

# The Fellowship Service Manual of Co-Dependents Anonymous

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## Part 5 Structure and General Information Details

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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, Inc.. 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, Inc.. 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 Summary](#)

[FSM Part 2 - Meeting Handbook](#)

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

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

[FSM Glossary](#)

[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

### Board Overseen Services

#### Fellowship Services

Fellowship Services workers provide baseline support services. This includes a mail and telephone point of contact for the members, maintenance of the organization's meeting and contact lists, and the delivery of other services required by the organization. The CoDA Board of Trustees is responsible for the execution and oversight of these services.

#### Email list coordinator

- Maintains email address lists of those CoDA members who have requested receipt of CoDA Fellowship announcements by email
- Sends out messages as provided or requested by committees, the board and their chairs. Also sends out various reminder emails (CoDA events, etc) that they may compose themselves
- Works to optimize methods of sending to reach as many list members as possible
- Maintains an internet archive of past messages and a web based list sign-up; and saves all list subscribe confirmation emails.
- Provides opportunities for CoDA members to sign up for the list
- Protects all list members' anonymity and privacy
- The list is only for Official CoDA Fellowship use. It is essential (due to legal reasons and respect for list members) to send only to people who have requested the list and to limit e-mailings to CoDA Fellowship issues
- Works to be aware of and follow all USA email laws. Maintains a relationship with our email list host, to have the knowledge to follow their policies
- Other duties as assigned by the Board

## 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.

### CoDA Events Committee (CEC)

#### Committee History

Motion 9046 was brought and passed 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.

### **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 their Travel Reimbursement Opportunity (TRO).
- 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@codas.org](mailto:lit@codas.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.codas.org](http://www.codas.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.

## **Communications Committee**

**Background:** A Communications Task Force was created at the 2007 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 Communication Task Force a standing committee to continue to address identified communication issues as they surface.

### **Description of committee responsibilities:**

- Focus on improving communications up and down the inverted pyramid within the World CoDA Fellowship
- Work towards ensuring that every codependent throughout the world will have access to all the CoDA information that is important to them
- Work towards ensuring that all people within the World CoDA Fellowship have a better understanding of what is involved in making the Fellowship work
- Provide a mechanism for two way communication with codependents in distant or isolated locations, particularly those without active communities or voting entities to support them
- Address those areas of communication not currently handled by the Outreach Committee
- Has responsibilities regarding the "General Announcements" (CoDA Announcements) email list.

### **Communications Committee:**

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 contract workers, reporting to the Fellowship quarterly (QSR) and annually at the CoDA Service Conference (CSC) and other matters helpful to their missions.

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

CET is a group of actively recovering codependents that serve as the a '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.

### **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 through medical, penal, educational and social services institutions. This includes hospitals, prisons, jails, rehabilitation centers, schools and the libraries that serve these institutions. It is this committee's goal to act as a resource and support to the local H&I trusted servants

### **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 issues.
- Processes and qualifies Travel Reimbursement Opportunity (TRO) VE applicants.
- Informs and awards Travel Reimbursement Opportunity (TRO) for incoming eligible Voting Entity delegates.

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, or 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 By-Laws (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@codas.org](mailto:imc@codas.org) for an application, VE division requirements and deadline for submission.

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

CoDA's By-Laws (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 all Travel Reimbursement Opportunities (TROs) to eligible Voting Entities Delegates 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.

## Service Structure Committee (SSC)

### Purpose:

To serve the will of the Fellowship, as expressed through the CoDA Service Conference, and to serve in an advisory capacity to the CoDA Service Conference, Board of Trustees, and other service entities regarding service structure and the foundational documents by doing the following:

- Suggest improvements to the service structure of CoDA, Inc. and coordinate implementation when requested
- Determine the implications of motions to modify, alter, or amend the CoDA Articles of Incorporation, By-laws, Conference Protocols, CoDA Fellowship Service Manual (FSM), Twelve Steps, and Twelve Traditions, Twelve Service Concepts, or other foundational documents.
- Support and maintain CoDA fundamental structural documents, including Fellowship Service Manual, Twelve Concepts, and other documents, as directed by the CoDA Service Conference.
- Produce revised documents in a timely fashion, after changes are approved by the Conference.
- Provide the link to the website where the up-to-date Fellowship Service Manual is located. Send URL to all Delegates, Chairs, board members and other voting members before the CoDA Service Conference.
- Communicate regularly with Board members, Committee chairs, Voting Entity Delegates, and other CoDA members or groups, offering relevant information and insight if needed.

