



CDA COMMUNICATIONS INC. GUIDELINES

General Service Office
Area Assembly
Intergroups

CDA GUIDELINES FOR GENERAL SERVICE OFFICE, AREA ASSEMBLY and INTERGROUPS

INTRODUCTION

Chemically Dependent Anonymous (CDA) celebrated its 38th year in August of 2018. Since the publication of our "First Edition" in 1988 and the development of our website (www.cdaweb.org), CDA has experienced growth outside of its origin of Annapolis, MD. There are CDA meetings in 14 US States as well as meetings in Canada and England. These Guidelines are intended to provide a structure to CDA groups in all areas to maintain continuity and follow the 12 Traditions as outlined in the CDA literature.

The CDA Guidelines enable CDA to function better, support future growth, and achieve greater unity and communication throughout the CDA community.

CDA COMMUNICATIONS, INC.

CDA Communications Inc. is the official business title of CDA. It is a tax-exempt non-profit entity under federal tax guidelines. It provides publishing and distribution services for all CDA approved literature.

CDA BUSINESS MEETINGS

CDA Business Meetings are held quarterly to conduct GSO and Area Assembly business. The meetings are conducted and operated by the officers of GSO. These meetings are open to everyone.

I. GENERAL SERVICE OFFICE (GSO)

GSO administers to all business concerning CDA as a whole. GSO currently consists of a Post Office Box, bank account (CDA Communications Inc.) and Special Committees as needed to create new literature or service guidelines. GSO supports all levels of CDA Area Assembly, Intergroups and individual CDA Groups.

II. AREA ASSEMBLY

Area Assembly consists of two or more Intergroups in a specific geographic area whose purpose is to provide general services for that area. It meets quarterly in conjunction with GSO at the CDA Business Meeting. These meetings are open to everyone.

III. INTERGROUPS

An Intergroup is comprised of any number of CDA groups in a particular geographic area. CDA groups elect an Intergroup Representative to meet monthly at their area Intergroup to organize, develop and execute the CDA Program and philosophy in the local community. The Intergroup Representative also attends the quarterly CDA Business Meetings. The Intergroup Representative can also hold any other position in Intergroup, Area Assembly or GSO. The Intergroup Meetings are open to everyone.

CDA LOGO

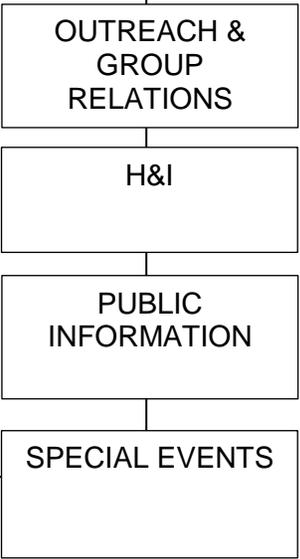
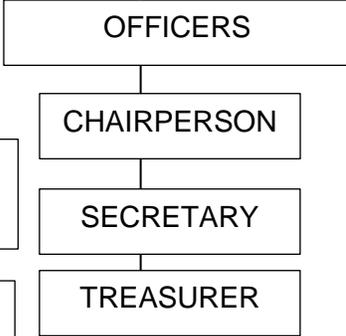
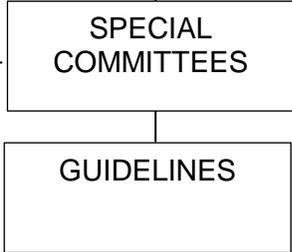
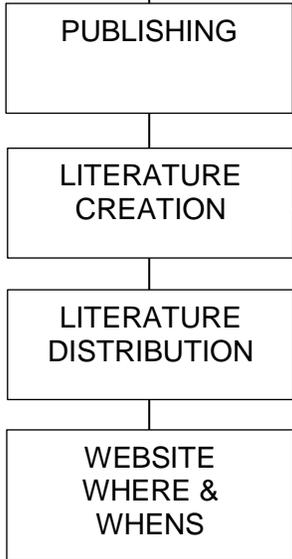


The above CDA Logo is displayed on all officially produced GSO literature. The CDA Logo cannot be used on other printed materials unless permission is granted by GSO.

