

PREFACE

This handbook is offered by The Valleys Community Committee of Co-Dependents Anonymous as a suggested meeting aid and reference guide for CoDA groups.

Every effort was made to follow the Twelve Traditions, as well as any guidelines from the CoDA World Fellowship. Whenever CoDA Conference approved material was available it has been conscientiously followed, but not all the material contained is CoDA Conference approved.

The Fourth Tradition of CoDA states: "Each group should remain autonomous except in matters affecting CoDA as a whole." It is in this spirit that we offer our meeting handbook.

This handbook is meant to be held in keeping by each current Secretary, and passed along each time the position changes hands. The job descriptions and officer's forms and letters are intended to be shared with each officer. It might be useful to copy those sections and pass them out to each officer, and ask them to pass their packet on when their replacements are elected. **IT IS IMPORTANT THAT YOU KEEP THE ORIGINALS INTACT IN THIS HANDBOOK and give away copies only.**

Enclosed information that is pertinent to your meeting can be read to your group and we hope there will be ideas which invite your Group's Conscience and participation.

As new information is passed along by the Group Rep, it can be added to the appropriate section of this book if it merits saving.

Comments and suggestions are always welcome. It is our intention to update the handbook whenever doing so will improve its service to your meeting and CoDA as a whole.

To request information or reach The Valleys Community Committee of Co-Dependents Anonymous (TVCC) call (818) 379-3300 or email: information@codatvcc.org.

In the spirit of service,

Your Valleys Community Committee

February 2007

SECRETARY (suggested term of office – 6 months)

It is suggested that the Secretary has (2) two years in the CoDA program so as to understand and facilitate the following:

1. Overall responsibility for appropriateness of meeting:
 - A. Maintain CoDA Traditions.
 - B. Conduct Group Conscience on new issues or disputes.
 - C. Support spirituality in tone and style of meeting.
 - D. Promote principles before personalities.
 - E. Welcome and acknowledge newcomers.
 - F. Remember, "...our leaders are but trusted servants, they do not govern."
(The 2nd Tradition) Decisions are made by Group Conscience.

2. Overall responsibility for meeting logistics:
 - A. Set up and breakdown of chairs – ask for volunteers or elect a "set up person". "Set up person" can also request further support.
 - B. Follow meeting format. Refer to "Basic meeting format found in CoDA Meeting Starter Packet.
 - C. Lead meeting (or find weekly leader). If you cannot attend a meeting, arrange for someone to substitute for you.
 - D. Invite speakers, or get volunteers to handle speaker invitations. TVCC provides a list of "Available Speakers"
 - E. Plan and conduct "Business Meetings" for important issues (for example: elections, change in meeting format, procedures, etc). These can be held after the regular meeting or during the meeting depending on the Group Conscience. It is useful to have as many as possible present for voting. See the "One Way To Run A Business Meeting" section.

3. Responsibility for interfacing with CoDA Organizations:
 - A. Fill out the TVCC addressed meeting update sheet (refer to monthly packet Group Rep receives from TVCC) with the names, addresses and phone numbers of all officers as elected. These officers' posts are Secretary, Treasurer, Group Rep, (Co-Secretary if applies to your meeting). Personal data is used at the local, state and world level only for communication purposes and is held in confidence. Changes in the location, time or day of the meeting may also be reported to meetingdata@codatvcc.org as soon as possible.
 - B. Inform TVCC as soon as possible of any meeting that might not be held due to holidays, facility cancellations, etc. at meetingdata@codatvcc.org

4. Responsibility for interfacing with other Officers / Volunteers

- A. When officers can not attend a meeting they are responsible for finding a substitute to cover the commitment. The Secretary needs to be aware that such duties are covered for the unity and flow of the meeting. In the event a commitment is not fulfilled a Group Conscience should be taken to determine if the officer should be replaced or if any other solutions can be brought forward to the group.
- B. Standard service positions in CoDA groups are Secretary, Treasurer, Literature, Group Representative. This does not preclude the possible need for other positions, examples being;
 - 1) Refreshments
 - 2) Chair/ Set up
 - 3) Speaker Chair to schedule speakers
 - 4) Phone list person

Taking service positions often assists CoDA members in their recovery.

- C. Take Group Conscience whenever the need for a new position arises.

