

Executive Committee for Real Property Management (ECRPM) Resume Form

BACKGROUND INFORMATION:

The Board of Trustees delegates to the Executive Committee for Real Property Management the oversight and management of the real property owned by the Al-Anon Family Group Headquarters, Inc. in accordance with Motion 6 of the 2011 World Service Conference. The Board of Trustees shall elect annually one of the volunteer members, who are not Trustees, as the Chairperson of the Executive Committee for Real Property Management.

ECRPM STRUCTURE:

The five-member Committee includes:

- Three Al-Anon members who are not Trustees.
- Chairperson of the Finance Committee
- Senior Director of Finance & Operations and the Building & Office Manager (ex-officio, non-voting).

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

Committee. GENERAL INFORMATION:

An applicant must currently:

- Be an active Al-Anon member with at least seven (7) years of continuous membership, including Al-Anon service experience in at least one of the following positions: Group Representative, District Representative, Area Delegate, Assembly Officer or Coordinator, or AIS Liaison to the AWSC.
- Live within the World Service Conference structure.
- Speak and write fluently in the English language.

Notes:

- An applicant cannot be an Al-Anon member who is a member of Alcoholics Anonymous.
- Delegates must wait two full years after their term ends in December before applying. This ensures Delegates on Conference Committees or Trustees reviewing applications have not served at Conference with applicants.

SPECIAL ABILITIES OR ASSETS FOR APPLICANTS:

- 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 regarding property management while being able to work as a team member.
- The ability to accept criticism and modify ideas to reach solutions.
- Have special skills and experience that include areas of property management; finance; accounting; law; business administration; or technology.

MEETING INFORMATION:

- A Committee member needs to be available for meetings a minimum of three days during the year. Time depends on the responsibility which arises regarding the management of the property **and** may include evening hours.
- The Chairperson of the ECRPM attends the WSC with a voice limited to ECRPM business, but no vote.
- ECRPM meetings are held on a weekend in-person in May and via web conference in November. ECRPM does not meet while the Board or the Executive Committee is in session. The Board of Trustees approves any change in the meeting schedule.
- ECRPM members are expected to spend time reviewing essential documents and material prior to meetings and, with the support of the Senior Director of Finance & Operations, to maintain sufficient knowledge of the operation of the property to fulfill ECRPM responsibilities.

An ECRPM member must be readily available to the Chairperson of the ECRPM and the Senior Director of Finance & Operations to address property emergencies which might arise. Should the member be unavailable by phone for more than one day during their term, they must notify the Chairperson of the ECRPM in advance.

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SOME THINGS TO CONSIDER:

ECRPM members must:

- Relinquish all Al-Anon service positions, except those within the group excluding the Group Representative, during the term of service.
- Be willing to consider sharing a room with another ECRPM member. Sharing is preferable but not required.

Please use an electronic version of this form (available from the World Service Office). Do not alter the form or add attachments. Electronically sign the completed form. Resumes are due at the WSO by August 15.

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

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

Other information:

Personal history including specialized education, training, work, and non-Al-Anon volunteer experience as they pertain to this position:
Describe how your leadership skills and talents would make you a positive asset to the ECRPM:

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

Signature

Date Submitted