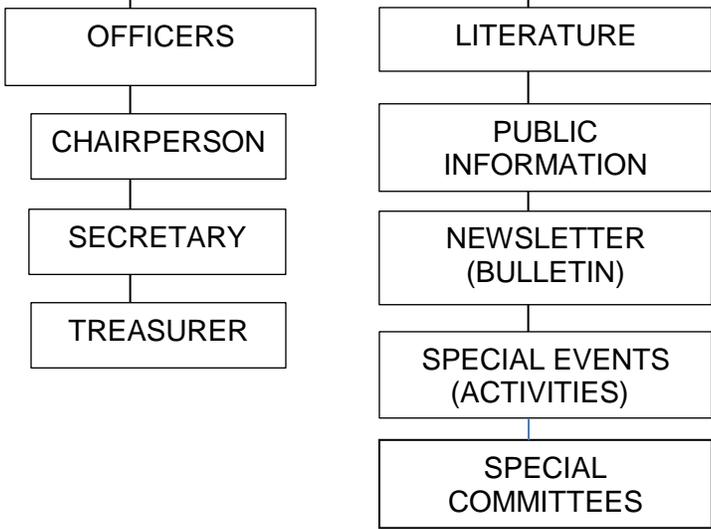
**CDA COMMUNICATIONS INC.
QUARTERLY BUSINESS MEETING**

GENERAL SERVICE OFFICE

AREA ASSEMBLY



INTERGROUP



INTERGROUP REPRESENTATIVES

CDA MEETINGS

GSO POSITIONS:

Chairperson

Qualifications:

- Minimum of 5 years continuous clean and sober time
- Active CDA member in good standing
- Complete understanding of the 12 Steps and 12 Traditions
- Working knowledge of CDA's service structure
- Leadership, communication and planning skills
- Understanding of Robert's Rules of Order (parliamentary procedure)

Responsibilities:

- Attendance at all GSO meetings
- Conduct the GSO quarterly meetings (abide by Robert's Rules of Order)
- Provide guidance and leadership
- Intervene and mediate
- Ensure CDA's 12 Traditions are followed
- When transitioning from position, attend one CDA Business Meeting with new position electee

Term of office: 2 years

Secretary

Qualifications:

- Minimum of 1 year continuous clean and sober time
- Active CDA member in good standing
- Accurate note-taking and organization skills
- Good listening skills

Responsibilities:

- Attend all GSO meetings
- Circulate by email draft minutes from previous meeting and agenda for current meeting to GSO members prior to next CDA Business Meeting
- Provide typed copies of previous meeting minutes and current agenda at CDA Business Meeting
- Read minutes of previous meeting
- Take minutes of the current meeting

Term of office: 2 years

Treasurer

Qualifications:

- Minimum of 5 years continuous clean and sober time
- Active CDA member in good standing
- Familiar with accounting or bookkeeping with access to a computer
- Good recordkeeping skills

Responsibilities:

- Attend all CDA Business Meetings
- Set up and maintain CDA bank accounts
- Coordinate with officers and committees to budget for upcoming expenses
- Collect money from CDA groups at CDA Business Meetings (deposit funds)
- Manage vendor accounts (i.e., phone, insurance, printing, etc.) - receivables and payables
- Maintain and update all financial transactions
- Provide financial statements at the quarterly CDA Business Meetings
- Categorize and report on annual expenses in annual treasurer report
- Monitor and report on financial health of CDA Communications Inc. including trends and potential issues
- Complete State & Federal tax reporting including Maryland business property tax reports
- Maintain CDA Communications Inc. State business requirements including contracted Resident Agent

Term of office - 3 years

Publishing | Literature | Website

Qualifications:

- Minimum of 5 years continuous clean and sober time
- Active CDA member in good standing
- Publishing experience
- Print and online experience

Responsibilities:

- Review, edit and produce various types of CDA Program materials
- Work with designers and printers for services such as editing, design, layout, type setting, and print production
- Deliver finished literature product to fulfillment warehouse
- Fulfill online and offline orders to customers
- Collect payments and forward checks to GSO Treasurer
- Make changes/additions to CDA Website (including Where & When changes)

Term of office: Indefinite

Special Committee Chairperson

Qualifications:

- Minimum of 1 year continuous clean and sober time
- Active CDA member in good standing
- Leadership skills

Responsibilities:

- Independently conduct meetings and activities pertaining to committee
- Follow CDA 12 Traditions
- Submit Project Plan to GSO and obtain budget approval if necessary
- Report to and give updates at CDA Business Meetings
- Perform all necessary duties to achieve committee goals
- Maintain committee budget records

Term of office: Project Completion

GSO Historic Committees

FIRST EDITION (Currently the Second Edition)

Responsibility: This committee was established to create and publish the book, *Chemically Dependent Anonymous*.

Current Duties: Revise and proofread book design, format and content as needed. Obtain approval from GSO on all changes. Obtain publishing services.

STEPS

Responsibility: This committee was established to develop CDA's version of the 12 Steps.

