

## World Service Office Comité Résumé Form Al-Anon Family Group Headquarters Inc.

### COMMITTEES WITH AT-LARGE MEMBERS

**Audit:** works with the auditor to ensure that the financial affairs and business controls of AFG Inc. are in order. At-Large members of the Audit Committee are required to have financial expertise including an understanding of generally accepted auditing principles, accounting standards, as well as an understanding of internal controls and procedures for financial reporting.

**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.

**Literature Committee:** seeks 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.

**Public Outreach:** assists in the development of educational tools for our members to use with a variety of outside audiences and to oversee national and international public outreach projects to enhance Al-Anon's public image with the media, general public, and professionals.

### 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 one (1) year 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 departure. 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.
- A member of Al-Anon Family Groups who is also a member of Alcoholics Anonymous may not serve in these positions.
- The ability to send and receive e-mail and attend meetings via telephone conference calls four to eight days per year, including evenings and weekends.
- Time and ability to complete projects in a timely manner.
- WSO Committee members are required to relinquish Area 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 committees may come from anywhere in the World Service Conference structure and must be fluent in written and spoken English.

### CRITERIA FOR APPOINTMENT

At-Large Committee members must represent geographic diversity and no more than one member per region may serve. Current Delegates are not included in determining geographic diversity because that is factored in by the Associate Director—Conference when they are appointed. Past Delegates may serve on Committees but in honoring the links of service, only one past Delegate may serve at a time per Committee and when appointed initially, if possible, not from the same Area as a current Delegate member.

Please use an electronic version of this form (available from the World Service Office). Use Arial size 10 font. Do not alter the form or add attachments. Print and sign the completed form. **Résumés are due at the WSO by October 29.**

## Al-Anon/Alateen World Service Office Committee Résumé Form

List in order your areas of interest for the World Service Office Committees (Audit, Forum Editorial, Literature, Public Outreach):

1.	2.	3.	4.
----	----	----	----

<b>Name (Last, First, Middle Initial):</b>		
<b>Mailing Address:</b>		
<b>Primary Phone:</b>	<b>Secondary Phone:</b>	<b>e-mail:</b>
<b>Home Group (Name and City):</b>		
<b>Area:</b>	<b>Region:</b>	<b>Continuous years active in Al-Anon/Alateen:</b>

If Alateen member:

**Date of Birth:**

**Custodial parent(s) information:**

<b>Name(s):</b>	<b>Primary Phone:</b>
<b>Signature(s):</b>	<b>Secondary Phone:</b>

<b>List your Al-Anon/Alateen service experience - most recent first.</b>			
<b>Position</b>	<b>Dates (from ... to)</b>	<b>Position</b>	<b>Dates (from ... to)</b>
1.		4.	
2.		5.	
3.		6.	

**Other information:**

**Personal history, including education, training, work, and other volunteer experience:**

**What skills or talents would you bring to a committee?**

**Attestation: This résumé is a true and accurate representation of my experience and skills.**

**Signature**

**Date Submitted**