

January 2019

Dear Conference Members and Area Chairs,

As part of the twice yearly solicitation for service volunteers at the WSO level, I am writing to remind you of the process for submitting candidates, and to give you any updates related to that process. The résumé for Trustees at Large and Regional Trustee candidates is available electronically to Conference members on AFG Connects/WSC Members/Forms and will soon be posted on the website. The résumé includes text boxes which limit the length of a nominee's response. Nominees should print out and review their résumé before submitting it to make certain they haven't modified the form or exceeded the amount of space provided. Please read the processes for each group of candidates carefully giving attention to the important information included there.

### **ANNUAL VACANCIES**

The number of positions available annually is as follows:

- 3 At-Large Trustees
- 3 Regional Trustees (rotates depending on Region)
- 1 At-Large member, Executive Committee for Real Property Management
- 5 At-Large members, Forum Editorial Advisory Committee
- 5 At-Large members, Literature Committee
- 5 At-Large members, Public Outreach Committee
- 2 At-Large members, Audit Committee

This year, we have additional openings to fill the remaining one year of a three-year term for the following positions:

- Canada Central Regional Trustee

### **Process for Trustee at Large Candidates\*:**

- Potential candidates' résumés must be postmarked, faxed, or e-mailed to the WSO on or before **August 15, 2019**.
- The Delegate from a TAL candidate's Area is notified when we receive the résumé and is asked to acknowledge having no objections or sending in writing any concerns he/she might have about the candidate to the Nominating Committee prior to the October meeting.
- Up to six candidates are selected in October by the Nominating Committee, in consultation with the Conference Committee on Trustees (CCT).
  - The Nominating Committee will forward the names of the selected candidates to the CCT Chairperson.
  - The Chairperson will then send the names of the selected candidates to the members of the CCT.
  - Any member of the CCT may file an objection to any of the selected candidates by **December 15**.
- Then, up to three nominees are selected by the Board in January.

- The selected nominee's name will be presented to the World Service Conference (WSC) for traditional approval.

Please note the requirement for length of continuous AI-Anon membership, as well as the requirement that Delegates must wait until two WSCs have passed after their terms end before they can be considered. Also, please keep in mind the requirements regarding stamina, the willingness to share a room, and the need to be available 28 – 60 days a year.

**Process for Regional Trustee Candidates\*:**

- The Regions which will submit candidates for election to a three-year term in 2020 are US South Central, US Northwest, and US Southwest. Canada Central will also submit candidates for a one-year term at this time. Areas within those Regions should submit candidate résumés to the WSO by **August 15, 2019**.
- At the 2019 Conference, a Regional Committee on Trustees (RCT) will form for each Region nominating candidates. The US South Central, US Northwest, and US Southwest RCTs are composed of all Delegates from the Areas within the Region and three Delegates from outside each of the Regions that are chosen by lot at the WSC. The Canada Central RCT is composed of all Delegates from the Areas within the Region and one Delegate from outside the Region that is chosen by lot at the WSC. Voting members of the RCTs will review and score candidate résumés and submit tally sheets by **September 30** to the RCT Chairperson.
- An RCT Chairperson (one for each Region) will be elected by RCT members at the 2019 Conference. The primary responsibility of the RCT Chairperson is to summarize the scores and comments from all voting members. Alternate RCT Chairpersons (one for each Region) will be elected in the event the RCT Chairs are unable to fulfill their duties. The RCT Chairperson will summarize the results and then forward them to the Secretary of the Nominating Committee prior to the October Board meeting.
- In October, the Nominating Committee, with the input from the RCT, will select up to two candidates from each Region.
- The Nominating Committee will forward the names of the selected candidates to the RCT Chairperson. The Chairperson will then send the names of the selected candidates to the members of the RCT. Any member of the RCT may file an objection to any of the selected candidates by **December 15**.
- In January, the Board of Trustees, in consideration of the Board's needs, may select one candidate as the Regional nominee.
- The selected nominee's name will be presented to the World Service Conference for traditional approval.

Please note the requirement for length of continuous AI-Anon membership, as well as the requirement that Delegates must wait until two WSCs have passed after their terms end before they can be considered. Also, please keep in mind the requirements regarding stamina, the willingness to share a room, and the need to be available 28 – 60 days a year.

\*In January 2011, the Board of Trustees voted to give all Trustee candidates an additional question to answer in writing. Candidates will receive the question after the August 15 deadline and have a short time frame to return the answer. The Nominating Committee and the Conference Committee on Trustees/Regional Committees on Trustees will evaluate the answers as part of the scoring and ranking process. The additional question provides valuable insight related to each candidate's ability to communicate clearly in writing, originate ideas, and meet a deadline."