Current Duties: Revise and proofread pamphlet design, format and content as needed. Obtain approval from GSO on all changes. Obtain publishing services.

CONSCIOUS CONTACT (CDA Meditation Book)

Responsibility: This committee was established to create and publish CDA's meditation book, *Conscious Contact*.

Duties: Develop an outline of purpose, select authors, edit and proofread entries. Design book cover and format content. Obtain publishing services and digital formats.

CDA GUIDELINES

Responsibility: This committee was established to develop the Guidelines for CDA's structure, positions and committees at all levels of CDA.

Current Duties: Revise and proofread format and content as needed. Deliver revised Guidelines to Intergroups and discuss revisions. Provide additional copies to Intergroups/Intergroup Representatives to distribute/discuss at their CDA meetings. The Guidelines will be published, placed on the CDA Website and made available to any member of CDA. A copy will also be included in all CDA meeting Starter Kits.

TRADITIONS

Responsibility: This committee will be formed to develop literature explaining CDA's 12 Traditions. The committee will provide educational materials to assist in drafting the literature and may also conduct workshops to gain assistance and feedback. In addition, this committee may suggest to GSO ways to ensure the 12 Traditions are carried out at all levels of CDA.

AREA ASSEMBLY POSITIONS:

Outreach | Group Relations

Qualifications:

- Minimum of 2 years continuous clean and sober time
- Active CDA member in good standing
- Fundraising abilities
- Access to phone, web and email
- Good communication and organization skills

Responsibilities:

- Attend all CDA Business Meetings
- Organize and run Annual Outreach Fundraiser
- Distribute meeting Starter Kits and literature to new groups (local and nationwide)
- Offer start-up guidance to new meetings
- Periodic follow up with CDA meetings in other regions for meeting status
- Provide new meeting information/meeting changes to GSO Website Chair for updating CDA website and Where & Whens

Term of office: Indefinite

Hospitals & Institutions (H&I)

Qualifications:

- Minimum of 2 years continuous clean and sober time
- Active CDA member in good standing
- Access to phone, web and email
- Good communication and organization skills

Responsibilities:

- Attend all CDA Business Meetings
- Maintain master list of H&I captains and H&I weekly commitments
- Coordinate with H&I captains to fill H&I commitment vacancies
- Provide literature to H&I captains as needed
- Hold quarterly status meetings with H&I captains and volunteers

Term of office: Indefinite

Public Information

Qualifications:

- Minimum of 2 years continuous clean and sober time
- Active CDA member in good standing
- Complete understanding of the 12 Steps and 12 Traditions
- Access to phone, web and email
- Good communication and organization skills

Responsibilities:

- Attend all CDA Business Meetings
- Act as liaison between Public Information Chairperson(s) on Intergroup level
- Hold quarterly status meetings with Intergroup Public Information Chairperson(s) and committee members

Term of office: Indefinite

Special Events

Qualifications:

- Minimum of 1 year continuous clean and sober time
- Active CDA member in good standing
- Access to phone, web and email
- Good communication and organization skills

Responsibilities:

- Attend all CDA Business Meetings
- Present event ideas and Project Plan to Area Assembly/GSO for review and approval (workshops, 12-step educational seminars, miscellaneous activities, etc.)
- If funds are requested, present budget outlining expenses and projected income to Area Assembly/GSO

Term of office: Event Completion

INTERGROUP POSITIONS:

Chairperson

Qualifications:

- Minimum of 2 years continuous clean and sober time
- Active CDA member in good standing
- Complete understanding of the 12 Steps and 12 Traditions
- Leadership, communication and planning skills
- Working knowledge of Robert's Rules of Order (parliamentary procedures)

Responsibilities:

- Attendance at all Intergroup and quarterly CDA Business Meetings
- Conduct the Intergroup monthly meetings following Robert's Rules of Order
- Provide guidance and leadership
- Intervene and mediate when necessary
- Ensure CDA's 12 Traditions are followed

Term of office: 1 year

Secretary

Qualifications:

- Minimum of 6 months continuous clean and sober time
- Active CDA member in good standing
- Accurate note-taking and organization skills
- Good listening skills

Responsibilities:

- Attend all Intergroup meetings
- Provide typed copies of previous meeting minutes and current agenda at all Intergroup meetings
- Read minutes of previous meeting
- Take the minutes of the meeting

Term of office: 1 year

Treasurer

Qualifications:

- Minimum of 5 years continuous clean and sober time
- Active CDA member in good standing
- Familiar with accounting or bookkeeping with access to a computer
- Good recordkeeping skills

Responsibilities:

