Southern Ontario Cocaine Anonymous
Committee Positions Duties & Responsibilities 2020 – Revised November 2026

AREA CHAIR:

(2-years continuous sobriety required, 2-year commitment for Area Chair position & 4-year commitment for NFP Board, requires minimum of 1 year of active service on the Area Committee & 5-years conviction free.)

Duties & Responsibilities:

- Presides over the monthly and quarterly Area meetings; ensuring that Area meetings run efficiently without conflict.
- Assumes responsibility of overseeing and coordinating all activities within the Area.
- Is responsible to ensure that Traditions are being maintained within the Area and the individual Groups therein.
- Encourage trusted servants to chair various Standing Committees. Chair may only vote in the event of a tie on procedural motions only.
- Must qualify as a signing officer on Area's two signatory accounts.
- Part of the Finance Committee (See P&P)
- Member of "Not For Profit" Board of Directors.
- Provide copies of all materials including documents, flyers and reports to the Archives Committee.

Reference Info

- Policy & Procedures
- World Service Manual at www.ca.org - Robert's Rules

AREA VICE- CHAIR:

(2-years continuous sobriety required, 1-year commitment for position, 1 year of active service in C.A.)

Duties & Responsibilities:

- Assist Area Chair where required and requested.
- Assumes the responsibilities in the absence of the Chair.
- Part of the Finance Committee (See P&P)

Reference Info

- Same as Area Chair

AREA SECRETARY:

(1-year continuous sobriety required, 1-year commitment)

Duties & Responsibilities:

- Take and print monthly minutes.
- Oversees Policy & Procedure (Chair of standing committee) at Area.
- Update Policy and procedures on a quarterly bass.
- Have on hand the "Area Welcome" package.
- Provide copies of all materials including documents, flyers and reports to the Archives Committee.

Reference Info

- Policies & Procedures

AREA ASSISTANT SECRETARY:

(6-months continuous sobriety required, 1-year commitment)

Duties & Responsibilities:

- Assists secretary.
- Assumes the responsibilities in the absence of the Secretary.

Reference Info

- Policies & Procedures

AREA TREASURER:

(2-years continuous sobriety required, 2-year commitment)

Duties & Responsibilities:

- Have gainful employment with source of income.
- Accounting background, possession of a computer, internet access and familiarity with the Quicken accounting program are benefits, but not requirements, to the position.
- Must qualify as a signing officer on Area's two signatory account
- Responsible to oversee and maintain a prudent reserve in Area's chequing account (at a suggested $1,300.00 minimum balance).
- Responsible to maintain records and account for all funds (cash and cheques) received and dispersed
- Responsible to make regular deposits of Area proceeds.
- Issue payments to various Area service suppliers (i.e.: phone lines, web site, Area monthly meeting, etc.) and area sub-committees budget advances.
- Must attend and present monthly account balance at Area.
- Must provide a report with financial statements at the Quarterly Area Meeting.
- Oversee and be a voting member of the Spending Committee.
- Prepare an annual budget.
- Make financial recommendations to Area (i.e., donations to World).
- Vote on procedural issues at Area.
- Part of the Finance Committee (See P&P)
- Member of "Not For Profit" Board of Directors.
- Provide copies of all materials including documents, flyers and reports to the Archives Committee.

Reference Info

- World Finance Committee at www.ca.org
- Finance Committee Guidelines
- Policies & Procedures

AREA ASSISTANT TREASURER:

(2-years continuous sobriety required, 1-year commitment)

Duties & Responsibilities:

- Assists treasurer and assumes duties of treasurer when treasurer is absent
- Attend all area meetings
- Part of the Finance Committee (See P&P)

Reference Info

- Same as Treasurer

WORLD SERVICE DELEGATE:

(2-years continuous sobriety required, 4-year commitment)

Duties & Responsibilities:

- Required to have a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and the World Service Charter.
- Attends the yearly (length of Delegate term) World Service Conference (last week in August) to carry the Group Conscience of the Area and channel information between the local Area and the World Service Conference.
- The Delegate is also responsible to serve on a World Service Committee throughout the year (the World Service Conference is WE not THEM.)
- Inform the Area of new and pertinent information from each year's WSC.
- Responsible to submit a written report to Area at each Area quarterly meeting.
- Be prepared to attend District, Area and Regional service meetings and be sensitive to their needs and reactions.
- Help solve local problems involving the Traditions within the Area; visits local groups and is sensitive to their needs and reactions; encourages Area efforts to generate funds to support World Services.
- Keep Alternate Delegates fully informed so that the Alternate can replace the Delegate in an emergency.
- Help all newly elected WSC Delegates from their Areas by passing on knowledge of WSC procedures.
- Assist C & L with Southern Ontario Meeting list.
- An Area may have Three (3) votes, which may be carried by up to three (3) Delegates.
- One Delegate may carry a maximum of two (2) votes, one by proxy, to the WSC.
- Part of the Finance Committee (See P&P)
- Member of "Not For Profit" Board of Directors.
- Provide copies of all materials including documents, flyers and reports to the Archives Committee.

Reference Info

- Policies & Procedures
- Robert's Rules
- World Service Manual at www.ca.org

ALTERNATE WORLD SERVICE DELEGATE:

(2-years continuous sobriety required, 2-year commitment)

Duties & Responsibilities:

- To assist the Delegate, and to assume responsibilities of the Delegate when necessary.
- Suggested requirements and responsibilities are the same as for the Delegate.
- An Alternate who replaces the Delegate at the WSC will remain that Area's Delegate for the balance of the unexpired portion of the original Delegate's term, until the WSO and the Regional Trustee is informed otherwise by the Area Chair.
- Such an Alternate Delegate succeeding to a Delegate position is eligible to run for election to a Full Delegate term.
- Provide copies of all materials including documents, flyers and reports to the Archives Committee as appropriate.

Reference Info

- Same as World Service Delegate

UNITY COMMITTEE CHAIR:

(1-year continuous sobriety required, 1-year commitment)

Duties & Responsibilities:

- Responsible to form a Committee, which will then elect (internally) a Vice-Chair.

- Enhances our communication and outreach among the diverse elements within the Fellowship in the interests of carrying the CA message.
- To sponsor workshops every 4 months (Sept. 99) and other forums to promote CA unity.
- Provide copies of all materials including documents, flyers and reports to the Archives Committee.

Reference Info

- World Unity Committee at www.ca.org
- Unity Guidelines
- Policies & Procedures

CHIPS AND LITERATURE COMMITTEE CHAIR:

(2-years continuous sobriety required, 1-year commitment)

Duties & Responsibilities:

- Forms a committee, which will then elect a vice chair.
- Maintain stock of CA Chips, Medallions + Literature (pamphlets + storybooks).
- Order from either the Montreal Area Office or CAWSO (California) all CA items as available and dependent on price and shipping time, as well as any misc. items (i.e. literature racks, posters, stickers etc.).
- Responsible for receiving and maintaining all funds (often in excess of $500.00).
- Arrange delivery /pick-up of any Chips & Literature orders with representatives of each Group.
- Responsible for turning over said funds to area treasurer at monthly area meetings.
- Responsible for presenting a written monthly report to Area, and all the transactions for the past month to treasurer.
- Be responsible for all information pertaining to meeting list and Co-ordinate with the World Service Delegate.
- The Area Meeting Lists (enough for each group to get 1 copy & usually done at monthly area meeting).
- Distribute "Starter Kits' to new groups, and provide each group with some general verbal information.
- Inventory be taken at election or when the Chips & Lit. Chair is to change.
- Provide copies of all materials including documents, flyers and reports to the Archives Committee.

Reference Info

- World Chips and Lit Committee at www.ca.org
- Chips & Lit Guidelines - Policies & Procedures

PHONE-LINE COMMITTEE CHAIR:

(1-year continuous sobriety required, 1-year commitment)

Duties & Responsibilities:

- Responsible to form a Committee, which will then elect (internally) a Vice-Chair.
- Establishes that phone-line is operational 24-7 (May 98).
- To provide daily meetings & locations and events.
- Update phone messages as needed.
- To provide information pertaining to C.A.
- To update the Info-Line Contact List annually.
- To forward messages received to appropriate committees.
- Must submit and present a written report every Area Meeting.
- Provide copies of all materials including documents, flyers and reports to the Archives Committee.