**Process for the Executive Committee for Real Property Management (ECRPM):** The nominating process is the same as for Trustee at Large. Members serve one three-year term and may not be

re-elected. Remember, **August 15** is the deadline. Please note the difference in length of continuous AI-Anon membership as well as the need to be willing to share a room.

After selection, all Trustees and ECRPM nominees are elected at the Annual Meeting of the Board of Trustees.

**Process for Committees:** Since 2006, the Board of Trustees has been reviewing and revising Selected Committee structures to determine if each of the Committees is meeting the needs of the fellowship. Some Committees have been disbanded and others have had their membership or meeting times restructured to allow members to serve without spending time travelling to the World Service Office. The Forum Editorial Advisory Committee, the Public Outreach Committee, and the Literature Committee have five At-Large members each. These members can live anywhere in the World Service Conference Structure. The Audit Committee is also seeking applicants in the fellowship who have auditing experience and/or education to oversee the interaction with the auditors of the World Service Office audit. The Selected Committees discussed above require one-year time commitments which run from May to April each year. Résumés are due by January 1. The process of review, recommendation and approval of the candidates is finalized in April. Applicants are notified and begin their assignment in May.

### **Process for Short-Term Opportunities**

**Thought Forces and Task Forces:** Thought Forces and Task Forces develop on an as-needed basis. Members with specific skills related to the purpose of the Thought or Task Force will be recruited to accomplish the goal for which it was formed. Time commitments are generally short-term and will be specified. As Thought Forces and Task Forces can be formed at any time, notices for those groups will go to the Delegates, and résumé forms will also be made available on AFG Connects.

The charts attached describe the timeframe for Trustee and ECRPM member selection. Thank you for doing your part to find service members.

In fellowship,



Vali F.  
Executive Director

VMF:njl

**PS:** Each candidate who submits a résumé receives an acknowledgment letter via e-mail when the résumé is received, a copy of which is also forwarded via e-mail to the Area Delegate. As selection times vary by Committee, notices do not come out in any particular order or timeframe. All candidates, for any position, will receive a final letter whether they were chosen or not.

**encl.**

- Forum Editorial Advisory Committee Guideline
- Literature Committee Guideline
- Public Outreach Committee Guideline
- Audit Committee Guideline

## TIMEFRAME FOR BOARD RECEIVING RÉSUMÉS AND NOMINATION PROCESS

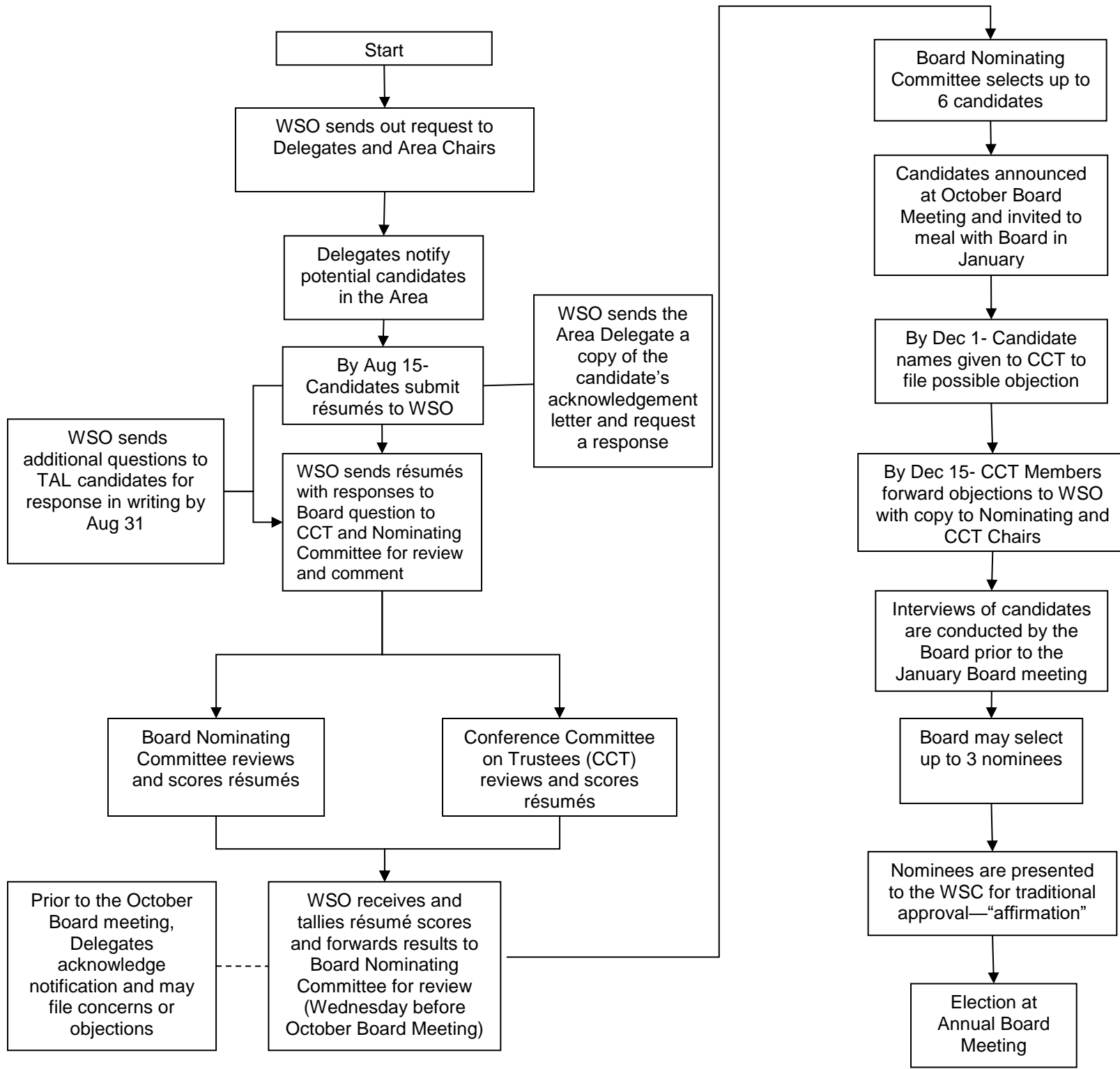
	August 15 Postmark	After August 15 deadline	October Board Meeting	January 1	January Board Meeting	Annual Board Meeting
Work Group, At-Large, and Advisory Committee résumés are sent to the WSO				X*		
TAL/RT/ECRPM résumés are sent to the WSO	X**					
WSO sends additional question to candidates for response in writing by August 31		X				
TAL/RT/ECRPM candidate selections are made			X			
TAL/RT/ECRPM nominees are chosen					X	
TAL/RT/ECRPM elections held at Annual Board Meeting						X