- Attend all Intergroup meetings
- Set up and maintain Intergroup bank account

- Collect and deliver money to GSO at quarterly CDA Business Meetings (*make checks payable to CDA Communications Inc.*)
- Maintain and update all financial transactions
- Provide financial statements at all Intergroup meetings

Term of office – 1 year

Literature

Qualifications:

- Minimum of 1 year continuous clean and sober time
- Active CDA member in good standing
- Good recordkeeping skills

Responsibilities:

- Attend all Intergroup meetings
- Fulfill group literature/chip orders at monthly Intergroup meetings
- Purchase literature and chips from GSO as needed
- Collect CDA group literature payments and deliver to Intergroup Treasurer

Term of office: 1 year

Public Information

Qualifications:

- Minimum of 2 years continuous clean and sober time
- Active CDA member in good standing
- Access to phone, web and email
- Good communication and organization skills

Responsibilities:

- Attend all Intergroup and CDA Business Meetings
- Provide area-wide public relations (recruiting volunteers to assist as needed)
- Maintain master list of alcohol & drug rehabilitation institutions/hospitals
- Maintain list of judicial system, probation offices, private drug & alcohol facilities, local newspapers and radio/tv/social media sources
- Regular mailing of Where & Whens and other CDA literature to local rehabilitation centers, newspapers, probation offices, courthouses, hospitals and health organizations (follow up with telephone contact)
- Provide speakers or contacts at health fairs or other 12-step educational seminars
- Public broadcast/social media messages (anonymity is crucial)
- Coordinate quarterly or bi-annual press release or similar mailings to appropriate institutions

Term of office: 1 year

Newsletter/Bulletin

Qualifications:

- Minimum of 6 months continuous clean and sober time
- Active CDA member in good standing
- Access to phone, web and email
- Good communication and organization skills

Responsibilities:

- Attend all Intergroup meetings
- Publish and distribute via email the monthly Intergroup Bulletin (contains information discussed at the monthly Intergroup meeting which may include):
 - Thought for the Month
 - Activities or Special Events
 - New Meetings
 - Groups Needing Attendance Support
 - Anniversaries
 - Other CDA-Related News

Term of office: 1 year

Special Events

Qualifications:

- Minimum of 1 year continuous clean and sober time
- Active CDA member in good standing
- Access to phone, web and email
- Good communication and organization skills

Responsibilities:

- Attend all Intergroup meetings
- Present event ideas/budget and Project Plan at Intergroup meeting (gratitude breakfasts, dances, picnics, sports events, etc.)
- If requesting funds, present budget outlining expenses and projected income to Intergroup

Term of office: Event Completion

Special Committee Chairperson

Qualifications:

- Minimum of 1 year continuous clean and sober time
- Active CDA member in good standing
- Leadership skills

Responsibilities:

- Independently conduct meetings and activities pertaining to committee

- Follow CDA 12 Traditions
- Perform all necessary duties to achieve committee goals
- Submit Project Plan to Intergroup and obtain budget approval if necessary
- Maintain committee budget records
- Provide committee updates as needed to Intergroup and CDA Business Meetings

Term of office: Project Completion

Intergroup Representative

Qualifications:

- Minimum of 1 year continuous clean and sober time
- Active CDA member in good standing

Responsibilities:

- Regularly attend the CDA group you represent
- Report your meeting changes to Area Assembly Group Relations Chairperson
- Obtain literature and chips for your group
- Attend monthly Intergroup and quarterly CDA Business Meetings
- Vote on motions at Intergroup and Area Assembly level on behalf of your CDA group
- Provide report to your meeting regarding business conducted at Intergroup and CDA Business Meetings

Term of office – 1 year

SAMPLE AGENDA FOR CDA BUSINESS MEETING

- I. WELCOME (GSO Chairperson – Read Traditions)
- II. ROLL CALL (GSO Secretary)
- III. READ & APPROVE MINUTES FROM PREVIOUS MEETING (GSO Secretary)
- IV. GSO REPORTS (facilitated by GSO Chairperson)
 - Treasurer
 - Publishing/Literature/Website/Where & Whens
 - Special Committees
- V. AREA ASSEMBLY/INTERGROUP REPORTS (facilitated by GSO Chairperson)
 - Outreach/Group Relations
 - Hospitals & Institutions (H&I)
 - Public Information
 - Special Events
 - Special Committees
 - Intergroup(s)
- VI. OLD BUSINESS (facilitated by GSO Chairperson)
 - Status of New Business items from previous CDA Business Meeting
- VII. NEW BUSINESS (facilitated by GSO Chairperson)
- VIII. ADJOURN MEETING