

# Service Opportunities

Updated 09/29/18

The MAA/SSA fellowship is growing and service opportunities are available. Filling a service need is a great way to strengthen recovery.

As of October 2018, the following positions available. If you are interested in any of these positions, please contact the webmaster at [Alena1960@live.com](mailto:Alena1960@live.com).

## MAA/SSA Service Board

### Board Positions:

- Chair: Shirley A
- 2nd Chair: Cindy H
- Treasurer: Ugochi
- Secretary: Lorna
- Chair Emeritus: Will be filled by Shirley when a new Chair takes office

### **General Information:**

- Board of MAA/SSA (BoM) meetings occur quarterly and last 45 minutes to an hour
- Additional meetings maybe called in response to needs of the fellowship
- BoM meetings are scheduled according to the availability of BoM members  
Should a member be unable to attend, they need to notify the Chair as soon as they know
- Our length of term is 2 years with the opportunity to serve a maximum of 2 terms.  
We are cautious about the timing of the rotation of positions to ensure that we always have a functioning board. Specific details about desired rotation schedules are under development by committee.

### **Board Position Roles and Responsibilities**

- **Chair**
  1. Lead and oversee BoM meetings.
  2. Follow up on implementation of motions to ensure carry through
  3. Provide oversight on committees and activate actions to handle issues

Details about each responsibility:

1. Lead BoM meetings according to the Rules of Order  
Ensure that meetings run smoothly and stay on task  
Direct committee level work to committee meetings
2. Ensure motions receive follow-up, contacting owners for updates and finding new owners should the need arise  
Should there be a motion that can't be executed, the Chair directs the motion back to the SCB for further discussion
3. Provision of oversight of committees and activating actions to handle issues varies in the work that is needed, as does ensure motions receive follow up.

How much time does it take:

- It depends on the committees, motions, etc.

Can take a few minutes a week up to several hours on occasion.

How does it strengthen your recovery?

- Challenges in leadership and diplomacy teach problem solving and more about my strengths and weakness
- The more challenging the events, the more we can learn!

What has been the biggest challenge and how have you conquered it?

- Releasing my need for anonymity, wanting to be in the background, not in a leadership/decision making position
- And being consistent, proactive and productive.

- **2nd Chair**

- Attend BoM meetings
- Be ready to perform any tasks not specifically assigned to other board members
- Temporarily fill in for any position as needed
- Other duties as assigned.

- **Treasurer**

- Attend BoM meetings and present an overview of the up to date MAA/SSA Accounting spreadsheet
- Set up a PayPal Account and bank account
- Maintain the MAA/SSA Accounting spreadsheet in the MAA/SAA shared area of Google Drive
  - This spreadsheet includes:
    - Contributions received (including the date received, the contributor's information and the date Thank You was sent)
    - Disbursements paid (for example the yearly renewal of our website, domain names, etc.)
- Create a template to be used to thank contributors
  - Send thank you when contributions are received
  - These should be sent within 3 business days of receipt of the contribution. If this presents a hardship, Treasurer notifies the 2nd Chair as soon as possible.

- **Secretary**

- Attend BoM meetings and take notes on the topics discussed during the meeting.
- A recording of the meeting is made available which is helpful because you are able go back and listen to the discussion in case you want to add anything to any notes that you have already taken.
- Type up the minutes and then email the minutes to the rest of the BoM so they can be reviewed by the BoM and approved.
- Once they are approved, the webmaster will add them to the SSA website.
- Personal: I enjoyed being a part of this group of "founders". I felt a great deal of satisfaction after completing the minutes.

- **Chair Emeritus:**

- The goal for this Role is to be a mentor in support of the new Chair and to be available as a resource to the new Chair
- They are not asked to attend meetings but are welcome to do so at their discretion.

## **Additional Service Opportunities that are not part of the board:**

- **Meeting Custodians**

Custodians care for the meeting - it is a Sacred Honor and Responsibility.

- Maintain Group Text information and send a group text 10 to 15 minutes before the call
- Arrive a couple minutes early so no newcomer will ever hear an empty line
- Invite others to lead the meeting, supporting them as needed (i.e., telling them how/where to access the meeting guides, etc.)
- Lead the meeting if no one else steps forward
- Facilitate a supportive space by muting noisy lines and redirecting the conversation back to recovery if needed
- Care for Newcomers
  - Ensure newcomers feel welcome
  - Invite them to sign up for the group text, adding them to the current Group Text list
  - Invite newcomers to share their email address so they can be added to the group email list
  - Send newcomer email information to the webmaster Alena1960@live.com.

- **Step Study Coordinator**

- The Step Study Coordinator finds members to share for 10 to 15 minutes on the step of the month for the Step Study Meeting
- Currently, the Step Study Meeting is the second Saturday of the month
- On the 1st month we review the 1st step, 2nd month the 2nd step, and so on
- The Step Study Coordinator must attend the meeting to announce the speaker
- If no speaker is found, the coordinator provides the service of sharing on the step of the month.

- **Webmaster**

Ensure the MAA/SSA web site is up to date and that we renew our Domain Names in a timely manner.

Duties include:

- Posting new meeting formats and making changes to the web site in response to changes in the fellowship
- Obtaining tech support as needed
- Ensuring website is positioned to best support the fellowship including setting up Google Analytics and maintaining an interface that is easy for members of the fellowship to use.

- **Legal**

We are eager to become a registered 501c3 organization and are looking for volunteers who can provide consulting services including providing advice on legal and/or tax issues

- **Accountant**

As our fellowship continues to grow we will have a need for accounting services.

- **Committees and Committee Leads**

As of Sept 2018, active committees include:

- **Book: Living in the Light**  
Authoring the basic text for MAA/SSA  
Leads: Alena, Cindy, Lorna and Shirley
- **Experiential Exercise Workbook**  
Creation of a workbook of experiential exercises inspired by the book *When Misery is Company* by Anne Katherine  
Leads: Shirley and Suzanne
- **BoM Meeting Services**  
Develop a format for the quarterly BoM meetings including Rules of Order and strategy for rotation of positions  
Leads: TBD
- **501c3 Committee**  
Establish SSA/MAA as a 501c3 organization so we can have our own bank account and eliminate the fees currently charged by PayPal  
Leads: Cindy and Shirley
- **Step Workshop (expected to launch in Jan 2019)**  
Creation of a workshop style approach to the Steps which takes participants through all 12 Steps in 4 sessions  
Leads: Michael and Shirley