TREASURER (suggested term of office – 6 months)

1. Responsible for taking over existing treasury and all reports from previous treasurer.
2. Find out what the prudent reserve is for your meeting (prior reports should show this amount). If it is not known, a Group Conscience can be taken to re-establish an amount. Prudent reserves normally cover at least two months of rent and normal expenses.
3. Bring a basket to the meeting for the 7th Tradition collections to pass around at the appropriate time.
4. Reimburse other members for expenses that have been approved by Group Conscience: literature, food and beverages, etc. Obtain receipts for your records.
5. Make arrangements to take care of collected funds. It is usually very difficult to establish a bank account in the name of your meeting. Most treasurers reimburse expenses in cash, then hold the money or put it into their own checking account to make payments (there is no personal tax consequence if you keep records). Another method for some payments (such as sending funds to other CoDA entities – see below) is to buy money orders and include the cost of them in your monthly expenses, but you should have Group Conscience approval.
6. Make verbal reports to each meeting of your CoDA group (see attached report).
7. Record weekly income and expenses on the REPORT OF CoDA FUNDS COLLECTED AND DISBURSED (sample attached).
8. If your meeting has funds available in excess of your prudent reserve, your meeting may take a Group Conscience to send funds to the community committee, the regional committee and CoDA World Fellowship. The REPORT OF CoDA FUNDS COLLECTED AND DISBURSED shows suggested disbursement percentages for your group to consider. Community committee checks should be payable to “TVCC,” regional checks to “SoCalCoDA,” and World Fellowship checks to “CoDA.”
9. So that your group is recognized for any donations, and for adherence to these procedures, please include the day, time, city and registration number of your meeting on your check. Your registration number is a 3 digit number assigned to your group, starting with “CA---”. If you do not know your number, ask the Secretary or Group Rep, or inquire from CoDA World Fellowship at coda.org, or call 602 227-7991, or write PO Box 33577 Phoenix, AZ 85067.
10. The TVCC packet sent to your Group Rep each month includes a Treasurer’s Report, which lists donations received by the Community Committee.

SUGGESTED TREASURER'S ANNOUNCEMENT TO GROUP

My name is _____ and I am your Treasurer.

Last week's 7th Tradition donations totaled \$_____, previously we had a balance of \$_____ bringing the balance to \$_____.

*Additional options;

- A) The rent has been paid.
- B) The rent will be paid this week.
- C) We had other expenses totaling \$_____, for the following items, _____, these expenses subtracted from the balance leaves a current balance of \$_____.
- D) Our current balance includes a prudent reserve of \$_____.

(Most meetings try to maintain a prudent reserve of funds that would cover 2 months room rent and other expenses such as literature.)

The Valleys Community Committee of Co-Dependents Anonymous

(Group Rep: Please give this to your Group's Treasurer)

Dear CoDA Meeting Treasurer:

On the other side of this page is a form for you to use in reporting your monthly 7th Tradition collections.

Please fill out this form and send it to The Valleys Community Committee (TVCC), whether you make a contribution or not to help the Community Committee maintain complete records.

In addition, this form helps you as Treasurer showing that you're handling the group's money responsibly.

Be sure to include your meeting's day, time, location (city) and registration number (CA ---) on your check so that your donation can be properly credited. If you do not know your registration number, ask your secretary or contact CoDA's World Fellowship office at (602) 227-7991; or PO Box 33577 Phoenix, AZ 85067; or www.coda.org.

Make Community Committee checks payable to "TVCC," regional checks to "SoCalCoDA." And World Fellowship checks to "CoDA."

If you have questions on the amount your group selected as a prudent reserve, or the agreed percentages of distribution, ask your meeting's Group Rep or Secretary, or call for a new Group Conscience.

If you have other questions that your Group Rep, Secretary or Meeting Handbook cannot answer, call The Valleys Community Committee at (818) 379-3300 and leave a message. We will get back to you. We're here to serve you.

You're also welcome to attend any meeting of The Valleys Community Committee. We meet the first Friday of every month at 7:00 PM at the Baha'i Community Center, 4830 Genesta Avenue, Encino.

Thank you for being of service to CoDA

Report of CoDA Funds Collected and Disbursed

For the month of _____

Meeting Day:_____ Time:_____ Location:_____

BEGINNING BALANCE (last month's line E) -----[A]

CONTRIBUTIONS RECEIVED THIS MONTH:

Date: _____ Amount: _____

Total Contributions _____[B]

Total Funds Available (add Lines A and B)-----[C]

EXPENSES PAID THIS MONTH:

Date: _____ Amount: _____

Total Expenses _____[D]

Net Amount (subtract Line D from Line C)-----[E]

Less Prudent Reserve (normally 2-3 month's rent)-----[F]

Funds Available for Disbursement (subtract Line F from Line E)-----[G]

Suggested Disbursement Percentages of Line G

60% T.V.C.C. (The Valleys Community Committee)
P.O. Box 1029-328
Van Nuys, CA 91408 -----\$ _____

30% CoDA World Fellowship
P.O. Box 33577
Phoenix, AZ 85067-3577 -----\$ _____

10% So-Cal CoDA
P.O. Box 175
Orange, CA 92856-6175 -----\$ _____

LITERATURE PERSON (suggested term of office – 6 months)

1. Provide meeting with CoDA literature and display it properly. The CoDA Conference Approved Literature Order Form (including printed materials, chips, medallions, and tapes) is included in this section.
2. Order literature from TVCC Literature Chairperson by attending the monthly TVCC meeting, or by email at literature@codatvcc.org. (All e-mail orders must be picked up at the monthly TVCC meeting.) Orders can also be placed directly from CoDA Resource Publishing (CoRe) through codatvcc.org, or by writing CoRe Publications, P.O. Box 670861, Dallas TX 75367-0861.

