CHRONIC PAIN ANONYMOUS (CPA)
GENERAL ADVISORY COUNCIL JOB DESCRIPTIONS

As guided by the World Service Conference (WSC), the General Advisory Council (GAC) provides services and ongoing support to the fellowship on a daily basis. The GAC will meet monthly. GAC Officers, Intergroup Liaisons and Group Representatives (GR’s) have voting privileges. The GAC meetings are open to all members of the fellowship.

All service officers are expected to:

• have a working knowledge of the Twelve Steps and Twelve Traditions
• familiarity with the CPA Meeting Manual and CPA Service Manual
• demonstrate willingness and availability to serve the fellowship
• have an understanding and experience of the group conscience process
• be dedicated and committed to the spiritual health, sustainability and development of CPA
• desire to carry the message to those who suffer with chronic pain and chronic illness
• be committed to their own personal growth in the program
• be a member of CPA and regularly attend meetings and work with a sponsor
• have strong listening skills and an ability to communicate effectively with others
• have a flexible attitude
**PRESIDENT**

**Description**
Leads the CPA General Advisory Council (GAC)

**Responsibilities**
- Sets the monthly GAC meeting agenda
- Sends the agenda to the Meeting Liaison 10-12 days before the GAC meeting
- Facilitates the monthly meeting
- Tracks actions and tasks of GAC
- Mentors Vice-President

**Term of service**
- 2 years

**Requirements to apply**
- 2 years as a member of CPA
- Completion of the CPA Twelve Steps
- Familiarity and knowledge of the CPA Twelve Traditions
- Basic computer skills, including email communication and word processing

**Suggested skills**
- Organized, detail oriented, works well with others, excellent communication skills, ability to keep meetings focused and facilitate discussions
- Flexibility, tact, discretion and diplomacy
- Prior CPA service work

**Time commitment**
- 4-6 hours a month
VICE-PRESIDENT

Description
Mentored to step into President position and supports President.

Responsibilities
• Attends monthly meetings
• Leads GAC as needed if President is unable to attend a meeting
• Assists President as needed

Term of service
• 2 years

Requirements to apply
• 2 years as a member of CPA
• Completion of the CPA Twelve Steps
• Familiarity and knowledge of the CPA Twelve Traditions
• Basic computer skills, including email communication and word processing.

Suggested skills
• Organized, detail oriented, works well with others, excellent communication skills, ability to keep meetings focused and facilitate discussions.
• Flexibility, tact, discretion and diplomacy
• Prior CPA service work

Time commitment
• 3-4 hours a month
SECRETARY

Description
Records GAC meeting minutes and sends them to President for review and Meeting Liaison for distribution.

Responsibilities
• Attends monthly GAC meetings
• Takes minutes
• Sends minutes to President of GAC for review
• Sends reviewed minutes to Meeting Liaison
• Mentors Apprentice Secretary
• Maintains GAC documents, including minutes, on Dropbox

Term of service
• 2 years

Requirements to apply
• 2 years as a member of CPA
• Completion of the CPA Twelve Steps
• Familiarity and knowledge of the CPA Twelve Traditions
• Basic computer skills, including email communication and word processing

Suggested skills
• Organized, detail oriented, works well with others, excellent communication skills
• Flexibility, tact, discretion and diplomacy
• Prior CPA service work

Time commitment
• 3-5 hours a month
SECRETARY APPRENTICE

Description
Assists Secretary and is mentored to take lead.

Responsibilities
• Attend monthly GAC meeting
• Takes minutes at GAC meeting when Secretary is unable to attend

Term of service
• 2 years

Requirements to apply
• 6 months as a member of CPA
• Working on completion of the CPA Twelve Steps
• Familiarity and knowledge of the CPA Twelve Traditions
• Basic computer skills, including email communication and word processing

Suggested skills
• Good communication, teamworking skills, organization, attention to detail
• Flexibility, tact, discretion and diplomacy
• Prior CPA service work

Time commitment
• 3-5 hours a month
MEETING LIAISON

Description
The Meeting Liaison is responsible for the registration and administration of CPA groups, and maintains communication with Group Representatives (GR’s). This person provides guidance and support to new groups, oversees all current groups, and maintains records of registered CPA groups. The Liaison is a member of the General Advisory Council and is the communication link between the GAC and the CPA GR’s.

