

# **The Fellowship Service Manual of Co-Dependents Anonymous**

---



## **Part 5 Structure and General Information Details**

*Copyright (c) 1998  
Co-Dependents Anonymous, Inc.*

*This page intentionally blank*

## Content

Link to Other Parts of the FSM .....	4
Section 01 Introduction.....	5
Purpose of this Manual.....	5
Section 02 Board Overseen Service Functions .....	6
Fellowship Services Workers (FSW) and Independent Contractors .....	6
Section 03 CoDA Standing Committees .....	7
CoDA Events Committee (CEC).....	7
CoDA Literature Committee (CLC).....	8
CoDAteen Committee .....	9
Communications Committee.....	10
Co-NNections® Committee.....	11
Delegate Relations Committee (DRC) .....	12
Finance Committee.....	12
Hospitals and Institutions Committee (H and I).....	13
Issues Mediation Committee (IMC) .....	13
Outreach Committee .....	15
Spanish Outreach Committee (SPO).....	15
Translation Management Committee (TMC).....	16
World Connections Committee (WCC) .....	16
Section 04 Board Liaison to Standing Committees.....	17
Section 05 Quarterly Service Report Guidelines.....	18

## Link to Other Parts of the FSM

Below are links to the other 4 parts of the Fellowship Services Manual (FSM). Suggested uses are as follows:

- Part 1 is intended for all members of CoDA, particularly those who intend to do service work
- Part 2 is the Meeting Handbook and is intended for those wanting to start or help run a meeting. It is recommended that all meetings should have a copy of this part.
- Part 3 is intended for use by those currently or considering doing service at the levels between meetings and CoDA World. It is intended to be particularly helpful in establishing these service levels.
- Part 4 is intended for use by those currently or considering doing service at the CoDA World level. It is strongly recommended for all those who will be attending a CoDA Service Conference (CSC).

### Links:

[FSM Part 1 - Structure and General Information](#)

[FSM Part 2 - Meeting Handbook](#)

[FSM Part 3 - Guidelines for Intermediate Service Levels](#)

[FSM Part 4 - Service Conference Procedures](#)

[CoDATeen Handbook](#)

[FSM Glossary](#)

[CoDA Acronymns](#)

[FSM Combined File](#)

## **Section 01 Introduction**

### **Purpose of this Manual**

The purpose of this document is to provide a more detailed description of our service structure and other general information that was addressed in Part 1, Structure and General Information Summary.

## **Section 02 Board Overseen Service Functions**

### **Fellowship Services Workers (FSW) and Independent Contractors**

Tradition Eight discusses employing special workers. There are two types of special workers that CoDA utilizes, both of which are independent contractors. FSW are CoDA members that provide services while CoDA utilizes independent contractors who may or may not be CoDA members for professional services such as legal, accountants, etc.

Fellowship Services workers are CoDA members, who provide support services to assist the work of the Committees and the Board on behalf of the Fellowship. The CoDA Board of Trustees is responsible for the execution and oversight of these services. These can include, but not limited to: clerical, communications and website duties.

For additional information for FSW duties, see Board policies and procedures.

## Section 03 CoDA Standing Committees

Effective October 15, 2018, the suggested guidelines for a World Level Committee is as follows:

1. Has a minimum of 3 active members.
2. Creates/updates, within a year from CSC, a Policy and Procedures Manual that specifies the Committee's mission statement and its goals.
3. Posts, in an area accessible to the Fellowship, the committee's Policy and Procedures Manual, which includes its mission statement and goals and, when possible, the Conference motion(s) that created the committee.
4. At minimum, conducts meetings every other month.
5. Posts, to an area accessible to the Fellowship, the approved and corrected minutes of the committee's regularly scheduled business meetings.

The following guidelines were established for removal of a member from a World Standing Committee or the Board of Trustees, by the members of said committee, through the committee's group conscience process after they have attempted to make use of the Dealing with Disagreements Document in the Fellowship Service Manual:

Grounds for removal of a World Standing Committee member:

If a World Standing Committee member's behavior is in conflict with any one (1) of the following, it may be cause for removal:

- The member fails to participate in committee work for six (6) consecutive months.
- The member's behavior is regularly and consistently in conflict with any of the Twelve Traditions of Codependents Anonymous.
- The member's behavior is regularly and consistently in conflict with the policies and procedures of the committee.