TVCC maintains a stock of CoDA materials, which is bought in bulk in order to have materials available to meetings, as well as to pass along the lowest cost possible.

3. As soon as possible make ample copies of the monthly meeting lists and events flyers, which are given to you by the Group Rep. In many meetings the Group Rep will announce upcoming events and then pass those flyers to the Literature Person.
4. Announce to your meeting the availability of CoDA literature and meeting lists, and other pertinent information. (See suggested literature person's report which follows.)
5. Collect and account for all "suggested donations" received for literature.

It is very important to offer literature and other materials for "suggested donation" (we do not "sell" literature, as that would make the group liable for taxes and business licenses). Signs that show the cost of literature should say "suggested donation." This is also true of any books or other Non-CoDA materials

Meetings vary in the manner of handling literature funds. Some meetings have the Literature Person turn over all the funds to the Treasurer and then go thru the treasurer for funds needed to restock the literature supply. Other meetings encourage the Literature Person to maintain their own accounting and approach the meeting's treasurer when additional funds are needed. (Either of these suggested formats should be determined by Group Conscience, as well as the frequency that the Literature Person reports accounting to the meeting.)

6. If your meeting holds a Group Conscience to discuss offering non CoDA approved literature it might be helpful to review the "Policy Regarding Outside Literature" which is included in this section. The same "policy" statement should also be considered regarding the announcement of outside enterprises (workshops, panels, classes, etc.) or exhibiting advertising or promotional materials for them.

Guard against flyers appearing on your literature table that promote personal businesses or profit individuals, as this is in direct conflict with the Twelve Traditions.

7. Copy and display the phone list of the meeting's members, if such a phone list is part of your format. A Group Conscience may be needed to establish or discontinue this practice. Some meetings may wish to include e-mail addresses, again by Group Conscience. In many meetings the typing, copying, and display is the responsibility of the Phone List Person..
8. Make copies of the "Newcomer Packet" (found under its own tab in this handbook) available to newcomers to your meeting.
9. From time to time the Group Rep will give you information on new CoDA materials, ask the Secretary for a Group Conscience regarding buying such items. If the group does not agree to purchase certain items you can inform the fellowship that anyone can purchase any item by either approaching the literature person and placing an order directly, attending the next TVCC meeting and purchasing directly, or by placing an order with CoRe (address and phone number listed previously in this section).

SUGGESTED LITERATURE PERSON'S ANNOUNCEMENT TO GROUP

Hello my name is _____ and I am your literature person.

On our literature table you will find an assortment of CoDA approved literature that will tell you more about codependency, the CoDA twelve-step program of recovery and how to apply the twelve steps to our daily lives.

You will also find CoDA meeting lists and the latest phone list for this meeting.

We have prepared a special Newcomers Packet for those of you who are new to our meeting and we invite you to pick one up before you leave tonight.

We also have flyers for upcoming CoDA events... (announce events).

CoDA literature helps carry the message of the CoDA program and is always free, however, it does cost the group money and we invite you to help us by making a donation at the literature table. Suggested donations are indicated.

(If your meeting, by Group Conscience, [see attached "Policy Regarding Outside Literature at CoDA Meetings"] has decided to display non-CoDA approved materials, the follow statement might be useful):

On a separate table (or section of the table) you will find non-CoDA approved books and materials concerning outside program events.

I thank you for letting me be of service.

POLICY REGARDING OUTSIDE LITERATURE AT CoDA MEETINGS

This policy as approved by the 1990 Fourth International Service Conference of Co-Dependents Anonymous

It is strongly suggested that CoDA groups use CoDA Conference-approved and Board-approved literature. However, if a group by informed group conscience chooses to use outside literature, in order to be an informed group conscience, that group must weigh their decision against the Twelve Traditions to ascertain if a responsible decision has been made. Some points to consider are:

Tradition One: Using CoDA literature supports the growth of CoDA and offers unity and continuity of message.

Tradition Four: Will the decision reached by the group effect neighboring groups or CoDA as a whole? What might be a newcomer's first impression of CoDA based on the literature chosen? What is a group's responsibility to newcomers?

