

**CMA Relapse Prevention / Monday 6:00 P.M.  
Service Position Descriptions**

**Co-Chairs (2)**

***Sobriety time requirement: 1 year / Term: 6 months***

- Works w/ other meeting co-chair to determine schedule for term (usually alternating weeks) and arranges for coverage if unable to chair meeting
- Arrives at meeting 15-30 minutes early
- Helps secretary set up room
- Opens and closes meeting
- Assigns selected readings
- Selects speaker (who speaks for 10-15 minutes; briefly tells story but focuses on tools for relapse prevention; has 90 days minimum clean time; hasn't spoken at RP meeting in previous 6 months)
- Chairs monthly business meeting on second Monday of every month following RP meeting

**Co-Secretaries (2)**

***Sobriety time requirement: 3 months / Term: 6 months***

- Works w/ other meeting co-secretary to determine schedule for term (usually alternating weeks) and arranges for coverage if unable to attend meeting
- Arrives at meeting 15-30 minutes early
- Helps set up chairs
- Keeps possession of, maintains and brings to meeting one of two binders containing scripts, readings, business meeting notes, 7th tradition bag and other meeting materials
- Totes document tube containing 12 Steps and 12 Traditions posters; puts up/takes down posters; hands off tube to fellow co-secretary for the next meeting
- Conducts secretary's break
- Takes notes at monthly business meeting on second Monday of every month following RP meeting
- Types/emails digital copy of business meeting notes to Group Archivist

**Literature Co-Chairs (2)**

***Sobriety time requirement: none / Term: 6 months***

- Works w/other literature co-chair to determine schedule for term (usually alternating weeks) and arranges for coverage if unable to attend meeting
- Keeps inventory of CMA pamphlets and brings to meeting
- Delivers literature announcement during secretary's break and provides information on other CMA literature
- Asks treasurer to order pamphlets as needed
- Attends monthly business meeting on second Monday of every month following RP meeting

**Hospitality Co-Chairs (2)**

***Sobriety time requirement: none / Term: 6 months***

- Works w/other hospitality co-chair to determine schedule for term (usually alternating weeks) and arranges for coverage if unable to attend meeting
- Keeps hospitality table tidy throughout meeting; throws away empty containers; and cleans up at end of meeting
- Delivers hospitality announcement during secretary's break
- Attends monthly business meeting on second Monday of every month following RP meeting

## **GSR**

### ***Sobriety time requirement: 6 months / Term: 1 calendar year***

- Serves as link between group and NYCMA Intergroup
- Attends monthly NYCMA Intergroup meeting on the last Wednesday of every month at 7:30 p.m. at GMHC
- Listens, participates in discussions, and votes at monthly NYCMA Intergroup meeting
- Reports relevant information regarding NYCMA/CMA World Services back to group (at monthly business meeting held on second Monday of every month)
- Takes group requests/concerns to NYCMA Intergroup if determined by group conscience
- May make announcements about NYCMA activities and resources during the “any CMA related announcements” portion of the secretary's break

## **GSR Alternate**

### ***Sobriety time requirement: 6 months / Term: 1 calendar year***

- Performs all duties of the GSR (above) if GSR is absent
- Encouraged to attend monthly NYCMA Intergroup meetings, however each group only gets one vote at NYCMA, so GSR Alternate would vote only if GSR is absent
- Attends monthly business meeting on second Monday of every month following RP meeting

## **Group Treasurer**

### ***Sobriety time requirement: 1 year / Term: 1 calendar year***

- Notifies meeting co-chair if unable to attend meeting
- Passes bag to collect 7th tradition during secretary's break
- Passes the bag again if the rent is not made on the first pass
- Coordinates invoicing/rental payments with Center
- Reimburses trusted servants for expenses incurred (literature/supplies)
- Purchases CMA pamphlets for literature co-chairs as needed
- Keeps spreadsheet of monthly contributions and expenses
- Attends monthly business meeting on second Monday of every month following RP meeting
- Presents monthly treasurer's report (spreadsheet) at monthly business meeting and answers questions about group's finances
- Emails digital copy of monthly treasurer's report to Group Archivist

## **Group Archivist**

### ***Sobriety time requirement: 1 year / Term: 2 calendar years***

#### ***(New term starting 1/1/19-12/31/20)***

- Sends reminder of business meeting to all trusted servants
- Attends monthly business meeting on second Monday of every month following RP meeting
- Receives and keeps digital notes and treasurer's report of monthly business meeting
- Updates the service positions duties & group consciences
- Updates scripts as voted upon by the group
- Prepares/updates 2 binders of all scripts and readings for each co-secretary
- Available to substitute at a meeting in the absence of another trusted servant