Responsibilities
- Attends GAC monthly meetings
- Manages Group Representatives contact list and correspondence
- Support and manage new group registrations
- Works with Webmaster to update website information regarding new and revised group information
- Maintains folder of all Meeting Liaison documents on Dropbox
- Mentors and trains Apprentice Meeting Liaison
- Attends Phone and XP Intergroup meetings
- Member of the World Service Conference planning committee
- Maintains Zoom account and schedules meetings
- Periodically visits various phone, video and online meetings to stay connected to the fellowship

Term of service
- 2 years

Requirements to apply
- 2 years as a member of CPA
- Completion of the CPA Twelve Steps
- Familiarity and knowledge of the CPA Twelve Traditions
- Familiarity with CPA Meeting Manual and CPA Service Manual

Suggested skills
- Organized, detail oriented, works well with others, excellent communication skills
- Prior CPA service work
- Familiarity with CPA’s various meeting types (phone, Zoom, virtual, text, etc.)
- Basic computer skills, including email communication and word processing

Time commitment
- 7-9 hours a week

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MEETING LIAISON APPRENTICE

Description
Trains to take Meeting Liaison position and supports Meeting Liaison.

Responsibilities

First Year
- Attend monthly GAC Meetings
- Assists in managing registrations/group changes
- Assists with Dropbox maintenance and communication with Webmaster
- Periodically visit various phone, video and online meetings to stay connected to the fellowship

Second Year
- New meeting registration tasks

Last 6 Months
- Send communications to GR’s
- Attend WSC planning meetings

Term of service
- 2 years

Requirements to apply
- 6 months as a member of CPA
- Working on completion of the CPA Twelve Steps
- Familiarity and knowledge of the CPA Twelve Traditions
- Familiarity with CPA Meeting Manual and CPA Service Manual
- Basic computer skills, including email communication and word processing

Suggested skills
- Organized, detail oriented, works well with others, excellent communication skills
- Prior CPA service work
- Familiarity with CPA’s various meeting types (phone, Zoom, virtual, text, etc.)

Time commitment
- 1-2 hours a week first year
- 3-4 hours a week second year
Description
Assemble, catalog, preserve valuable historical information. Maintain and oversee all documents on the CPA Dropbox. Conduct research and prepare effective reports from the early stages to project completion.

Responsibilities
• Attends monthly GAC meetings
• Help define research projects as assigned by the Board of Trustees and General Advisory Council
• Lead survey every 2 years, including data collection and summary report
• Management of CPA Dropbox account. Includes evaluating, selecting, retrieving, maintaining, preserving and arranging CPA documents in folders
• Communicate with other members and committees to help guide projects
• Maintain CPA historical documentation and provide guidance on historical topics and preservation issues

Term of service
• 2 years

Requirements to apply
• 2 years as a member of CPA
• Completion of the CPA Twelve Steps
• Familiarity and knowledge of the CPA Twelve Traditions

Suggested skills
• Organized, detail oriented, excellent communication skills, be able to work with a team.
• Prior CPA service work
• Ability to carry out independent research
• Technical skills with Word, creating charts and documents, for creating, writing and editing reports. Survey Monkey.

Time commitment
• 5-8 hours a month
CHAIRPERSON JOB DESCRIPTIONS OF COMMITTEES REPORTING TO COUNCIL

LITERATURE COMMITTEE CHAIR

Description
Leads the committee that creates and revises CPA literature.

Responsibilities
• Hold monthly meetings, send agenda and Zoom invitation.
• Manage list of literature projects, including creation of new projects and revising of current literature.
• Track and coordinate all CPA literature projects
• Participate in writing and editing literature
• Work with graphic designer on new projects and revising current literature
• Work with Executive Director to complete publication and post documents on website
• Work with Meeting Liaison when literature needs to be sent to the fellowship.
• Work with Board of Trustees when literature needs to be approved by Board members
• Identify literature that needs to be approved by fellowship and sends to the WSC committee.
• Attend WSC planning committee meeting if requested
• Attend WSC
• Train Apprentice

Term of service
• 2 years minimum, maximum 3 years

Requirements to apply
• 2 years as a member of CPA
• Completion of the CPA Twelve Steps
• Basic computer skills, including email communication and word processing
• Familiarity with CPA literature and CAL process

Suggested skills
• Organized and detail oriented
• Prior CPA service work
• Competency in Word
• Competent editing skills

Time commitment
• 8-12 hours a month

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LITERATURE COMMITTEE APPRENTICE

Description
Trains to take Chair position. Supports Literature Chair.

Responsibilities
• Assists Chair as needed
• Leads monthly meeting when Chair is not able to attend

Term of service
• 2 years

Requirements to apply
• 6 months as a member of CPA
• Working on completion of the CPA Twelve Steps
• Basic computer skills, including email communication and word processing
• Familiarity with CPA literature
• Current member of literature committee

Suggested skills
• Organized and detail oriented
• Prior CPA service
• Competency in Word
• Competent editing skills

Time commitment
• 8 -10 hours a month