Tradition Five: Is the decision about literature, or for that matter any decision made by the group, in line with CoDA's primary purpose?

Tradition Six: Is the use of outside literature an endorsement of a particular author? By making the work of a particular author the focus of a meeting, is that a CoDA meeting or a book study session?

Tradition Eight: Use of outside literature may border on therapy. CoDA is a self-help group and uses the Twelve Steps and Twelve Traditions as a basis for recovery.

Tradition Ten: Use of copyrighted materials not owned by CoDA may lead to problems in the future and ought to be considered in the decision making process. CoDA will not define co-dependency but will describe it. Does the use of outside literature support a particular definition?

If, after considering the above points, a group chooses to use outside literature, an announcement ought to be made at the beginning and end of each meeting stating that the materials used are not approved or endorsed by CoDA as a whole.

GROUP REP (suggested term of office – 2 years*)

1. Links the individual meeting with the CoDA community as well as providing communication back from the CoDA community.
2. Informs TVCC and CoDA World Fellowship Office when he/she becomes Group Rep and of any changes in meeting time or place during his/her term. (A “Changes in Group Information” form is included in each monthly mailing.)
3. Coordinates with the Secretary to insure that changes in the group service personnel are reported to The Valleys Community Committee (TVCC)
4. Receives a monthly mailing from TVCC containing events flyers and announcements, updated meeting lists, the monthly schedule of events and service opportunities, suggestions to take a Group Conscience on CoDA issues, availability of CoDA approved literature, etc.
5. Delivers specific material in TVCC monthly mailing to designated officers of the group, and/or announces the material to the meeting.
6. Carries the meeting’s Group Conscience to the monthly meeting of TVCC on issues regarding CoDA as a whole or on issues that the group wants heard by TVCC, and represents the group’s interests at TVCC.
7. As a member of TVCC, the Group Rep serves in its development and helps guide its direction, as well as contributes to its efforts to help extend the CoDA message to any who still suffer from codependency.
8. Shares the experience, strength and hope that CoDA service work contributes to one’s recovery. Welcomes others, especially newcomers, to get involved with TVCC, and participate in CoDA’s growth and their own recovery.

* The National Service Conference of 1987 established a suggested term of two years for Group Reps. This encourages continuity in the on-going issues facing The Valleys Community Committee, and aids in maintaining its contact with CoDA groups throughout the country. In addition, the position and responsibilities bestowed on a Group Rep call for a person who has considerable time in CoDA, and a long term commitment to the program.

SUGGESTED GROUP REP'S ANNOUNCEMENT TO GROUP

My name is _____ and I am your Group Rep. It is my responsibility to carry the Group Conscience of this meeting to TVCC and to report back to this meeting on any and all results from TVCC meetings.

I have the following things to report from the last TVCC meeting, held on _____ :
(date)

- Report actions of TVCC, read any announcements which you have received, etc.
- You can also report that you will give the Literature Person any flyers and announcements of CoDA events for display on the literature table.

The next meeting of TVCC is scheduled for Friday the _____
At 7:00 pm at the Baha'i Community Center, 4820 Genesta Ave, Encino
and is open to any member of CoDA who would like to attend.

If anyone has any questions please see me after the meeting.

Thank you for letting me be of service.

THE VALLEYS COMMUNITY COMMITTEE OF Co-DEPENDENTS ANONYMOUS

SUGGESTED WAY TO TAKE A GROUP CONSCIENCE

1. To make a decision as to the Group Conscience on a given subject, someone needs to state the issue in such a way that people can express their conscience for or against. This is called a MOTION.

Example: "I MOVE we declare this to be a non-smoking meeting."

2. In order to be sure the issue is of interest to more than one member the MOTION needs to be SECONDED by another member of the meeting.

Example: "I SECOND the MOTION" (or simply "SECOND").

3. Ask whether there is any discussion on the motion. Announce that people will speak one at a time and only when called upon.
4. When ready to vote, restate the motion that the group is to vote on; this will avoid any confusion as to what everyone is expressing their conscience on.
5. Call for "those in favor," and then, "those opposed."
6. Voting can be done by a voice vote, by a show of hands, by members standing to show their vote or in written form on individual ballots.
7. Finally, announce the outcome, (the Group Conscience) and record it for future reference.*

* Group Conscience recording forms can be found in this section.

Note: For further information, see ONE WAY TO RUN A BUSINESS MEETING to be found in a separate section of this Meeting Handbook.

GROUP CONSCIENCE HISTORY

Meeting Number: CA _____

DATE: _____

Group Conscience:

DATE: _____

Group Conscience:

DATE: _____

Group Conscience:

DATE: _____

Group Conscience:
