

## CoDA ACRONYMS

Acronym	Full Wording	Definition or Function
2x2	Two by Two	A meeting of 2 Board members with 2 Committee members
3x3	Three by Three	A meeting of 3 Board members with 3 Committee members
7th Tradition	7th Tradition Donation	What CoDA members give to support their local group, what a local group gives to support the CoDA entities above them.
AHC	Ad hoc Committee	Committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective
AMC	Association Management Company	A company that specializes in providing management services and guidance to Not-for-Profits.
AFM	Alternate Format Meeting	CoDA meetings that do not meet in person.
AFMTF	Alternate Format Meeting Task Force	Task force created 2022 CSC to assist in the creation of an Alternate Format Meeting (AFM) Voting Entity (VE).
BK	Bookkeeper	An independent contractor who records our financial transactions into organized trackable categories. They work closely with the Treasurer and Financial Committee with budget creation, tracking.
BL	Board Liaison	A CoDA Board member assigned to be the primary point of contact; helps provide communication, understanding and assistance in behalf of the Board and the committee they work with.
CEC	CoDA Events Committee	Standing committee.
CET	CoDA Email Team	A subcommittee of CoDA Communications Committee that responds to Fellowship emails.
Chairs	Chair's Forum	Forum by which committee chairs share ESH related to serving CoDA, Inc.
CLC	CoDA Literature Committee	Standing committee.
CoDA®	Co-Dependents Anonymous, Inc.	The name of our organization.
CoDA, Inc.	Co-Dependents Anonymous, Inc.	The name of our corporation.
CoDAteen	CoDAteen Committee	Standing committee (re-established 2022 CSC)
Comm	CoDA Communications Committee	Standing committee.
Co-NNections	Co-NNections Committee	Standing committee.
CoRe	CoDA Resource Publishing	Publishes and distributes CoDA Literature, and is the source of royalty income
CPhone	CoDA Phone Answering group	A subgroup of the Communications Committee
CSC	CoDA Service Conference	The annual business meeting of CoDA, Inc.
CPSM	Community Problem Solving Method	Sequence for Bringing a Motion to Vote. See Fellowship Service Manual (FSM), Part 4
DRTF	Delegates Relations Task Force	Task force created 2022 CSC to consider formation of a Delegate Relations Committee. See 2023 Motion
ERAP	Expense Reimbursement Approval Procedure	Procedures a Trusted Servant (TS) must follow to be reimbursed for expenses occurred while serving CoDA, Inc.
ERP	Expense Reimbursement Policy	CoDA's Policy on what are reimbursable expenses.
ERR	Expense Reimbursement Request	Used by Trusted Servants to request reimbursement for travel expenses
ESH	Experience, Strength & Hope	What CoDA members share with each other using "I statements".
Events	CoDA Events Committee	Standing committee.
F2F	Face to Face	An in person meeting to conduct CoDA business
FC	Finance Committee	Standing committee.
FL	Finance liaison	Member of the Finance Committee (FC) assigned to be the point of contact with another committee
FMAF	Finance Meeting Approval Form	Finance Committee form
FS	Fellowship Services	Includes mail handling and meeting updates and other duties performed by an independent contractor
FSM	Fellowship Service Manual	Manual that is our repository of information that governs CoDA.
FSW	Fellowship Service Worker	A Fellowship member who is a paid as an Independent Contractor to serve the Fellowship.
GC	Group Conscience	A decision made by a group or the process of making a decision. See FSM
GILTF	Gender Inclusive Language Task Force	A task force created post 2022 CSC by the Board to work on making CoDA more gender language inclusive.
GSR	Group Service Representative	A member of a local CoDA group who represents the group at the local level in the CoDA structure.
H&I	Hospital & Institutions Committee	Standing committee.
ICC	International CoDA Convention	Usually follows CSC coordinated by the Events committee.
IMC	Issues & Mediation Committee	Resolves issues between CoDA groups or people. The Voting Entity Liaison (VEL) is a member of IMC, see separate description for VEL.
LIT	CoDA Literature Committee	Standing committee.
MIS	Meeting Information Sheet	A form submitted by Chairs to the Finance Committee to act as a head up of the expenses.
Outreach	Outreach Committee	Standing committee
P&P	Policy & Procedures Manual	A policy is a set of guidelines for CoDA Trusted Servants to follow. A procedure is the instructions on how a policy is followed.
QSR	Quarterly Service Report	Includes Board, Committee and Fellowship Service Worker (FSW) reports to the Fellowship
SPO	Spanish Outreach Committee	Standing committee.

SS	Smart Sheet	An online spreadsheet application used to collect ERR submissions & track their approval. It is also used by VEL to track and vet CSC delegates.
TF	Task Force	A group of people who are brought together to do a specific job or task.
TMC	Translation Management Coordinator	Co-ordinates and manages the various CoDA literature language translations. (Formerly was a committee that was dissolved at 2022 CSC).
TS	Trusted Servant	A CoDA member who is serving CoDA in some capacity
VE	Voting Entity	Each state, province, territory of all Countries and those Countries is entitled to 2 voting delegates.
VEL	Voting Entity Liason	The Voting Entity Liaison (VEL) is elected by the Issues Mediation Committee (IMC) to assist Voting Entities (VE). Also known as IMC VEL.
WG	Work Group	A group of fellowship members who work together on a particular piece of work.
WCC	World Connections Committee	Standing committee, (established in 2013, grew out of the former International Task Force (ITF).
	Revised 02-28-2023	