When the group conscience (GC) decides for removal, the GC is valid immediately if:

- The committee's agenda contains the GC as an agenda item
- The agenda is emailed ten (10) days prior to the meeting
- The chair, or the chair's designee as selected by a group conscience, shall notify the member of their removal and the reasons for that removal within three (3) days from the meeting in which the removal occurred.
- A removed member may file a dispute resolution request with the Issues and Mediation Committee.

Effective with the conclusion of the 2019 CSC, a person can no longer simultaneously hold the position of Chair of a standing or Ad hoc committee and be a Delegate for a Voting Entity at the CoDA Service Conference. No chair of a standing committee may serve as a full member on another standing committee.

### CoDA Events Committee (CEC)

#### Committee History

A motion was brought and passed in 2009 by the Fellowship to merge the "CSC" - CoDA Service Conference (business meeting) and the "convention" (workshops & speaker meetings), beginning in 2010. This would benefit the CoDA Fellowship by:

- 1) exposing the Fellowship to CoDA World Service and opportunities to do service work beyond their local communities
- 2) giving CoDA Delegates, Board Members, and Committee Members the ability to attend both events during the same week; saving time and expense, and
- 3) allowing CoDA to consistently bring workshops and speaker meetings to a new CoDA community each year; helping those who are still suffering from co-dependence. To find out how to participate, please contact [events@codas.org](mailto:events@codas.org).

Motion 18018 was passed in 2018 to have CSC/ICC run consecutively rather than concurrently, extending total time for CSC (or Pre- CSC meeting) up to 4 days, instead of 3.5 days. This motion will supersede Motion 08021 which merged CSC/ICC to run simultaneously.

### **Committee Responsibilities**

CoDA Events Committee has a variety of duties revolving around the organization and management of the annual CoDA Service Conference (business meeting) and the International CoDA Convention (workshops and speaker meetings), also known as the CSC and ICC, respectfully. In conjunction with the CoDA Board, CoDA Events Committee recommends the date, location, and hotel. The CoDA Service Conference (CSC) and International CoDA Convention (ICC) is announced two years in advance.

The CoDA Events Committee organizes financially self-supporting CoDA events, virtual or face to face, separate from the CoDA Service Conference (CSC) and International CoDA Convention (ICC) in coordination with local CoDA communities when possible.

CoDA Treasurer will establish a separate account on behalf of the Events Committee to track the funds designated for this purpose. CoDA Treasurer will maintain a spreadsheet tracking income and expenses and share it on a quarterly basis with CoDA Board, Finance, and Events, and Quarterly Service Report and Events will report at CSC."

### **Committee Duties**

- Send announcements to Fellowship communities to create interest in hosting the CoDA Service Conference (CSC) and International CoDA Convention (ICC) in their community.
- Accept and review all host applications. Bids may be submitted 4 years prior to scheduled CSC/ICC and no later than 2 years prior to CSC/ICC.
- Recommend the date, place and hotel in conjunction with the CoDA Board for CSC/ICC. The date and location, avoiding major federal holidays and religious holidays, will be announced two years in advance.
- Organize and manage all activities necessary for successful event, including: secure hotel, secure facilitator, select speakers and workshop facilitators, manage and report registration, create and distribute agenda and program, oversee meeting room setups, oversee food and beverage, address attendees issues and needs, copy and distribute revised motions, reports, budgets and other materials during business meeting, secure taper to record workshops and speakers, secure necessary equipment, review all invoices for accuracy, and facilitate board elections.
- Conduct and report survey findings to improve future events.
- Collaborate with the Hosting CoDA Community.
- Ensure Hosting CoDA Community understands and receives its Host Grants.
- Maintain CoDA Events Committee Policies and Procedures Manual and other CoDA Events Committee planning guidelines e.g. forms, tools, key documents and procedures to ensure continuity.

## **CoDA Literature Committee (CLC)**

The CoDA Literature Committee's (CLC) function is to create and facilitate the development of new literature and service items written by and for the Fellowship of Co-Dependents Anonymous. CLC updates and edits existing pieces as endorsed by CSC. CLC also proofreads items before CoRe publishes or reprints them. The CLC encourages members and groups to contribute ideas and written material for consideration.

Writing for CoDA is a wonderful way to "carry the message," as expressed in Step Twelve. The CLC welcomes participation from CoDA members. We invite submissions from individuals and from groups.

