



CoDA Service Conference 2015

Motion Form

Committee: Events

Date: May 12, 2015

Motion Number: Events-1

Result (data entry purposes only)

Motion: #1 - Add the description of CSC Facilitator to the FSM with the text provided below.

CoDA Service Conference Facilitator

What is a Facilitator?

The definition of facilitate is "to make easy" or "ease a process." What a facilitator does is plan, guide and manage a group event to ensure that the group's objectives are met effectively, with clear thinking, good participation and full buy-in from everyone who is involved.

To facilitate effectively, one must be objective. This doesn't mean the person has to come from outside the organization or team, though. It simply means that, for the purposes of this group process, the facilitator will take a neutral stance. They must step back from the detailed content and from their own personal views, and focus purely on the group process, the Agenda and the time management of the meeting.

(The "group process" is the approach used to manage discussions, get the best from all members, and bring the subject through to a successful conclusion. The secret of great facilitation is a creating group process that is open and safe – and that will engage the group's ideas, solutions, and decisions freely.)

The key responsibility of a facilitator is to manage the group process and maintain an environment in which the process can flourish. This will help the group reach a successful decision, solution or conclusion to the subjects at hand.

What is the role of the CSC Facilitator?

To facilitate an event well, one must first understand the group's desired outcome, and the background and context of the meeting or event. The bulk of your responsibility is then to:

- Keep focused and guide the group process, by keeping time, keeping order and gently correcting errors.
- Ensure that there is effective participation.
- Ensure participants are informed and comfortable.
- Participant contributions are considered and included by following all guidelines.
- Participants take shared responsibility for the outcome.
- Make needed announcements.
- Keep the time for each piece of the motion crafting process.
- Ask for assistance from veterans if they are unclear about a policy or procedure.
- Ensure the group adheres to the 30 Seconds rule outlined in the problem solving method descriptions.

With the group's objective firmly in mind, preparation for the meeting or event is all-important. Your job is to have a working knowledge of the Community Problem Solving Method of Decision Making (developed by CoDA, Inc.) and follow, and amend as needed, an effective CSC agenda.

What does it take to be an effective Facilitator?

- They have participated in a CoDA Service Conference in the past.
- They are very knowledgeable about CoDA's By-Laws and Fellowship Service Manual.
- They are familiar with codependency and the passion of its members about the program of Codependents Anonymous.
- They are good at public speaking.
- They have good boundaries and do not take things personally.
- They have the ability to remain calm in stressful situations.
- They are ok with making mistakes in front of an audience.
- They are not afraid to act as the authority when needed.
- They are able to confront a situation immediately to restore order.

- They are compassionate and understanding about the naiveté of the first time Delegate.
- They have a sense of humor.

The CSC facilitator is an integral part of the success of the conference. Those who have provided this service as a willing trusted servant of the fellowship have found it incredibly rewarding and provided great opportunity to grow in their recovery. If you are interested in facilitating a CoDA Service Conference please contact Events@CoDA.org.

Intent: There is nothing in the FSM about facilitating the CSC.

Remarks: