

Approved BDA Intergroup Service Handbook



BDA Intergroup Coordinators — continued:

- ✓ **International Coordinator** — Responsible for initiating interactions and engagement with BDA groups and members outside of the US, asking how we can support them in their recovery, development of their groups, and application of DA's and BDA's principles as described in DA's and BDA's conference-approved literature and GSB-approved service materials. Our ISR can help connect the International Coordinator with a contact on the WSC International Committee so that our International Coordinator could make ongoing contact, seeking information and guidance from the WSC level of DA. Our International Coordinator would do the preparatory work that would allow the BDA Intergroup to plan and perform actions and initiatives related to reaching and serving international BDA groups and members. This would likely include helping to localize our DA and BDA program, but not our saleable literature, in as many countries and on as many continents as possible. We will seek WSC and GSB guidance on all BDA Intergroup international activities and initiatives. As a new Intergroup and a new position, the first order of business for our International Coordinator will be to pursue and gain a clear understanding of what is happening for BDA internationally today, at all service levels of DA and BDA.
- ✓ **Newsletter Coordinator** — Responsible for creating and gathering materials — especially articles, images (not of DA or BDA members), and other items of interest — for inclusion in a monthly or quarterly reporting of BDA events and information to the worldwide BDA fellowship via eBlast and posting to our website. Our Newsletter Coordinator can ask all BDA Intergroup trusted servants and IRs for newsletter contributions regularly. Present newsletter drafts and mockups at BDA Intergroup business meetings, seeking input, amendments, and approval before publishing. Let's please avoid unnecessary urgency and conflict over content. Let's focus on the "attraction" part of our 11th Tradition.
- ✓ **Parliamentary Coordinator** — Responsible for studying and knowing — to the best of their ability — the contents and instructions included in this handbook, the *DA Manual of Service*, and an abbreviated version of "Robert's Rules of Order," reviewing these items with BDA Intergroup trusted servants and IRs as necessary, especially when those BDA members are new to BDA Intergroup. Our Parliamentary Coordinator is also our advisor during times of dispute about meeting or decision-making protocol, supporting the Chair in focusing on leading the team through the topics at hand, potentially helping in difficult discussions and debates. Debates of protocol and policy are not encouraged, but they are sometimes necessary. Our Parliamentary Coordinator helps the Chair and the BDA Intergroup business meetings to remain faithful to our intentions, but the Chair remains firmly in the lead at all times and ultimately guides us to the best principle or protocol, especially during disagreements. Our Parliamentary Coordinator will review our business meeting recordings and / or transcripts and will work with the Chair to help make process improvements for future meetings.

Do you have an idea for a position that we haven't listed above or earlier in this handbook? Please send us the proposed title and a brief service position description via bdaintergroup@gmail.com, so we can consider creating and filling the position and including it in the next update of this handbook.