

GENERAL INSTRUCTIONS

- Completed Trustee at large résumé forms are due at the World Service Office postmarked no later than August 15. RT forms are due January 1.
- Please print or type all information requested. If printing, please use dark blue or black ink.
- Use only the form provided. Any additional information provided will not be considered. You may want to draft and revise your responses on another sheet of paper before entering your final answers on this form.

BACKGROUND INFORMATION

The Board of Trustees acts as custodian of the Traditions and guarantor of prudent management of Al-Anon's World Services, with authority under law, to manage Al-Anon business. The Board is responsible for the World Service Office, which consists of WSO committees, an Executive Committee, and paid staff.

More detailed information may be found in The Bylaws of Al-Anon Family Group Headquarters, Inc., Al-Anon's Twelve Concepts of Service and appropriate sections of the Al-Anon/Alateen Service Manual.

SOME FREQUENTLY ASKED QUESTIONS

- Who may apply to become a Trustee?

A candidate must currently be an active Al-Anon member with at least five years continuous membership. The candidate needs to have special skills and experience to be able to perform effectively as a Trustee. The skills and experience should include an area of management, finance or business, or Al-Anon service.

Al-Anon service requires specific involvement at the local or area levels. Qualifying Al-Anon service includes the following: officer; District Representative activity at area assembly; area Delegate; assembly officer or coordinator; AIS representative; area or assembly convention host committee participation.

- What knowledge and skills are desirable in a Trustee?

A thorough understanding of the Twelve Traditions and Twelve Concepts of Service and a broad view of the policies of Al-Anon are essential. The candidate should have demonstrated leadership qualities, and the ability and willingness to make decisions which concern both the business operations and the policies of Al-Anon worldwide. Although experience in accounting, law

and/or business administration is highly desirable, it is not obligatory. The candidate should have creative and assertive abilities to originate ideas, proposals, plans and policies for improving the fellowship now and in the future. The candidate should be able to accept criticism and have the ability to modify one's ideas to reach cooperative solutions for the good of Al-Anon worldwide.

- How much time will I have to devote to being a Trustee?

Depending on the assignment, the responsibility accepted, and willingness to serve as a committee chairperson or member of the various Board subcommittees, a Trustee can expect the need to be available for meetings a minimum of 24 days to a maximum of 50 days during the year. These include three quarterly meetings of the Board itself, three Friday meetings of the Policy Committee prior to the Board meetings and six to nine consecutive days at the World Service Conference. The fourth quarterly meeting and a Policy Committee meeting are held on Saturday, prior to the week of the WSC.

The annual Board meeting is held on the day following the WSC. The three other quarterly meetings are held on the fourth Saturday in January, July, and October, unless the Board determines that circumstances warrant an alternative date. Other committees, which a Trustee may be assigned to serve on, could meet monthly, bimonthly or quarterly. Trustees are required to be present and to spend the time necessary to fulfill their obligations to the Board and the committees to which they have been appointed.

- Are there any restrictions on where a Trustee can live?

A Trustee at Large can live anywhere within the United States or Canada; however, a Regional Trustee must reside within the region. Trustees must be readily available to the World Service Office for consultation and to attend special meetings of the Board of Trustees called on short notice.

- I just completed my term as a Delegate. May I apply to become a Trustee?

Delegates to the World Service Conference are not eligible as candidates for Trustee until one year has elapsed after their term of office. The year is determined by résumé due date.

SELECTED COMMITTEES AND THEIR STAFF SERVICES

Alateen - Addresses the needs of Alateen by registering groups, publishing *Alateen Talk*; encouraging sponsorship of and corresponding with Alateen Coordinators.

Archives - Maintains records of Al-Anon growth; records and preserves significant historical data, fosters interest in local archival activity to maintain awareness of the past.

Conference - Plans and coordinates annual World Service Conference; keeps Conference members informed through correspondence; publishes *Area Highlights*, maintains records of area officers and coordinators.

Cooperating with the Professional Community (CPC) - Informs professionals about Al-Anon/Alateen as a community resource; prepares newsletter, *Al-Anon Speaks Out*; coordinates exhibits for professional organizations.

Forum - Prepares monthly magazine; considers every letter and article sent by members; plans programs for increasing circulation.

Institutions - Encourages service programs at hospitals, correctional facilities, courthouses and treatment centers; coordinates newsletter, *Al-Anon In Institutions*; aids coordinators and professionals in bringing the Al-Anon presence into institutions. This includes the formation of Institutions groups.

International Coordination - Aims to maintain worldwide unity; plans a biennial meeting of Delegates from structures around the world; coordinates review of CAL translations.

Literature - Creates Conference Approved Literature (CAL) to address current recovery needs; revises existing books and pamphlets; deals with design, format and content.

Public Information (PI) - Strives to carry the Al-Anon message of hope to the public; communicates with groups and committees on P.I. efforts; develops material for media.

Regional Service Seminar (RSS) - Reviews bids from the host region; coordinates the event; selects personnel to attend and formulates the agendas based on requests from within the region; depends on Delegates who act as their link to the groups to suggest topics for seminar workshops and presentations.

Note: In order to maintain a worldwide focus, Trustees are asked to relinquish local Al-Anon activities beyond the group level during their term as a member of the WSO Board.

Trustee at-Large/Regional Trustee Résumé Form