For information on current projects, to find out how to participate, and to offer suggestions for new or existing literature, please contact: CLC at lit@coda.org, or:

**CoDA Literature Committee**  
**P.O. Box 33577, Phoenix, AZ 85067**

The CLC requires writers to sign an Assignment of Copyright form (available on the CoDA website, www.coda.org), which gives CoDA the legal right to edit, adapt, publish, and sell contributions as CoDA literature. This is part of the group conscience process as expressed through the CoDA Literature Committee. The final product becomes the property of the Fellowship, not of any individual author. Submitting authors remain anonymous. After the piece goes through the CLC's group conscience process, a final literature draft is made available to CoDA Delegates, Trustees, etc. for review and endorsement at the annual CoDA Service Conference.

We pledge to review and respectfully consider material submitted by the Fellowship to the CLC for release as CoDA Conference Endorsed literature. We pledge to maintain communication and cooperation between the CLC and all CoDA committees, boards, organizations, and the Fellowship. We pledge that this process will be carried out in a timely and prudent manner.

## **CoDAteen Committee**

The CoDAteen Committee was approved as a Coda World Committee during CSC 2022. The CoDAteen committee was created to address and make recommendations for the structure of CoDAteen, revise/update CoDAteen literature, and develop resources available to keep CoDAteen meetings age appropriate and safe for all, and to reach out to teenagers from around the world by offering meetings where they can share their experience, strength and hope. We use the services of interpreters and translators to allow an English speaking and a Spanish speaking workgroup to collaborate and work together to reach the still suffering codependent teenagers worldwide.

A CoDAteen meeting is a group of two or more young people (usually ages 13 to 18) who come together around their shared desire for healthy and loving relationships. CoDAteen meetings are sponsored by an individual CoDA group, Intergroup, Region or Voting Entity.

### **CoDA's Minimum Behavioral and Safety Requirements for CoDAteen**

To ensure the safety of CoDAteen members, at the recommendation of the CoDA Board of Trustees and the CoDAteen Committee, all CoDA members who work with CoDAteens are required to be sponsored and approved by an adult CoDA group, intergroup, region, or voting entity and meet the qualifications listed below.

Through group conscience, a sponsoring group is required to adopt a process to approve adult hosts/sponsors who work with CoDAteen members and register with CoDA World. The approval process must meet the minimum requirements listed below.

1. Every adult CoDA member or host/sponsor involved with CoDAteen service must:

- \* Be a CoDA member regularly attending CoDA meetings who has a sponsor and is working the Twelve Steps and Twelve Traditions according to the CoDA program of recovery.
- \* Be at least 25 years old with a minimum of 3 years of recovery in CoDA and have participated in CoDA service work.
- \* Not have been convicted of a felony.
- \* Not have been charged with any form of child abuse.
- \* Not have been charged or demonstrated any inappropriate sexual behavior or be named on any sex offender's list.
- \* Demonstrate emotional stability and sobriety.
- \* Remain free from mind altering substances during meetings and service work.
- \* Not have demonstrated violent tendencies or coercive abuse that could harm a CoDAteen member.

2. There must be two CoDA sponsors/hosts at every CoDAteen meeting, but if this is not possible, one adult sponsor/host who is certified and sponsored by a CoDA group and meets all other requirements may be acceptable.

3. The group requirements must prohibit overt or covert sexual interaction between any adult and CoDAteen member.
4. The group requirements must prohibit conduct contrary to applicable laws. Research your local area for requirements according to the law.
5. The group requirements must contain procedures which include parental permission and medical care for the teen to participate when necessary. In some circumstances, it might be possible to accept a referral from a counselor, teacher, or doctor. (See sample Parental Permission Letter in Section 5- Service Forms in the CoDAteen Handbook)
6. Adopt a process for training adult sponsors/hosts using recommendations and resources from CoDAteen at CoDA World.
7. Adopt a process for addressing problem behaviors within the group, using recommendations and resources from CoDAteen at CoDA World.