\* Work Group, at-Large, and Advisory Committee member résumés are reviewed by the the Executive Committee in February and March.

\*\* Area Delegates are notified by August 31 of TAL, RT, and ECRPM candidates from their Area. The Delegate's response regarding each candidate is due to the WSO before October Board meeting.

**TIMEFRAME FOR PROCESSING RÉSUMÉS AND COMMUNICATION BETWEEN CCT/RCT  
AND NOMINATING COMMITTEE**

	January and June (WSC Members Community)	Aug. 15 (Postmark, fax, or e-mail date)	Aug. 31	Sept. 30	Oct. 15	After Oct. Board Mtg.	Dec. 1	After Oct. Board Mtg. but before Dec. 15
WSO sends letter w/blank Trustee/ECRPM résumés to Conference members	X							
Original Trustee/ECRPM résumés are sent to WSO		X						
WSO sends résumés with additional question & blank scoresheets to Nominating & CCT/RCT members and notifies Area Delegates			X					
CCT/RCT reviews résumés and sends completed scoresheets to CCT/RCT Chair				X				
CCT/RCT Chairperson & Nominating Committee summaries are sent to WSO					X			
WSO notifies CCT/RCT Chairperson & Committee members of chosen candidates						X		
WSO sends résumés to Board by December 1							X	
Objections from CCT/RCT Chairperson to Nominating Chairperson no later than December 15								X



Start

WSO sends out request to Delegates and Area Chairs

Delegates notify potential candidates in the Area

By Aug 15- Candidates submit résumés to WSO

WSO sends the Area Delegate a copy of the candidate's acknowledgement letter and request a response

WSO sends additional questions to TAL candidates for response in writing by Aug 31

WSO sends résumés with responses to Board question to CCT and Nominating Committee for review and comment

Board Nominating Committee reviews and scores résumés

Conference Committee on Trustees (CCT) reviews and scores résumés

Prior to the October Board meeting, Delegates acknowledge notification and may file concerns or objections

WSO receives and tallies résumé scores and forwards results to Board Nominating Committee for review (Wednesday before October Board Meeting)

Board Nominating Committee selects up to 6 candidates

Candidates announced at October Board Meeting and invited to meal with Board in January

By Dec 1- Candidate names given to CCT to file possible objection

By Dec 15- CCT Members forward objections to WSO with copy to Nominating and CCT Chairs

Interviews of candidates are conducted by the Board prior to the January Board meeting

Board may select up to 3 nominees

Nominees are presented to the WSC for traditional approval—"affirmation"

Election at Annual Board Meeting