

**Trustee Résumé to the Board of Trustees,
Al-Anon Family Group Headquarters, Inc.**

Please Type – Use This Side Only – No change in form/ No Attachments

Check one ☐ Regional Trustee (RT) ☐ RT Alternate ☐ Trustee at Large (TAL)

Name: _____ Address (Street/PO Box): _____

(Last) (First) (M.I.)

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Home Phone: (____) _____ Work Phone: (____) _____ E-mail: _____

Name & city of home group: _____

Area name: _____ Region: _____ Continuous years active in Al-Anon/Alateen: _____

1. List your Al-Anon/Alateen service experience beyond the group level: (list most recent to past)

Position

Dates (from - to):

Position

Dates (from – to)

2. Describe your personal history including leadership experience, specialized education, training, work, and non-Al-Anon volunteer skills as they pertain to this position (list most recent to past).

3. What is your vision for Al-Anon Family Group Headquarters, Inc.?

4. Describe how your leadership skills and talents would make you a positive asset on the Board of Trustees.

5. Choose and share your thinking/understanding of any one of the Concepts of Service.

Signature

Revised 1/06

Date Submitted

TRUSTEE RÉSUMÉ

GENERAL INSTRUCTIONS

- Résumé is due at the World Service Office (WSO) postmarked no later than August 15 for Trustee at Large and December 31 for Regional Trustee.

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. (Refer to Concept Six) "While our objectives are spiritual, these aims can be achieved only by means of an effective business operation... our trustees must function like directors... they must have ample authority to manage and conduct Al-Anon committee and business meetings." More detailed information can be found in the Bylaws of Al-Anon Family Group Headquarters, Inc., Al-Anon's Twelve Concepts of Service, and sections of the Al-Anon/Alateen Service Manual.

GENERAL INFORMATION

- A candidate must currently be an active Al-Anon member with at least ten (10) years continuous membership in Al-Anon/Alateen.
- A Trustee at Large (TAL) can live anywhere within the World Service Conference (WSC) structure. A Regional Trustee (RT) must live within the Region of the election.
- Delegates to the WSC are not eligible as a candidate for Trustee until two (2) World Service Conferences have elapsed after their terms end.
- Any Al-Anon member who is also a member of AA is not eligible to serve.

MEETING INFORMATION

- The Board of Trustees meets quarterly: January, April, July, and October.
- Trustees need to be available for meetings monthly or quarterly from 28 – 60 days a year. Actual time depends on assignments and specific positions on the Board.
- Trustees need to be available to WSO for consultation and to attend special meetings of the Board of Trustees that are called on short notice.
- Assignments require work between Board meetings by phone, e-mail, alone, or on a team.

SKILLS or EXPERIENCE

- Relevant background experience in business, education, finance, law, technology, media, or Al-Anon service experience beyond the group level is required and includes: District Representative; Area Delegate; Area Assembly Officer or Coordinator; or Al-Anon Information Service Liaison to Area World Service Committee.
- A thorough understanding of the Twelve Traditions, Twelve Concepts of Service, and Al-Anon policies.
- The ability and willingness to make difficult decisions, participate in group processes, originate ideas and policies for improving the business operation and the fellowship as a whole is necessary. (Concept Nine)
- The ability to accept criticism and take yourself less seriously is a priority.
- Speaking to large groups is inevitable.
- Possess basic computer skills and access to e-mail (with attachments) is a necessity.

MISCELLANEOUS

- Trustees are to relinquish all Al-Anon activities beyond the group level during their term.
- Consider your health and stamina as workdays are often long and require the ability to sit for extended periods. You are expected to manage your own luggage.
- Be willing to share hotel rooms with another Trustee or staff member.

THANK YOU FOR YOUR INTEREST.

RÉSUMÉ
EXECUTIVE COMMITTEE FOR REAL PROPERTY MANAGEMENT (ECRPM)
Please Type— Use This Side Only – No change in format/ No Attachments

Name: _____ Address (Street/PO Box): _____
(Last) (First) (M.I.)
City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____
Home Phone: (____) _____ Work Phone: (____) _____ E-
mail: _____

Name & city of home group: _____
Area name: _____ Region: _____ Continuous years active in Al-Anon/Alateen: _____

1. List your Al-Anon/Alateen service experience beyond the group level: (list most recent to past)

Position	dates (from - to):	Position	dates (from – to)
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2. Describe your personal history including specialized education, training, work, and non-Al-Anon volunteer experience as they pertain to this position.

3. Describe how your leadership skills and talents would make you a positive asset on this committee.

Signature

Date Submitted

ECRPM RÉSUMÉ

GENERAL INSTRUCTIONS FOR ECRPM RÉSUMÉS:

- Resume is due at the World Service Office (WSO) postmarked no later than August 15.

BACKGROUND INFORMATION:

The 1995 World Service Conference (WSC) established an Executive Committee for Real Property Management (ECRPM) to manage the physical property of the World Service Office in Virginia Beach for a 15 year trial period.

ECRPM STRUCTURE:

The 5-member Committee includes:

- Director of Business Services/Business Manager;
- Chairperson of the Finance Committee;
- Three Al-Anon members who are not Trustees.

