

NYCMA Service Positions

From the NYCMA Service Manual

Chairperson

- Preside over each monthly Intergroup meeting following Robert's Rules of Order, Revised
- Act as the ex-officio member without vote on all committees
- Voting Member: only to break a tie

Guidance

- Black binder contains all of the information needed to run the meeting
- If planning to be absent, provide binder to Vice Chairperson
- Be familiar with Robert's Rules of Order, Revised manual
- Monthly bank statement should be received from Treasurer and file
- Should attend NYCMA events

Vice Chairperson

- If Chairperson is absent or disabled, Vice Chairperson shall perform all duties of the Chairperson.
- When so acting, Vice Chairperson shall have all the powers of and be subject to all restrictions of the Chairperson
- Vice Chairperson shall have such other powers and perform such other duties as the Bylaws may prescribe.
- Voting Member: Yes, when not presiding over meeting as Chairperson

Guidance

- Responsible for overseeing NYCMA anniversary meeting
- In charge of keeping supplies and coin/chip inventory for anniversary meeting
- Acts as treasurer for anniversary meeting
- Selects the service positions for that meeting

Secretary

- Take roll call at each Intergroup meeting and report as to whether a quorum exists
- Record minute of each Intergroup meeting and maintain records of each meeting.
- Tabulate votes on motions made at Intergroup meetings.
- Distribute (via email) meeting notes to officers and GSR's after each Intergroup meeting.
- Deliver report on "old business" at each Intergroup meeting.
- If Chairperson and Vice Chairperson are both either absent or disabled, the Secretary shall perform all the duties of the Chairperson. When so acting, the Secretary shall have all powers of and be subject to all restrictions on the Chairperson.
- Voting Member: Yes

Guidance

- Minutes should be taken at every meeting and provided to all NYCMA voting members, and chair for via email for review before the next meeting.
- Once approved, the minutes should be emailed to webmaster@nycma.org to be posted online

Structure and Finance Chair

- Prepare special projects or analyses as requested by the groups, related to overall structure and financial business of Intergroup.
- Form committees as necessary to perform this responsibility.
- Voting Member: Yes

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Guidance

- This manual should be updated as needed; bylaws should only be changed when absolutely necessary
- If Bylaws are changed, a copy must be provided to the State and posted on the NYCMA website
- Monthly bank statement should be received from Treasurer
- Is in charge of reviewing treasurer's report and bank statements for accuracy

Treasurer

- Maintain Intergroup bank Account(s)
- Receive and deposit funds from individual CMA groups and NYCMA committees (or subcommittees)
- Distribute funds to pay approved expenses.
- Consult with Intergroup officers to develop annual budget and submit for approval.
- Prepare month Treasure's Report showing income, disbursements, balance and reserve fund.
- In accordance with Federal and State requirements, file annual tax return by May April 15th to maintain 501(c) 3 nonprofit status.
- Retrieve and distribute mail from Intergroup post office box
- Voting Member: Yes

Guidance:

- 3 signatories needed on account (NYCMA Chair, Board President and Treasurer)
- 2 signatures are need on checks >\$
- Annual taxes must be filed on a yearly bases
 - Contact information for accountant –
 - TBD
- Copies of taxes should be provided to the NYCMA Chair and Board President for filing
- PO Box should be checked monthly
- Provide monthly bank statement to Chairperson & Structure and Finance Chair

Public Information and Outreach (PI&O) Chairperson

- Maintain Intergroup phone line and mailbox and field inquires as appropriate.
- Coordinate participation in community service events.
- Attend or coordinate Intergroup participation at ad hoc special events.
- Voting Member: Yes

Guidance:

- NYCMA website email
- Access can be provided by requesting through webmaster@nycma.org
- Noam is the current webmaster
- All website change requests should be approved by this position

Public Information Officer

- Handle inquiries about CMA and Intergroup from media, directly or by referring other Intergroup members.
- Voting Member: Yes

Guidance

- Access to NYCMA email and hotline accounts can be obtained from:
- Support PI&O chair as needed

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- In charge of public information outreach (i.e., tables at events, advertising)