**Other points for groups to think about or consider:**

1. Requiring two CoDA sponsors/hosts at every CoDAteen meeting.
2. Having background checks, many areas require this by law to work with minors.
3. Deciding on age ranges for your group. In general, CoDAteen is for “teens” ages 13 to 18 however there may be younger children who are ready for CoDAteen who can participate safely in a sharing and learning experience. Each group may decide through group conscience on an acceptable age range, or they may decide to divide their meetings based on the age range. It is encouraged that older teens begin attending CoDA adult meetings while attending CoDAteen to have a smooth transition or they may form a “young adult” CoDA group.
4. Connecting CoDAteen conferences or conventions with CoDA Intergroups, Regions or Voting Entities.
5. Hosting a CoDAteen meeting that meets at the same time and place as the sponsoring CoDA meeting or group.
6. Be conscious about diversity.
7. Avoiding one-on-one interactions.
8. Always having an appropriate ratio of adults to CoDAteen members.
9. Ways CoDAteen members can be transported to and from events.
10. Organizing informational and awareness activities i.e., inviting CoDA speakers, setting up workshops, and/or information booths etc. about codependency for teens, adult hosts/sponsors and/or the community.
11. Having local legal counsel review the group requirements for working with minors

The coda.org website has many resources and free downloads to help, including [CoDAteen Meeting Handbook](#) found on the CoDAteen webpage at [coda.org](http://coda.org).

## Communications Committee

**Background:** A Communications Task Force was created at the 2007 CoDA Service Conference (CSC) to address the goal of improving communication within CoDA, both up and down the inverted pyramid. The following year was spent in recruiting people to participate in the effort and in gathering specific issues to be addressed. Starting in early 2009, the task force members began to have regular conference calls and work began in earnest on several of the identified issues. As a result of this work, the 2009 CSC voted to make the Communications Task Force a standing committee to continue to address identified communication issues as they surface.

**Description of committee responsibilities:**

The Communications Committee (Comm) aids the Fellowship through the Fellowship Forum, email, and phone. Email and calls come into the committee through [info@coda.org](mailto:info@coda.org) and the 888 phone line (888.444.2359). Comm provides meeting information, assists members with their search for sponsors, and information to those wishing to start a meeting.

In addition to attending to the responsibilities listed above, the Communications Committee provides administrative support to the CoDA Email Team and the CoDA Phone Team, such as communications with the

Board or CoDA Fellowship Service Workers (FSW), reporting to the Fellowship quarterly through the Quarterly Service Report (QSR), and annually at the CoDA Service Conference (CSC) and other matters helpful to their purpose.

### **CoDA Email Team (CET):**

CET is a group of actively recovering codependents that serve as the 'customer service' branch of CoDA. We are fulfilling Step 12 through email rotation service work.

Our service work involves educating people about the CoDA Fellowship and connecting codependents with meetings worldwide. We provide information about face-to-face (f2f), phone and online CoDA meetings. We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH). When appropriate, we refer others to specific CoDA Committees.

CET assists in updating domestic, regional, and international contact information and meeting lists by forwarding information to the appropriate Fellowship Service Worker. Where we can, we connect different people in the same region who want to start meetings. One of our goals is to be proactive in reaching out to and connecting with other codependents.

Most of CET's service work takes place online through email; therefore, CET members ought to have an affinity and ability to communicate effectively over email. People interested in serving on the team should have at least one year of active CoDA recovery.

### **CoDA Phone Team (Cphone):**

Cphone is a group of actively recovering codependents that are available to speak by phone with anyone wondering what CoDA meetings are like or to answer other questions that are not addressed on the recorded menu that is heard when the CoDA phone number is called.

We provide information about face-to-face (f2f), phone and online CoDA meetings. We answer both general and specific questions about CoDA, and share our experience, strength, and hope (ESH). Cphone assists in updating domestic, regional, and international contact information and meeting lists by forwarding information to the appropriate Fellowship service worker. Where we can, we connect different people in the same region who want to start meetings.

One of our goals is to be proactive in reaching out to and connecting with other codependents. We refer others to specific CoDA Committees when they miss that reference on the recorded menu. The basic idea is to briefly answer whatever question the person is asking. We are not a counseling or crisis hotline nor can we refer them to one, so we indicate that to the caller. But we still try to be warm and communicative about CoDA as a resource for people desiring healthy and loving relationships.

Calls to Cphone volunteers are automatically forwarded to those "on-call" at the time of the call or go to a message recording system. These recordings are then accessed by the next person on-call and the call is returned. People serving on Cphone should have at least one year of active CoDA recovery.

