

Here are job descriptions of the Members Services Committee (MSC) Facilitator service position:

Suggested time on Committee: 3 to 6 months.

Suggested time in Recovery: 2 years.

1. **Facilitator:** The Facilitator prepares agendas for meetings along with all members (and with any Subcommittee Chairs), posts the agendas in Slack, and facilitates the meetings. Along with the Committee Secretary, or if the Committee has no Secretary, the Facilitator distributes the agenda for the regular meetings of the Committee via Slack or email depending on the committee process. Generally, the regular business of the Committee includes:

a. **Policy.** Facilitates discussion and setting of policy and process for Committee issues.

b. **Coordinates communications/updates** on the website (WSO Committees Calendar) and any necessary through The Traveler, the ComLine Blog, and Slack about Committee activities.

c. **Reviews reports/postings/minutes** from communicates with Chair or a board liaison any committee response, action, approval and for approval/consideration of the Collaboration Committee or to Secretary of the Board (if no Collaboration Committee exists) if a matter needs to be sent for action/approval of the Board.

d. **Reporting.** Works with Vice Chair or the Committee Secretary to write Committee monthly/periodic reports (along with Subcommittee Chairs) for the WSO Board Teleconference—currently referred to as Board Meetings with the Fellowship—and annual reports for the Annual Business Conference (ABC), and other meetings of Conference Delegates, such as Quarterly Delegate Meetings (QDMs).

e. **Archives.** In the absence of a Committee Secretary or Vice Chair, posts meeting recordings and minutes on Slack and saves/archives minutes/reports in the Committee shared Google drive. Sends a copy of Committee resolutions to the Board Secretary.

There may be special meetings of the Committee for a certain purpose or to meet a time constraint (for example, before the annual business conference). There may be “working sessions” where there is no agenda, but the Facilitator, or representative, reports on the status of a project.

(Ver. 2 2024 Sept.) Approved MSC Meeting 9/25/24