

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

	Requirements Abstinence/ Years in CEA	Steps	Length of Commitment	Currently	Description
Intergroup Service					
Chair	1 year	1-4	2 years	Debbie F.	
Vice Chair	1 year	1-4	2 years		
Secretary	1 year	1-4	2 years	Julien	Keeps IG records: takes minutes of meetings
Treasurer	1 year	1-4	2 years	JoElynn	Keep an account of IG income and expenses, pays bills, reimburses expenses, provides report of financial status on a monthly basis.
Volunteer Coordination	6 mos				Contact volunteers and enlists assistance where required. Coordinate efforts of committee members
Remind Reprs of mtgs.	Willingness				Call to remind Intergroup Reprs about meetings a week prior to meetings
Maintain Lists					
Service/Volunteer List	90 days				Maintain a list of areas where service is needed (this list)
Group Contacts list	Willingness				Gather list of people willing to volunteer for available positions
Meeting list	Willingness			Rachel P.	Maintain current meeting list (time, location, directions, etc) Provide printer friendly list to Literature Chair, IG Reprs, and Webmaster. Forward information about changes to Webmaster
Literature sales	90 days	1-3		Zinda P.	Purchase, inventory, and sell literature. Photocopy phone, meeting & Bridge Meetings lists, How To Get Started Assemble newcomer packets with the above and Welcomer Newcomer brochure Assist with sale of literature
Literature assistant	Willingness				Maintain spreadsheet of literature prices. Provide printer friendly list to Literature Chair, IG Reprs, and Webmaster.
Literature list	Willingness			Rachel P.	Organize retreats and workshops
Retreat/Workshop Chair	6 mos				Assist Retreat Chair with organization of retreats and workshops
Retreat support	Willingness				Monitors CEA-HOW telephone line, retrieving messages, returning calls, and providing meeting locations.
Phone line Chair	90 days			Doug B.	" "
Phone line support Sunday	30 days	1-3			" "
Phone line support Monday	30 days	1-3			" "
Phone line support Tuesday	30 days	1-3			" "
Phone line support Wednesday	30 days	1-3			" "
Phone line support Thursday	30 days	1-3			" "
Phone line support Friday	30 days	1-3			" "
Phone line support Saturday	30 days	1-3			" "
Member Outreach					
Webmaster	90 days	1-3			Gather information from WSO and Intergroup Distribute information to membership via email Forward information to webmaster for inclusion on website 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
Visit different groups monthly	6 months				Visit various meetings as a representative of the Intergroup. Let groups know what the Intergroup does and ask for suggestions, requests, participation

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Intergroup Service, continued					
Public Information Chair	1 year	1-5			Coordinate and support efforts of committee members
Committee Support	Willingness				Print fyers, prepare mailings
Design fliers	Willingness				Design fyers for distribution to the public based on input from PI Committee
Public Information Speaking	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
Health Fair Chair	90 days				Distributes information about CEA-HOW accordingly.
Corporate Health Fairs	90 days				Coordinate and support efforts of Corporate and Public Health Fairs chairs
Public Health Fairs	90 days				Line up volunteers to attend health fairs.
Health Fair Attendees	90 days				Compile names of companies who may hold corporate health fairs.
					Approach HR director about attending the health fair as a vendor.
					Compile names of companies who may hold corporate health fairs.
					Approach HR director about attending the health fair as a vendor.
					Staff the CEA-HOW table at various Health Fairs.
					Distribute information to attendees.
					Share experience, strength, and hope with attendees.

Area Service					
Representative	1 / 2 years	1-4	2 years	Rachel P.	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
Chair	1 / 2 years	1-4	2 years	Debbie F.	
Vice Chair	1 / 2 years	1-4	1 year	Judy K.	
Secretary	1 / 2 years	1-4	1 year	Linda M.	
Treasurer	1 / 2 years	1-4	1 year	Rachel P.	
Area positions require 1 year at Intergroup level					

World Service					
World Conference Delegate	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	Pamela K.	Represent Area 2 at World Service Business Conference
Vice Chair	2 / 3 years	1-12	2 years		Officers and board members elected from delegates
Secretary	2 / 3 years	1-12	2 years	Irish C.	
Treasurer	2 / 3 years	1-12	2 years	Bill P.	
Board Member	2 / 3 years	1-12	2 years	Woody N.	
Board Member	2 / 3 years	1-5	2 years	Lois L.	
Board Member	2 / 3 years	1-5	2 years	Coco M.	
Board Member	2 / 3 years	1-5	2 years	Marian H.	
Board Member	2 / 3 years	1-5	2 years	Tom P.	

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

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Group Service	Requirements			Currently	Description
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Set up room	Willingness				Assure that adequate chairs are available and set up more if necessary
Put out signs	Willingness				Place signs at all 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		Go to Intergroup meetings monthly, 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.

NOTE: Description of positions 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-HOW's 12 Steps and 12 Traditions shall be taken into consideration in the carrying out of any group service.

ASSEMBLY SERVICE

Chair
CoChair
Secretary
Treasurer
Speaker
Hospitality
PI
Literature
Transporter from airport
(see Group service)