

POSITIONS FOR MONDAY NIGHT DA HOW MEETING

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

1. **Treasurer:** 1-year position (sponsor only)
 - (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, 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
 - (g) Currently a Finance Committee is in place for any decisions to be reviewed, with Treasurer.
2. **Calendar Person:** 6-month position (sponsor only)
 - (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).
3. **Host Coordinator:** 6-month position (sponsor only)
 - (a) Maintain a spread sheet that lists the host and host coordinator for each month. Get the names from the service coordinator.
 - (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) 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.
4. **Scroller:** 3-month position (sponsor only)
 - (a) Scrolls through the readings.

(b) If the Host is unable to do so, the Co-Host will mute people or remove someone from the meeting.

5. **Email Coordinator:** 3-month position (sponsor only)

(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 Phone 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 for 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.

6. **Service Coordinator:** 6-month position (sponsor only)

(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) At end of each quarter, has all Service Positions filled for incoming Coordinator.

7. **Medallion Person:** 3-month position (sponsor only) (a) Reads Medallion portion of the Readings at the meeting.

(b) Announces at the meeting how to get a medallion.

(c) Puts information in the Chat about whom to email to get a medallion.

(d) Mails medallions to medallion recipients.

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

8. **Business Meeting Scribe:** 3-month position (sponsor only)

(a) 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.

9. **Sponsor List Coordinator:** 3-month position (sponsor only)

- (a) Updates Sponsor Phone List with changes, such as Step Up's, New Sponsor's attending Meeting 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/Phone List Coordinator to be sent with the Meeting and Format Links.
*Updated at least once a quarter prior to Position Rotation

10. **Zoom/Email/ Support:** 1-year position (sponsor only)

- (a) Schedules Zoom meetings when necessary (usually once a year).
- (b) If the Zoom meeting ID and password change for any reason, 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) Notifies Treasurer when a Zoom or email payment is due (a) Contacts Zoom with any questions the group has (rarely).
- (b) Contacts Microsoft with any questions the group has (rarely).

11. **Zoom/Email/Support Backup:** 1-year position (sponsor only)

- (a) Supports the Zoom/Email/Support person, as necessary

12. **Intergroup Representative:** 1-year position

- (a) Attends Monthly Northern Plains Intergroup Meeting on 2nd Saturday of each Month.
 - (1) 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 at Service level Activities and Positions.
- (c) Reports Back to Meeting on Actions/Updates/Upcoming Events.

13. **Intergroup Representative Backup:** 1-year position (a) Fills in for Intergroup Representative if unable to attend.

14. **General Service Representative (GSR):** 3-year Position refer to Steve for end of term (Sponsor Only)

- (a) Representative at the global DA level
- (b) Attends meetings
- (c) Works on various committees

(d) Travels to Annual Worldwide Conference paid for by our meeting

15. **Website Operator:** One-year abstinence requirement; 6-month position

(a) Updates the web page

16. **Website Operator Back-Up:** One-year abstinence requirement; 6-month position

(a) Backs up the Website Operator

(b) Keeps track of who is trained in the website software

© Notifies Treasurer when a web software payment is due

17. **Website Consultant:** 6-month position (sponsor only); will not have password

(a) Consults with the Website Operator and Website Operator Alternate, as needed

18. **Newcomer Greeter**

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