

FORUM EDITORIAL ADVISORY COMMITTEE (FEAC) GUIDELINE

“This Committee selects sharings suitable for publication, and through a process of review and assessment, recommends to the editorial staff articles for inclusion in various sections of the magazine. The Committee critiques previous issues. In reporting to the Executive Committee, it suggests reader surveys, reviews proposed survey text and considers the results.”

2018-2021 Al-Anon/Alateen Service Manual
Twelve Concepts of Service, Concept Eleven

I. MEMBERSHIP

- a. At-Large Chairperson
- b. Up to five At-Large members, including the Committee Chairperson, selected according to the At-Large Committee Selection Process
- c. Magazine Editor (World Service Office [WSO] Staff Liaison)
- d. Trustee Liaison, member of the Board of Trustees (BOT) (ex-officio, non-voting)

II. MEETINGS

- a. Quarterly, preceding meetings of the BOT, or as needed, using web conferencing.

III. DUTIES AND RESPONSIBILITIES

- a. Critiques previous issues to assure that the quality of the magazine and the editorial policy is consistent with Al-Anon philosophy.
- b. Recommends material for publication through a process of review and assessment and suggests articles for inclusion in *The Forum* that are topics of concern and interest to the fellowship.
- c. Proposes reader surveys and reviews results.
- d. Recommends changes in format and content as needed to ensure that *The Forum* continues to be a vibrant, relevant recovery tool.

FEAC Chairperson

I. ELIGIBILITY

- o At-Large Al-Anon member

II. SELECTION PROCESS

- o Appointed by the Chairperson of the Board (COB) prior to the World Service Conference (WSC) and announced at the Annual Board Meeting

III. DUTIES AND RESPONSIBILITIES

- o Prior to commencing their term, attends the April Committee meeting as an observer.
- o Approves proposed agenda from WSO Staff Liaison for all Committee meetings.
- o Chairs all Committee meetings.
- o Approves drafts of Committee meeting minutes.
- o Ensures that Committee assignments are completed on time.
- o Is available for consultation with WSO Staff Liaison when needed.
- o Collaborates with WSO Staff Liaison and Trustee Liaison to determine best date for next Committee web conference call.

- Collaborates with WSO Staff Liaison and Trustee Liaison to review and select At-Large candidates to recommend to Executive Committee for approval.

FEAC Trustee Liaison

I. SELECTION PROCESS

- Appointed by the COB at the Annual Board Meeting

II. DUTIES AND RESPONSIBILITIES

- Links the voice and perspective of the Board of Trustees with the Committee
- Communicates with WSO Staff Liaison on a regular basis
- Writes quarterly Committee report and reviews it with At-Large Member Chairperson and WSO Staff Liaison.
- Submits Committee report to Quarterly BOT meetings.
- In shared leadership, serves with WSO Staff Liaison as representative of the Committee at WSC.
- Collaborates with WSO Staff Liaison and At-Large Member Chairperson to determine best date for next Committee web conference call.
- Collaborates with WSO Staff Liaison and Committee Chairperson to review and select At-Large candidates to recommend to Executive Committee for approval
- Collaborates with WSO Staff Liaison to provide input for the prospective At-Large Member Chairperson to COB.