### Service Structure Committee Members: Role and Duties

- Attend committee meetings and participate in teleconferences. Write, edit, and recommend resolutions and ideas. Participate in the group conscience process.
- Consider any proposed changes to CoDA's service structure and procedures, considering compliance with the

Twelve Steps and Twelve Traditions.

- Refer to the Steps and Traditions when formulating opinions; cite as needed for clarity.
- Keep confidential all matters as required; provide full disclosure for all other matters.

### **Service Structure Chair: Roles and Duties**

- Define focus and goals of committee work, according to directions of the CSC. Disseminate work and develop time schedules to accomplish it. Set agenda and schedule work-in-progress priorities.
- Maintain consistent, timely communications with committee members, the CoDA Board, CoDA Board liaison, Committee chairs when needed, and others as necessary.
- Provide reports to the Fellowship in “The CoDA Quarterly Service Report,” in keeping with the group conscience decision making process.
- Submit SSC's budget by the deadline established by the CSC; review Expense Reports submitted by members; keep a record of GC decisions,
- Maintain the official copy of the CoDA Fellowship Service Manual and related documents, current and historical. Turn over records to CoDA for archives. Date all versions.
- Disclose committee goals to committee members, as well as any legal or spiritual problems or conflicts. Request a group conscience poll for solutions with all committee members.
- If problems arise, bring them to the committee for a group conscience discussion. Include Board liaison if appropriate/necessary.
- Communicate with members amiably and discuss problems directly if personal problems arise, before bringing matters to all members' attention for resolution. Relate dissenting opinions to committee members, CoDA Service Conference and Fellowship when required for the greater good of CoDA. If necessary, advise IMC, too.
- Follow the Steps and Traditions in all dealings, and aid the committee in following these principles in their communications and 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. ([espcoda@codependents.org](mailto:espcoda@codependents.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, Inc. website, according to the CoDA program principles embodied in the Twelfth Step as well as the Fifth Tradition.

### **Translation Management Committee (TMC)**

Mission:

The Translation Management Committee’s mission is to carry the message to codependents worldwide whatever their language.

**Purpose:**

The Translation Management Committee, working with the CoDA Board of Trustees, maintains, coordinates and assists in the process whereby individuals, groups and Voting Entities around the world find, translate (if necessary), create, publish and/or distribute CoDA literature and materials in their own language.

**Function:**

- The Translation Management Committee in conjunction with the CoDA Board of Trustees designs and manages the process by which CoDA Conference Endorsed Literature is translated
- The Translation Management Committee communicates with CoDA entities and /or individuals who want to carry the message worldwide using CoDA Conference Endorsed Literature
- The Translation Management Committee assists and coordinates the translation of CoDA Conference Endorsed Literature.

The committee basically has two areas that it is working in:

1. The United States: Translate documents into other languages for use within the United States. CoRe (CoDA publisher) will publish and distribute these materials within the United States.
2. Outside the United States: Assist groups to translate material into their language. These groups will later publish and distribute these materials themselves. This task is accomplished by volunteer groups representing their VE.

If you are interested in assisting in this work in any way, please contact the Translation Management Committee via email at [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 Inc. (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, Inc.. 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, Inc..
- 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, Inc.. level.
- Provide information and awareness concerning CoDA, Inc.. 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

### Board Liaison to Standing CoDA 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:

- 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.
- 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 with committees when there are legal issues that impact the committee's work.
- Liaisons communicate changes in CoDA's overall financial status to committee chairs as soon as possible in order to allow for any expenditure adjustments.
- 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 CoDA Service Conference.
- 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.
- Liaisons report on committee activities and bring any committee concerns to the Board before or at each scheduled Board meeting. Liaisons prepare monthly written summaries for submission to the Board before or at each scheduled Board meeting.
- 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.

## Section 06 CoDA CLC Style Sheet:

### CoDA Literature Committee (CLC) Style Sheet:

The following are CLC recommendations for style and capitalization in CoDA literature submissions.