Note: The Executive Director and Chairperson of the Board are not ex-officio members of this Committee.

GENERAL INFORMATION:

A candidate must:

- Currently be an active Al-Anon member with at least **seven (7) years** of continuous membership.
- Have special skills and experience that include: areas of property management; finance; business; accounting; law; business administration; technology; or Al-Anon service beyond group level.
- Live within the World Service Conference structure.

Notes:

- Any Al-Anon member who is also a member of AA is not eligible to serve.
- Delegates to the WSC are not eligible to apply as candidates for ECRPM until one WSC has elapsed after their terms end.

MEETING INFORMATION:

- A Committee member needs to be available for meetings a minimum of four days during the year. Time depends on the responsibility which arises regarding the management of property **and** may include evening hours.
- The Chairperson of the ECRPM attends the WSC with voice limited to ECRPM business, but no vote.
- ECRPM meetings are held on a weekend in June and November. They do not meet at the same time that the Board or the Executive Committee is in session. The Board of Trustees approves any change in meeting schedule.
- ECRPM members are expected to spend time reviewing essential documents and material prior to meetings and as necessary to maintain sufficient knowledge of the operation of the property in cooperation with the Director of Business Services.
- An ECRPM member must be readily available to the Chairperson of the ECRPM and the Director of Business Services.

SPECIAL ABILITIES OR ASSETS FOR CANDIDATES:

- A thorough understanding of the Twelve Traditions, Twelve Concepts of Service, and Al-Anon policies.
- The **ability** and willingness to make difficult decisions, participate in group processes, and originate ideas and proposals in regard to property management while being able to work as a team member.
- The ability to accept criticism and to modify one's ideas to reach solutions.
- Property/facility management is not essential.

SOME THINGS TO CONSIDER:

- ECRPM members are to relinquish all Al-Anon activities beyond the group level during their term.
- Be willing to share a sleeping room with another Committee member.

THANK YOU FOR YOUR INTEREST.

AI-Anon/Alateen World Service Office Committee Resume

Please print or type. Use this side only; no attachments

Date: _____

List in order your areas of interest for the World Service Office Committees (Alateen, Forum Editorial, International Coordination, Literature, Outreach to Professionals, and Public Outreach):

1.	2.	3.	4.
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Personal information:

Name:		Date of Birth: (Alateen member only)	
Address:		Daytime phone:	
		Evening phone:	
City:		Years active in AI-Anon/Alateen:	
State/Province:		Home Group:	
Zip/Postal Code:	Country:	Region:	Area:

If Alateen member, custodial parent(s) information:

Printed name(s):	Daytime phone:
Signature(s):	Evening phone:

AI-Anon/Alateen service experience, beginning with most recent (include dates):

Group experience:	Dates (from to)
Area experience:	
World Service Office experience:	

Other information:

Personal history, including education, training, work, and other volunteer experience:
Tell us something about yourself:

COMMITTEES WITH AT-LARGE MEMBERS

- **Alateen Advisory:** addresses the needs of Alateen members, encourages Alateen group sponsorship and supports Alateen Coordinators.
- **Forum Editorial Advisory:** recommends editorial policies for our monthly magazine; considers articles for publication and seeks to place *The Forum* in the hands of every Al-Anon and Alateen member.
- **International Coordination:** aims to maintain worldwide unity; plans a biennial meeting of delegates from structures around the world; coordinates review of CAL translations.
- **Literature Committees (2):** both committees seek to aid recovery by creating new and revised Conference Approved Literature (CAL) and seek ways to encourage members to enhance their recovery through increased awareness and use of our literature and service materials.
- **Outreach to Professionals Advisory:** insures that the WSO remains “friendly with our friends” by cooperating with professionals, government agencies, associations, institutions, and public and private agencies.
- **Public Outreach:** develops policy and program outreach for both the public and professional community; keeps the public informed about Al-Anon through staying attuned to the ever-changing media environment.

REQUIREMENTS FOR AT-LARGE COMMITTEE MEMBERSHIP:

- Continuous active Al-Anon membership for at least the last five (5) years or continuous active Alateen membership for at least the last two (2) years and at least 13 years old. The at-large committee members are appointed to serve one-year terms up to a maximum of six years. These committee members may divide these terms between one or more committees but may serve on only one committee at a time. Trustee or delegate service on these committees does not count towards the maximum. Past WSO staff may serve on committees after three years from the date of termination. However, past staff members may not serve on the same or similar committees nor any committee within the same department in which they worked.
- Family members may not serve on the same committee.
- Members of Alcoholics Anonymous may not serve in these positions.
- The Literature and Public Outreach Committees have delegate members who bring a geographic diversity to their committees; at-large members of these committees will be chosen from the geographic area not to exceed a radius of 300 miles of Virginia Beach.
- The ability to attend meetings four to eight days per year, including weekends.
- Time and ability to work on committee projects throughout the year.
- WSO committee members are required to relinquish information service, literature distribution center, or area world service positions (GRs and alternate DRs may serve provided they do not serve in another area capacity).
- At-large members of all advisory committees may come from anywhere in the United States and Canada.

Mail completed form to:

AFG, Inc. World Service Office
1600 Corporate Landing Parkway
Virginia Beach, VA 23454