Hospital and Institutions (H&I) Chairperson

- Coordinate activities related to H&I meetings.
- Contact institutions and maintain a list of available institution meeting needing service, training & other information and suggestions.
- Prepare and maintain an H&I information packet to be provided to individual meetings
- Assist meeting-specific H&I chairperson as needed.
- Voting Member: Yes

Guidance

- Coordinates H&I commitments (i.e., selecting speakers, providing literature)

Literature Chairperson

- Coordinate activities related to publishing pamphlets, newsletter and other Intergroup literature.
- Form committees as needed to achieve goals set by Intergroup
- Request articles from CMA members for publication in Crystal Clear
- Assist with maintaining information provided to the public on Intergroup's website: nycma.org
- Voting Member: Yes

Guidance

- Create a literature committee
- Provide ideas for new literature to be created and present to Intergroup for discussion

Literature Coordinator

- Assist individual CMA meeting GSRs and Literature chairperson with acquiring literature for their respective meetings.
- Assist individual CMA meeting GSRs and chip representative with acquiring chips for their respective meetings.
- Maintain up-to-date inventory of literature and chips on hand.
- Voting Member: Yes

Guidance

- Chips are currently ordered from: CMA General Services
- AA literature can be ordered and picked up at NYAA intergroup office
- CMA World literature can be ordered at www.crystalmeth.org
- NA literature can be ordered and picked up at: NA NYC on Christopher Street, New York, NY 10014
- Obtain keys and card key for NYCMA storage locker located at 520 West 17th Street, New York, NY 10014

Activities Chairperson

- Plan, organize and coordinate social activities and events for CMA members according to surveyed interests
- Ensure access to activities and events for CMA members with limited financial resources to nurture fellowship
- Promote activities and events at CMA meetings and on the Intergroup website
- Form committees as needed to achieve goals set by Intergroup
- Maintain and update Events Calendar on the Intergroup website

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- Coordinate fundraising events to subsidize activities and events
- Voting Member: Yes

Guidance:

- Obtain keys and card key for NYCMA storage locker located at 520 West 17th Street, New York, NY 10014
- Event equipment should all be stored at the facility in a neat and orderly fashion
- Attend NYCMA events and activities

Share-a-Day Chairperson

- Coordinate activities related to the Share-a-Day event including theme selection, programming, registration and hospitality.
- Secure location and keynote speakers for the event.
- Form committees as needed to achieve goals set forth by Intergroup
- Ensure access to the event for CMA members with limited financial resources to nurture fellowship
- Promote and encourage attendance by fellows from areas from within the NY Area and outside of Intergroup's regional scope.
- Voting member: Yes

Guidance

- Commence preparations at least 6 months before event
- Make decisions on menus, date and location to be presented to Intergroup at least 3 months in advance
- Create a budget, to be presented for approval to NYCMA
- Provide reconciled statement within 30 days of event to NYCMA treasurer
- All funds collected (i.e., admission fees, 7th tradition) needs to be provided to NYCMA treasurer within 30 days
- When selecting speakers, ensure that speakers have crystal in the story and participate in CMA
- Suggestion that speakers be a combination of long and short term sobriety

General Service Officer to CMA World Services

- Assist with activities involving the interface of Intergroup and CMA World Services
- Prepare monthly GSO report to keep Intergroup informed of news at World Services
- Attend national and regional CMA meeting, and report back to Intergroup
- Voting Member: Yes

Guidance

- GSO is to attend national and regional meetings as an observer, not as a NYCMA representative
- GSO should hold no positions on World Services

Group Service Representative Coordinator

- Inform GSRs of monthly Intergroup meeting
- Make all meeting aware of Intergroup and encourage them to determine the group's conscience about participating by sending a GSR.
- Support GSRs in reporting back to their groups.
- Recognize GSRs from new meetings as formed.
- Voting Member: Yes

Guidance

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- Reminder notice to all GSRs about upcoming meeting approximately 1 week in advance
- Intergroup highlights should be created and provided in bullet format all GSRs within 7 days of NYCMA meeting via email
- Reach out to meetings which have not represented at Intergroup