## **Co-NNections® Committee**

The Co-NNections Committee publishes Fellowship recovery stories. The committee's belief is that publishing the submissions shared by CoDA members will enhance the recovery of contributors and viewers alike. The Co-NNections Committee's goal is to provide a weekly Reading and an on-line Meeting in Print for CoDA members to share their thoughts about their recovery journey. Committee members do this by publishing Co-NNections®, collection of original writing, graphic art, audio and video-based submissions sent in by members of the CoDA Fellowship.

## Delegate Relations Committee (DRC)

### Background & Remarks:

The Delegate Relations Task Force was created at the CoDA Service Conference 2022. Since the conference, we have held monthly meetings, and created a Mission Statement and now a Motion to become a committee.

### Mission:

We will offer current delegates instruction and guidance in their responsibilities at the annual CoDA Service Conference (CSC) and within their Voting Entities. We will help educate delegates in the structure of World Service Committees and the work they perform, and in their role as a communication conduit between World Service Committees, Intergroups and Voting Entities.

### Tasks and Responsibilities of the Committee may include:

- Create guidelines for delegates to aid in effective participation with the Intergroups and Voting Entities they represent
- Help past and current delegates become familiar with World Service Committees and the role they each play in CoDA
- Design and implement opportunities for interpersonal connection among current and past delegates
- Encourage communication between delegates and World Service Committees
- Plan and lead Delegate Relations Committee Gathering at annual CoDA Service Conference
- Assist the Events Committee with future CoDA Service Conference (CSC) / International CoDA Convention (ICC) site locations
- Develop and maintain a complete and accurate Policies & Procedures Manual
- Oversee Delegate Relations Committee compliance for all Fellowship Service Manual Committee requirements
- Coordinate with CoDA Literature Committee to create a delegate relations pamphlet (service item)

## Finance Committee

The CoDA Finance Committee works with the CoDA Treasurer and Board to provide financial oversight, analysis, and advice to the Fellowship of CoDA with respect to:

- Prudent budgeting and investing
- Financial stability
- Monetary resources of the CoDA Fellowship.

### Finance Committee Responsibilities:

- Calculate and report our prudent reserve to the Fellowship at the annual Service Conference. We may report it at other times of year if needed.
- Annually review proposed budgets submitted by committees, boards, & Fellowship Services. The committee considers whether or not CoDA's income supports the budget requests and allows for our prudent reserve\* while integrating the requests into one overall budget.
- Provide input to the CSC related to the financial implications of proposals under discussion and suggest options, as prudence requires.
- The Finance Committee makes the motion to approve the overall budget to voting members at CSC.
- Apprise the CoDA Board and Fellowship of changing financial circumstances, which might require budgetary adjustments between CoDA Service Conferences.
- Review expense reports submitted by committee & board members for adherence to CoDA's Expense Reimbursement Policy.
- Review CoDA's investments for adherence to Conference approved policy.
- Review the Expense Reimbursement Policies and Procedures, and propose amendments when needed.

\* Prudent reserve equals \$250,000 or equal to half of the total actual operational expenses for the previous two calendar years, whichever is greater.

## Hospitals and Institutions Committee (H and I)

### Committee Purpose:

The purpose of the Hospital and Institutions Committee (H&I) is to carry the message of CoDA to codependents and the professionals who serve them in medical, penal, educational, and social services institutions. This includes hospitals, prisons, jails, rehabilitation centers, shelters, schools, and the libraries that serve these institutions. It is this committee's goal to act as a resource supporting trusted servants in local meetings, intergroups, Voting Entities, etc. while carrying the message of Co-Dependents Anonymous.

### Goals and Duties of the H&I Committee:

1. Respond to inmates and professionals via email or US mail requesting literature & sponsorship:
  - We respond to direct correspondence: providing information, resources and literature.
  - We track and document contact and literature requests, striving to provide prompt and helpful information.
2. Reach out to H&I delegates, Intergroups, Voting Entities and individual group members to share best practices regarding H&I outreach:
  - We encourage the creation of H&I service positions at Intergroup, VE or group levels
  - We communicate to these H&I contacts in order to reach the larger Fellowship
  - We strive to develop awareness within the Fellowship for the needs of the codependents who still suffer confined to institutions.
3. Coordinate outreach programs within the Fellowship to hospitals and institutions:
  - We continue to provide CoDA literature and books to codependents confined to institutions.
  - We promote the knowledge of our programs to those in the Fellowship as well as information on how groups or individuals can make donations to the program.
  - We continue our ongoing and growing support to hospitals and institutions. We support members who wish to start meetings at hospitals and institutions and assist in providing service and tools of the program such as literature, speaker lists, workshops, correspondence, sponsorship information or donations.