Reference Info

- Policies & Procedures
- Info-Line Orientation

PUBLIC INFORMATION COMMITTEE CHAIR:

(2-year continuous sobriety required, 1-year commitment)

Duties and Responsibilities:

- Familiarize themselves with Pl guidelines and C.A.'s 12 Traditions.
- Coordinate and direct all committee activities. (ie. Global Poster Campaign & Professionals Week Campaign)
- Sets Agenda and facilitates area PI committee meetings.
- Attends all Area meetings or designates someone from Pl to attend
- Submit an Area report on behalf of PI, every 3 months at the Area quarterly meetings.
- Attends North American PI meetings, online working groups and participates in area discussions and conscience.
- Join and oversees Area Pl communication platform/ forum group
- Keep in regular contact with all Area Pl committee member: Supports Area groups with any Pl related queries
- Seeks opportunities for cooperating with the Professional Community, other organizations, and the public at large.
- Responsible for distribution of literature and information to these groups. (As outlined in the PI Guidelines Manual)
- Provide copies of all materials including documents, flyers and reports to the Archives Committee

Reference Info

- Public Information Committee at www.ca.org
- Public Information Guidelines
- Policies & Procedures

SPECIAL EVENTS COMMITTEE CHAIR: (To be elected in April)

(2-year continuous sobriety required, 1-year commitment)

Duties & Responsibilities:

- Responsible to form a Committee, which will then elect (internally) a Vice-Chair.
- Responsible for Celebrate Around the World event (1st Sat. in March)
- To sponsor other events during the year.
- Presents a written report every three months at the Quarterly Area Meeting.
- Provide copies of all materials including documents, flyers and reports to the Archives Committee.

Reference Info

- Policies & Procedures

HOSPITALS & INSTITUTIONS COMMITTEE CHAIR (Toronto):

(2-year continuous sobriety required, 1-year commitment)

Duties & Responsibilities:

- Must have at least 1- year H & I Committee experience.
- Responsible to form a Committee, which will then elect (internally) a Vice-Chair.
- Co-ordinate and direct all committee activities.
- Schedule regular committee business meetings.
- Attend all local business meetings that are related to institutional work.
- Keep informed on all matters affecting the committee.
- Supply and discuss with new Meeting Chairpersons the "Requirements, Duties, and Responsibilities" of the position.
- Notify any Meeting Chairperson not in compliance with attendance requirements prior to the next committee business meeting.
- Should the need arise; direct the removal of a Meeting Chairperson or Co-Chair.
- This action requires a simple majority vote of the full committee.
- Temporarily fill any open meeting Chairperson position.
- Responsible for the coordination of C.A. Twelve Step work by panel readers within the hospitals and institutions.
- Orders literature from World Service & distributes it amongst Panel Leaders (contacts).

- Present a written monthly report to area.
- Provide copies of all materials including documents, flyers and reports to the Archives Committee.

Reference Info

- World H & I Committee at www.ca.org
- H & I Guidelines
- Policies & Procedures

HOSPITALS & INSTITUTIONS COMMITTEE CO-CHAIR:
(Hamilton / St.Catharines & Surrounding Areas)

(2-year continuous sobriety required, 1-year commitment)

Duties & Responsibilities ***Same as Toronto Chairperson***

Reference Info
- Same as H & I Chair

HOSPITALS & INSTITUTIONS COMMITTEE CO-CHAIR:
(London / Kitchener & Surrounding Areas)

(2-year continuous sobriety required, 1-year commitment)

Duties & Responsibilities ***Same as Toronto Chairperson***

Reference Info
- Same as H & I Chair

WEBSITE COMMITTEE CHAIR:

(1-year continuous sobriety required, 1-year commitment)

Duties & Responsibilities
- Responsible to form a Committee, which will then elect (internally) a Vice-Chair.
- Responsible for communicating with our Web Host (an outside web service) to make any maintenance and updating requirements to the Area web site.
- Responsible to ensure that the Area web site conforms to the Web Site Guidelines, as set out in the WSC Internet Committee Workbook and Guidelines.
- Responsible to ensure that Area is aware of, and approve beforehand, any major changes made to the existing web site.
- A working knowledge of web site design is advantageous, but not required.
- Must configure their mail box to receive any email enquires sent to the Area Webmaster.
- Check daily and respond to email enquiries direct to the Webmaster.
- Forward email information along to appropriate Committees and Area where applicable.
- Check links to group websites for compliance to CA I T Guidelines on a quarterly basis.
- Presents a written report every three months at the Quarterly Area Meeting.
- Provide copies of all materials including documents, flyers and reports to the Archives Committee.

