

What is CoDA INTERGROUP?

The “Intergroup” Committee is a regular group conscience meeting of CoDA members involved in, or interested in, supporting the running of CoDA in Australia. (*See Newcomers Handbook Page 47 for definition of “Group Conscience”*). The Central Service Office provides CoDA meetings lists and literature to groups and individuals at cost and responds to a wide range of enquiries from CoDA members and the general public. As with all CoDA entities, the primary purpose of the Intergroup Committee is to carry the CoDA message to other codependents who still suffer (*Tradition 5*)

Where possible each CoDA meeting sends a **Group Representative** to the Intergroup meetings to provide communication between groups and Intergroup/Central Service Office (CSO). Intergroup meetings are currently held every other month (January, March, May, July, Sept, Nov) on the 3rd Monday at 6.30pm at the CoDA CSO, 10 Shepherd St, Chippendale (just off Broadway opposite Mountain St). **All welcome**. Minutes from these meetings are sent to all CoDA groups.

INTERGROUP CONTACT LIST (April 2012)

Service Position	Name	Main Meeting
Chairperson		<i>Currently rotated each meeting</i>
Secretary	Vacant	
Treasurer	Mitch B	
Literature	Matt	Thurs City
Public Information	Jacqui	Thurs City
Meetings List Coordinator / Ozcoda correspondent	Vacant	
Office Coordinator	Yvonne	Thurs City
Sponsorship Coordinator	Vacant	
Web Coordinator	Alison	Gold Coast / Palm Beach

Office Volunteers

1 st Wednesday	Yvonne	Thurs City
2 nd Wednesday	Vacant	
3 rd Wednesday	Matt	Thurs City
4 th Wednesday	Vacant	
5 th Wednesday	Warwick	Glebe Sunday

Group Reps (Sydney area)

Glebe	Vacant
Crows Nest	Vacant
Neutral bay	Vacant
Thurs City	Yvonne

If you are interested in helping your recovery by doing service with Intergroup:

Read the CoDA Literature on Service (*Booklet: “Carrying The Message – Being of Service in CoDA”*)

It is suggested that you attend CoDA meetings for several months before becoming involved with Intergroup service. The best place to start is by offering to do service at one of your CoDA meetings.

That said, **offers of assistance are always welcome**. Many of the Intergroup service positions benefit from assistance. Check the current Intergroup contact list for vacancies and contact anyone from Intergroup for more information. Even if the position you are interested in is not currently available - it may be soon. Rotation of service positions is encouraged. If you have any suggestions of other ways you can help the CoDA Fellowship to carry the message, then come and talk to Intergroup or send your ideas in a letter or via your group representative.

WITHOUT SERVICE – there is no CoDA

INTERGROUP SERVICE POSITIONS – Brief Summary

(For a full description of each position contact the CoDA CSO)

Intergroup CHAIRPERSON

Chairs the bi-monthly Intergroup meetings. The meeting is relatively informal and simple to run - there is a standard agenda to follow. The chairperson's main task is to keep the meeting in order, on time and focused and so is vital to the smooth, efficient running of the meeting.

Intergroup SECRETARY

Takes minutes at the bi-monthly intergroup meeting. Types up minutes and assists in mailing of these to all CoDA groups. Computer skills required. *(Could be shared between 2 members)*

Intergroup TREASURER

Update cashbook (currently on an Excel spreadsheet). Write cheques. Do a bi-monthly bank reconciliation. Prepare summary of accounts for Intergroup meeting. Some bookkeeping/financial or office experience is required.

Intergroup LITERATURE PERSON

Order or photocopy CoDA literature as required. Keep a track on what literature is running low and report to Intergroup for approval of orders. Literature is stored in the CSO office in Chippendale.

Intergroup PUBLIC INFORMATION PERSON

Responsible for spreading the message on behalf of the Fellowship by ensuring that information about CoDA is provided to all people and organisations who can assist in passing it on to those who may need it. Supporting CoDA groups in providing their own public information locally. Maintaining & expanding an up to date public information contact list. Improving & maintaining the communication between CoDA groups eg via a Newsletter.

[The Public Info position is better shared by 2 people]

Intergroup MEETINGS LIST COORDINATOR and Ozcoda correspondent

Producing CoDA's meetings list and updating it monthly with any changes or new meeting details. Report any changes to Intergroup. This meetings list is sent to all CoDA groups with the Intergroup meeting minutes. It is the responsibility of each group to copy and distribute the meetings list to their members and in their local area.

Respond to emails sent to ozcoda@yahoo.com.au at least weekly.

Intergroup OFFICE COORDINATOR

Organising the roster of office volunteers. Training new volunteers. Liaising with the Humanist Society on office and meeting room issues..

Intergroup SPONSORSHIP COORDINATORS

Maintaining a sponsors register and acting as a point of contact for those looking for sponsors. Organising Sponsorship workshops if required.

Intergroup WORKSHOPS COORDINATORS

Organising workshops. Eg. the monthly Steps workshops.

OFFICE VOLUNTEERS - ALWAYS NEEDED

Can you help? Maintaining the record of all phone messages. Opening mail. Responding to mail and phone messages either by phone or by posting out information. Banking any cheques received. Packing and sending out literature orders. These people are the backbone of CoDA Central Service Office - why not join them. **Full training given.** Contact the Matthew – 0419 400 400.