## Issues Mediation Committee (IMC)

The Service Conference elects members of the Issues Mediation Committee (IMC) according to guidelines established by the Conference. To be eligible to serve on the IMC, a candidate shall be a current or past Voting Entity Delegate or Alternate.

- New applicants shall be present at CSC to be elected.
- A Current IMC member may be re-elected even if they are not attending the Conference by expressing an interest to continue service by written communication to the Conference, submitted by another IMC member and/or other trusted servant.
- In between CSC, if it becomes necessary to increase IMC members due to resignations, leave of absence, death or any other reason deemed necessary by IMC, IMC will present vetted nominee(s) to the board for approval of additional IMC members through the board motion process.

All eligible members should either have an in-depth knowledge of, or share a strong willingness to learn, CoDA's FSM principles, guidelines and Bylaws.

### IMC Mission:

The Issues Mediation Committee facilitates dispute mediation for Voting Entities, Intergroups, and other CoDA entities as needed. Decisions at all levels of CoDA are made with the guidance of our Higher Power as expressed through the group conscience. As stated in Tradition One: "Our common welfare should come first. Personal recovery depends upon CoDA Unity." and Tradition Two: "For our group purpose there is but one ultimate authority—a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern." Thus, as with all our recovery, group conscience is about putting aside the "self" and

looking to Higher Power for guidance.

In addition, the Issues Mediation Committee:

- Through the group conscience process, will handle requests to recognize Voting Entity delegate's election process.
- Handles requests from Voting Entities to divide into two or more entities.
- Tracks and reports the status of Voting Entity Motions.
- Processes and qualifies Voting Entity Delegate Grants applications.
- Informs and awards the Voting Entity (VE) Delegate Grant recipients.

We also have the additional sections to guide us in the mediation process. (Please see Part 1 of the FSM, CoDA Structure and General Information Summary “The Twelve Service Concepts” and “The Disagreement, Mediation and Resolution in our Group Conscience Process”.)

### **Mediation Procedures:**

- Since CoDA operates as an inverted pyramid in its structure, the IMC should only be consulted after an attempt has been made to resolve the issue on a one-to-one level; through a group conscience at the local, home-group level; Intergroup; and VE levels (refer to “The Disagreement, Mediation and Resolution Process” within the “Group Conscious Process” in Part 1 of the FSM, CoDA Structure and General Information.)
- If a conflict arises at the CoDA World Fellowship level, it is essential that all disputing parties follow “The Disagreement, Mediation and Resolution Process.” Once the dispute reaches the IMC level: A Committee member or a Board member may submit their request for assistance to the IMC to mediate the conflict within a Committee or within the Board if irresolvable, The Board and/or trusted Servant, and/or Committee may submit their request for assistance to the IMC to mediate the conflict if they cannot resolve the conflict between each other, the Committee chair or Board liaison may submit a request to the IMC for assistance in resolution of the conflict if conflict arises between a Board Liaison and a committee, The IMC may give advice to the CoDA Board for conflict resolution if a Board Liaison and a Committee cannot successfully resolve their conflict. This is recommended because the IMC represents an impartial perspective on the conflict, and may provide the Board with a clear understanding of the issues involved. If a new Board Liaison is necessary, a mutually agreed upon liaison should be chosen. This change will be reported in the subsequent Quarterly Service Report,
- If any conflict remains, the IMC may consider other options as outlined in the “Disagreement, Mediation and Resolution Process” in the FSM. This may include bringing a dispute to either the Board or CSC when irresolvable; advising the Board or CSC of dispute issues and IMC's recommendations, etc.

### **Voting Entity Division Process:**

The Bylaws (Section 2) authorizes a VE to sub-divide; explains the logic and assigns IMC to oversee and approve the division. It also gives some guidance for the VE and IMC. After the division, both VEs will have two delegates. The Process of Dividing a VE may arise for any of many reasons.

The IMC recommends the following issues and process be considered.

1. Make sure a division will solve some problem or issue with representation of the membership.
2. Consider geographical boundaries.
3. Consider division by Language.
4. Consider city, county, parish, and state boundaries.
5. The division should be agreed upon by both new VE's.
6. All meetings from the current VE should be included in one of the new VE's.