Use	Instead of	Comments
CoDA	CODA or Co-DA	CoDA is a registered name; use upper/lower case as shown
CoDA Board	CoDA board	Capitalize the B
CoDA Conference endorsed literature	CoDA Conference Endorsed Literature	Capital C for references to CoDA Service Conference only
CoDA Literature Committee (CLC)	National Literature Committee	Spell out first time with acronym. Subsequently, use acronym only.
CoDA program of recovery	CoDA Program of Recovery	Only capitalize CoDA
CoDA Service Conference (CSC)	CoDA service conference	Spell out first time with acronym. Subsequently, use acronym only
codependence	co-dependence	No hyphen
codependency	co-dependency	No hyphen
codependent	co-dependent	No hyphen
Co-Dependents Anonymous, Inc	Co-Dependents Inc.	Registered name: Use the hyphen and put a comma before Inc.
commas: ___, ___, and ___.	___, ___ and ___.	Also true for “or” and “but”
community service groups	Community Service Groups	No caps
Co-NNections	Connections	Co-NNections is a registered name; use upper/lower case as is.
CoRe	CoRE	CoRe is a registered name; use of upper/lower case is important
crosstalk	cross talk or cross-talk	Do not hyphenate words that can be better written as one word.
experience, strength, and hope	Experience, Strength, and Hope	No caps
Fellowship	fellowship	Refers to any level of the CoDA organization
fellowship	Fellowship.	Generic use; i.e. socializing after the meeting.
First Step, Second Step, etc.	1 <sup>st</sup> Step, 2 <sup>nd</sup> Step, etc.	Spell out numbers
First Tradition, Second Tradition	1 <sup>st</sup> Tradition, 2 <sup>nd</sup> Tradition, etc.	Spell out numbers
group conscience	Group Conscience	Use lower case
Higher Power	higher power or H.P.	Spell out with caps
newcomer meetings	Newcomer Meetings or meetings	No caps

Use	Instead of	Comments
no-crosstalk rule	"No Crosstalk" or no crosstalk rule	Do not use quotes for colloquialisms or slang. Hyphen is used for clarity; i.e. That group has a no-crosstalk rule. vs. That group has no crosstalk rule.
old-timer	old timer	Use hyphen
<i>Patterns of Codependence</i>	Patterns of Codependence	Use Italics and caps when referring to foundation documents
<i>Preamble</i>	Preamble	Use Italics and caps when referring to foundation documents
same sex	same-sex	Used as a noun; i.e., members of the same sex
same-sex	same sex	Used as an adjective; i.e., same-sex marriage
self-determined, self-help, self-discovery, self-esteem, self-governing	Self determined, self help, self discovery, self esteem, self governing	
<i>Serenity Prayer</i>	serenity prayer	Use Italics and caps when referring to prayers
service-related	service related	Used for service-related items. Use without hyphens in instances such as "This topic is service related."
sharing and writing sessions	Sharing and Writing Sessions	No capitals
speaker meeting	Speaker Meeting or "speaker" meeting	No capitals; no quotation marks
sponsor, sponsee	Sponsor, Sponsee	No capitals
Step One, Step Two, etc.	Step 1, Step 2, etc.	Spell out
the <i>CoDA Closing Prayer</i>	The CoDA Closing Prayer	Use Italics when referring to prayers; small "t" for "the"
the <i>CoDA Opening Prayer</i>	The CoDA Opening Prayer	Use Italics when referring to prayers; small "t" for "the"
the <i>Twelve Promises</i>	The Twelve Promises	Use italics and caps for foundation documents; small "t"
The <i>Twelve Promises of Co-Dependents Anonymous</i>	The Twelve Promises of Co-Dependents Anonymous	Use capital "T" when referring to copyrighted titles; italicize
the <i>Twelve Steps</i>	The 12 Steps	Use italics when referring to foundation documents; small "t" for "the"; spell out #.
The <i>Twelve Steps of Co-Dependents Anonymous</i>	The Twelve Steps of Co-Dependents Anonymous	Use capital "T" when referring to copyrighted titles; italicize
the <i>Twelve Traditions</i>	The Twelve Traditions	Use italics when referring to foundation documents; small "t" for the
The <i>Twelve Traditions of Co-Dependents Anonymous</i>	the 12 Traditions of Co-Dependents Anonymous	Use capital "T" when referring to copyrighted titles; italicize
Tradition One, Tradition Two, etc.	Tradition 1, Tradition 2, etc.	Spell out
trusted servants	Trusted Servants	No capitalization
<i>Welcome</i>	Welcome	Use Italics when referring to foundation documents
well-being	well being	Use hyphen