

Dallas Compulsive Eaters Anonymous - H.O.W. Service Positions

These Position descriptions are to provide a general idea of the requirements of a position. Actual duties for each position should be determined by a Group Conscience at whatever level the position is to be held.

Please keep in mind that CEA-HOWs 12 Steps and 12 Traditions shall be taken into consideration in the carrying out of any group service.

Group Service

Position	Abstinence/ Years in CEA	Steps	Length of Commitment	Description
Set up room	Willingness			Assure that adequate chairs are available and set up more if necessary
Put out signs	Willingness			Place signs at alt entrances, pointing to the meeting room
Greeters	Willingness			Greet newcomers and direct them to the meeting; let them know where the restroom is, help them feel welcome.
Sponsors	30 days	1-3		Guide sponsees in working the CEA-HOW program
Meeting leaders	30 days	1-3		Lead the meeting using the group's regular Meeting Format
Speakers	1 year	1-12		Speak at meetings, sharing experience, strength, and hope.
Treasurer	90 days		1 year	See Dallas Meetings Organizational Structure document
Secretary	90 days		1 year	See Dallas Meetings Organizational Structure document
Intergroup Rep	90 days	1-3	1 year	Attends monthly Intergroup meetings, pass on information from intergroup about new meetings, activities, CEA-HOW related announcements. More information is available in Dallas Meetings Organizational Structure document
Calendar	30 days			Keep calendar of meeting leaders; make reminder calls to scheduled leaders
Newcomer support	30 days			Call newcomers, answer questions, show that they are welcome.
Phone list	30 days			Maintain current phone list
Literature	30 days			Purchase literature and chips; price individual pieces of literature for resale Bring literature to meetings and put it away after meeting Collect payment for literature and forward it to Treasurer
Literature assistant	Willingness			Maintain adequate supply of phone lists, meeting lists, and Phone Bridge meeting lists for in literature box.
Restore room	Willingness			Leave the room the way it was found.

Intergroup Service

Position	Abstinence/ Years in CEA	Steps	Length of Commitment	Description
Chair	1 year	1-4	2 years	Conducts Intergroup meetings, establishes Agenda of meetings, ensures all Intergroup positions are being attended to; keeps current on issues within the Dallas CEAHOW Intergroup; establish a plan for growth within the CEA HOW fellowship.
Vice Chair	1 year	1-4	2 years	Assists the Chair of the Intergroup, conducts meetings in the absence of the Chair. Assists in the duties of the Chair.

Secretary	1 year	1-4	2 years	Keeps IG records; takes minutes of meetings; Provides all Intergroup officers and Intergroup Reps with a copy of the minutes.
Treasurer	1 year	1-4	2 years	Keep an account of IG income and expenses, pays bills, reimburses expenses, and provides report of financial status on a monthly basis.
Volunteer Coordinator	6 months			Contact volunteers and enlists assistance where required. Coordinate efforts of committee members
Remind Reps of Meetings	Willingness			Call to remind Intergroup Reps about meetings a week prior to meetings
Service/Volunteer List	90 days			Maintain a list of areas where service is needed (this list) Gather list of people willing to volunteer for available positions
Group Contacts List	Willingness			Maintain a list of current group officers and intergroup representatives.
Meeting list	Willingness			Maintain current meeting list (time, location, directions, etc.) Provide printer friendly list to Literature Chair, IG Reps, and Webmaster. Forward information about changes to Webmaster
Literature Chair	90 days	1-3		Purchase literature for the Literature Closet, maintain a reasonable inventory of all CEA HOW literature and AA Books, open the Literature Closet for sales of literature 1-2 times monthly, sell literature to Dallas CEA HOW groups, provide monies collected from literature sales to IG treasurer, maintain a copy of each literature sale transaction.
Literature Assistant	Willingness			Photocopy phone, meeting & Bridge Meetings lists, How To Get Started; Assemble newcomer packets with the above and Welcome Newcomer brochure; Assist with sale of literature
Retreat/Workshop Chair	6 months			Organize retreats and workshops
Retreat support	Willingness			Assist Retreat Chair with organization of retreats and workshops
Member Outreach				Gather information from WSO and Intergroup; distribute information to membership via email; Forward information to webmaster for inclusion on website
Webmaster	90 days	1-3		Gather and distribute information to the general public and to local CEA_HOW members via the website; Make meeting list changes as required.
Newsletter Coordinator	60 days			Solicit and gather submittals for newsletter from group members Prepare Intergroup specific information and submit it to newsletter publisher Print and distribute copies of newsletter to members
Public Information Chair	1 year	1-5		Coordinate and support efforts of committee members
Committee Support	Willingness			Print flyers, prepare mailings
Design fliers	Willingness			Design flyers for distribution to the public based on input from PI Committee
Public Information Speaker	1 year	1-12		Speak at informational meetings (eg church functions, professional meetings)

Professional Outreach	90 days			Distribute information to physicians, hospitals, etc.
Media Coverage	90 days			Gather information about available avenues of promotion Distributes information about CEEA-HOW accordingly.
Health Fair Chair	90 days			Coordinate and support efforts of Corporate and Public Health Fairs chairs Line up volunteers to attend health fairs.
Corporate Health Fairs	90 days			Compile names of companies who may hold corporate health fairs. Approach HR director about attending the health fair as a vendor.
Health Fair Attendees	90 days			Staff the CEA-HOW table at various Health Fairs. Distribute information to attendees. Share experience, strength, and hope with attendees.

Area Service

Area positions require 1 year at Intergroup level

Position	Abstinance/ Years in CEA	Steps	Length of Commitment	Description
Representative	1 / 2 years	1-4	2 years	Provide input to Intergroup Board and intergroup committees; attend Area 2 assemblies and participate in Area 2 committees to help CEA-HOW as a whole and help to spread the message of recovery within the Area 2 region
	1 / 2 years	1-4	2 years	
Chair	1 / 2 years	1-4	1 year	
Vice Chair	1 / 2 years	1-4	1 year	
Secretary	1 / 2 years	1-4	1 year	
Treasurer	1 / 2 years	1-4	1 year	

World Service

WSO Board Members must also show 2-3 years of service above the Intergroup level; delegates are selected by Area Board from Area Reps

Position	Abstinance/ Years in CEA	Steps	Length of Commitment	Description
World Conference	2/3 years	1-5	2 years	11 delegates from Area 2 - no specific number from Dallas;
Chair	2/3 years	1-12	2 years	Officers and board members elected from delegates
Vice Chair	2/3 years	1-12	2 years	
President	2/3 years	1-12	2 years	
Vice-President	2/3 years	1-12	2 years	
Secretary	2/3 years	1-12	2 years	
Treasurer	2/3 years	1-12	2 years	
Board Member	2/3 years	1-5	2 years	
Board Member	2/3 years	1-5	2 years	
Board Member	2/3 years	1-5	2 years	
Board Member	2/3 years	1-5	2 years	