Please contact the IMC @ [imc@coda.org](mailto:imc@coda.org) for an application, VE division requirements and deadline for submission.

### **Authorization Process for the Development and Structure of a Voting Entity:**

CoDA's Bylaws (Article IV Section 2) states that the Issues Mediation Committee will handle requests for CoDA to recognize Voting Entities through the group conscience process and service boards. In fulfilling this responsibility, the IMC has created a set of suggested guidelines for the development and structure of Intergroups and Voting Entities.

A Voting Entity Liaison (VEL) is elected by the Issues Mediation Committee to focus on this responsibility. The awarding of Delegate Grants to eligible Voting Entities will be the responsibility of the Issues Mediations Committee. For further information contact the Voting Entity Liaison at [imcvel@codas.org](mailto:imcvel@codas.org) or contact IMC at [imc@codas.org](mailto:imc@codas.org).

## Outreach Committee

### Committee Purpose:

The CoDA Outreach Committee (Outreach) is a group of actively recovering codependents whose focus is on carrying the message to codependents who still suffer. We provide information to members and groups who seek to reach out to codependents outside of CoDA, focusing on attraction, not promotion. We also facilitate the sharing of information within CoDA, providing guidelines, templates and examples of Outreach activities. Outreach projects are created by committee members or received from Fellowship members. The projects are vetted through a process that carefully considers traditions, experience, strength and hope. Outreach provides developed information for Fellowship members, local groups, intergroups, world organizations and Voting Entities in their efforts to carry the message. This committee works in conjunction with other CoDA committees that engage in other outreach activities.

### Goals and Duties:

#### 1. Meetings

- The Outreach committee meets monthly via teleconferences.
- Members are expected to attend most meetings and can choose to facilitate projects.

#### 2. Outreach Committee Projects

- We support Outreach projects both from members of the committee and others in the Fellowship.
- We employ a process for which formal Outreach Committee projects are proposed to the committee, carefully vetting the proposed projects through traditions and experience.
- We suggest possible outcomes of projects, such as how to share their project with CoDA members.

#### 3. Information on Outreach Activities

- We serve as a conduit for the sharing of outreach activities, enabling the experiences of CoDA members to be utilized by the Fellowship.
- We develop and maintain a clearinghouse of possible ways that members can carry the message.
- We provide online and written materials, such as guidelines, templates, examples, etc.

#### 4. Awareness

- We hope to encourage the awareness of CoDA to those who may not know of the benefits of CoDA.
- We hope to develop an awareness of the importance of CoDA outreach activities within the Fellowship.
- We strive to mutually support and communicate with those that do CoDA outreach activities worldwide in the spirit of inclusiveness and accessibility to all.

#### 5. Assessment

- We consider the ongoing needs of the Fellowship members pertaining to carrying the message.
- We assess the needs of the Fellowship for areas of new Outreach Committee projects.
- We support the development of new areas of outreach, providing guidance on the process to those who do outreach service.
- We reflect on our committee procedures, doing a regular inventory on our Twelfth Step work.

## Spanish Outreach Committee (SPO)

Spanish Outreach (SPO) was first established as a subcommittee of Outreach in 2003, and it became a Standing CoDA Committee at the 2011 CSC.

Spanish Outreach receives emails from many parts of the World. We provide assistance to start, and register new meetings, answer questions regarding availability of Spanish literature, and how it can be obtained, translate for other CoDA Committees, the Webmaster, and the Fellowship Service Worker (FSW). Some of the Spanish Outreach

members are volunteers to answer the Spanish phone line, and others are in charge of moderating the Spanish announcement list. ([espanol@codaa.org](mailto:espanol@codaa.org)).

Spanish Outreach shall be the CoDA Committee that edits and cross checks Spanish translated CoDA literature for grammatical consistency with Standard Spanish, from the Spanish CoDA webpages to the printed page and on to digital versions of Spanish language CoDA materials.

Spanish Outreach posts information and maintains the Spanish side of the CoDA website, according to the CoDA program principles embodied in the Twelfth Step as well as the Fifth Tradition.

## Translation Management Committee (TMC)

[Committee dissolved after an approved motion at 2022 CSC. Translation Management tasks now handled by a Fellowship Service Worker/Translation Management Coordinator.] For any Translation Management questions, please refer to the Translation Management [webpage on codaa.org](http://webpage.on.codaa.org) or email [tmc@codaa.org](mailto:tmc@codaa.org).