Reference Info
- World I.T. Committee at www.ca.org
- I.T. Guidelines
- Policies & Procedures

ARCHIVES COMMITTEE CHAIR:

(2-year continuous sobriety required, 2-year commitment)

Duties & Responsibilities

- Responsible to form a committee and elect (internally) a Vice-Chair.
- Has been a member of the Archives Committee for a minimum of one year.
- Basic computer knowledge and organizational skills are required.
- Duties include documenting the work of Cocaine Anonymous in Southern Ontario including making the history of the organization accessible to CA members and to provide a context for understanding CA's progression, principles, and traditions.
- Responsible for maintaining and updating the SOCACONVENTION.ORG website.
- Presents a written report at quarterly Area Committee Meetings.
- Receive copies of all materials including documents, flyers and reports from Area Elected representatives.

Reference Info
- World Archive Committee at www.ca.org
- Archive Guidelines
- Policies & Procedures

CONVENTION COMMITTEE VICE-CHAIR:

(3-year continuous sobriety required, 2-year commitment)

Duties & Responsibilities
- Previous participation as a committee chair (Fundraising, Registration, Programming, or Treasurer) on at least two previous conventions.
- Must have strong leadership, conflict-resolution, facilitation and communication skills.
- Assist convention chairperson when necessary.
- Voting member of the general convention committee, and, in the absence of the chairperson will be the acting (non-voting) chairperson.
- Confer with and assist Committee chairs and their sub-committees as needed.
- Is a voting member of all the Convention subcommittees
- Is a signatory on the convention bank account
- To assist the Chair and Treasurer during the convention.
- To become the chair of the next convention.
- Provide copies of all materials including documents, flyers and reports to the Archives Committee.

Reference Info
- Policies & Procedures
- SOCA Convention Guidelines

TELECOMMUNICATIONS CHAIR:

(1-year continuous sobriety required, 1-year commitment)

Duties & Responsibilities
- Establish and maintain SOCA Internet account to deliver audio conferencing
- Maintain directory of GSR Internet accounts/phone numbers for monthly meeting
- Manage requests for access to Area meetings through assigned email account
- Attends monthly Area meeting and sets up equipment for call and conducts testing prior to meeting start • Places Internet call at Area meeting and monitoring call (audio) only and Chat room
- Establish and maintain a WiFi access account.
- Troubleshoot any issues with the Internet and access to meeting.

Reference Info
- Policies & Procedures

ALTERNATE TELECOMMUNICATIONS CHAIR:

(1-year continuous sobriety required, 1-year commitment)

Duties & Responsibilities

- Same as Telecommunications Chair

Reference Info
- Same as Telecommunications Chair

PARLIAMENTARIAN:

(2-years continuous sobriety required, 2-year commitment)

Duties & Responsibilities

- To possess a service oriented background and willingness to serve
- Has served at least one year as a GSR
- Has served at least one year as a Chairperson of an Area Committee
- A thorough knowledge of Robert's Rules and Area Parliamentarian procedures
- Extensive experience with our Area Agenda, Quorum and Area elections
- Familiar with Area Policy & Procedures and Duties & Responsibilities documents
- A good understanding of World Service Manual and The Traditions
- To chair the Area Committee in the absence of the Chair and Vice-Chair
- To assist the Chair whenever needed during the Area Service Meeting • To carry one vote on all procedural Area motions

Reference Info

- Policy & Procedures
- World Service Manual at www.ca.org
- Robert's Rules

AREA COMMITTEE CASH HANDLING PROCEEDURES

1. Committee funds are to be used for committee business only, there will be no borrowing of committee funds for personal use under any circumstances.
2. Committees must work within their approved budgets and no personal money is to be used to supplement committee funds.
3. All budget increases or one-time payments for committee business must be submitted by the effected committee at the monthly Area Committee Meeting. Suggestions should be presented in the form of a Policy Motion which would be voted on by our GSR's for approval.
4. Committees must get at least 3-estimates for any purchase over $500.00.
5. Using a two-person system to handle all incoming revenues, all collected cash and cheques should be kept in a secure location until they can be turned over to the Area Committee at the next committee meeting.
6. As per our P & P all committees will give quarterly reports on their financial status.
7. All requests for reimbursement must be accompanied by the appropriate receipts.

Convention Committee Only

1. All committee cheques to require two-signatures.
2. Cheques are never to be pre-signed.