people to resolve the problem.

Zoom/Email/ Support: 1-year position

(a) Schedules Zoom meetings when necessary (usually once a year).

(b) If the Zoom meeting ID and password change for any reason (rarely), copy the new Zoom link information into a document (this will include phone numbers, etc.). Add any additional information (e.g. link to our website) from the current weekly email to the top of the document. Send the document to the Email Coordinator to be used in future weekly emails. The Email Coordinator will copy the document, as is, into the body of the weekly email.

(c) If the Zoom meeting ID and password change for any reason (rarely), the Zoom/Email/Support person makes sure the link is correct for various Intergroup and World Service websites.

(d) Notifies Treasurer when a Zoom or Microsoft payment is due (once a year).

(e) Contacts Microsoft with any questions the group has (rarely).

Zoom/Email/Support Backup: 1-year position

(a) Supports the Zoom/Email/Support person, as necessary, especially confirming the details of Zoom meeting setup.