## World Connections Committee (WCC)

This committee was created at 2014 CSC and renamed to the WCC at the 2015 CSC.

**Purpose:** The World Connections Committee (WCC) focus is to:

- Connect with worldwide groups and members to collaborate by broadening the “experience, strength and hope” between worldwide voting entities, Co-Dependents Anonymous World (CoDA) and the rest of the Fellowship.
- Collaborate with groups and members to exchange information and expertise with voting entities, as well as the CoDA Board and committees.
- Act as a bridge and conduit of information for new voting entities, intergroups or individual meetings who desire a connection with CoDA World.
- Collaborate, disseminate and gain information concerning the Fellowship needs and pass pertinent information on to appropriate sources.

**Duties and Responsibilities:**

- Membership consists of one member and one alternate member per country/voting entity with observers welcome.
- Committee members hold regular business meetings using teleconference services and exchange emails to facilitate communication and support of members doing service work.
- Members participate within the committee to facilitate the growth and development of CoDA worldwide.

**Goals:**

- Maintain and increase contact information with worldwide voting entities as well as areas where there is no formal CoDA structure.
- Support other countries/voting entities in CoDA development and growth and encourage forming Intergroups and Voting Entities thereby increasing participation and representation at the CoDA World level.
- Provide information and awareness concerning CoDA Board of Trustees, CoRe (literature and publishing), standing committees and service structure, as well as increased familiarity with the Fellowship Services Manual, Service Concepts and website navigation.
- Share information on topics and interact with members.
- Increase awareness of cultural and language similarities and differences throughout CoDA to assist in reaching out to the rest of the Fellowship.
- Utilize information from country/voting entity reports, and email comments to identify needs which are prioritized by group conscience.

## Section 04 Board Liaison to Standing Committees

### **Description:**

The Board assigns a member to serve as liaison to each standing committee as well as other CoDA service entities such as Ad hoc committees or Task Forces. The liaison provides a communication link between the Board and the committee or service entity. The Board may also assign a backup liaison. A backup liaison provides the liaison services when the primary liaison is not available.

### **Responsibilities:**

1. Liaisons communicate pertinent information to their assigned committee, including: dates of Board meetings, CoDA Quarterly Service Report (QSR) publication deadlines, and any information related to the committee's goals or commitments to the Fellowship.
2. Liaisons may serve in a consulting capacity between committees, such as discussions between the Translation Management Committee and the Literature committee related to CoDA Conference Endorsed Literature. Liaisons communicate changes in CoDA's overall financial status to committee chairs as soon as possible in order to allow for any expenditure adjustments.
3. Liaisons communicate with committees when there are legal issues that impact the committee's work.
4. Liaisons provide guidance in adherence to the Twelve Traditions, and Twelve Service Concepts in all activities. Liaisons may provide support when asked in preparation for the annual CoDA Service Conference.
5. Liaisons may be asked to attend a committee's face to face meeting to serve in a consulting capacity. Liaisons may be invited to attend regular committee conference calls and asked to join the committee's email alias.
6. Liaisons bring any committee concerns to the Board before or at each scheduled Board meeting.
7. Liaisons review committee reports prior to submission to the QSR Liaison and editor for publication in the QSR. Liaisons may suggest changes to any report.

## **Section 05 Quarterly Service Report Guidelines**

- The QSR board liaison will send out a reminder email no later than the last day of the quarter (March 31, June 30, Sept 30, Dec 31). The report is due by the 15<sup>th</sup> of the following month.
- All QSR submissions are made through the appropriate board liaison, i.e.: The Finance committee report is submitted through the Finance Committee Board liaison. The QSR liaison is also copied on all submissions to ensure receipt in case the committee liaison is unavailable at the time.
- All submissions to the QSR editor are made through the QSR Board liaison.
- There are no additions, deletions or content changes to a committee's report by the editor without discussion and agreement with the committee first.
- The final draft of the QSR is made available for review by all Board members, and must be reviewed by at least two members.
- No content changes will be made after final approval by the Board. Punctuation, grammar, and spelling corrections may be made when needed without approval.
- No changes may be made to a committee's QSR submission without discussion with the committee.
- No content changes may be made without mutual agreement unless there is a legal issue involved.