

AI-Anon Family Group Headquarters, Inc. Executive Committee At-Large Member Role Description

Overview of At-Large Member Role:

Concept Eight states: "The Board of Trustees delegates full authority for routine management of AI-Anon Headquarters to its executive committees." At-Large members of the Executive Committee contribute their professional and AI-Anon service experience to overseeing the business of AI-Anon Family Group Headquarters, Inc. (AFG, Inc.) and supporting the WSO Staff who actively carry on AI-Anon world services.

Responsibilities:

Oversight & Routine Management

- Review Staff Directors' updates on WSO activities.
- Review and approve standing Board of Trustees committee and workgroup guidelines.
- Track additions, updates, and corrections to the Employee Policies and Procedures Manual of AFG, Inc.
- Approve discontinuance of a pamphlet based on recommendations from the Literature Committee
- Support the Executive Director in advisory capacity, allowing for information sharing to flow both ways without a planned outcome or expectation and keeping all discussions confidential.

Risk Management

- Evaluate and accept the monthly Finance Committee Report and monthly unaudited Financial Statements
- Track implementation of the Strategic Plan Strategies through monthly updates and regular review of the WSO Projects Landscape (annual Strategies) Portfolio

Strategic Decision-Making

- Participate in developing AFG, Inc.'s Strategic Plan in collaboration with the Board of Trustees and Staff Strategic Leadership Team
- Review presentations and handouts for the World Service Conference
- Serve as voting member of the Policy Committee and World Service Conference
- Approve resumes for At-Large Committee (*Forum* Editorial Advisory Committee [FEAC], Literature, Public Outreach, and Audit) members and certain Thought and Task Force members.

Collaboration & Engagement

- Work independently and participate in several work teams or committees between Executive Committee meetings, as needed.
- Travel to and represent AFG, Inc. At AI-Anon Family Groups service and recovery events, as assigned.
- Perform other duties as assigned by the Board of Trustees, AI-Anon Family Group Headquarters, Inc.

Time Commitments:

- Commit an average of three (3) to four (4) hours a week to WSO service, which typically increases to six (6) hours during the week of the monthly Executive Committee meetings, to ensure all assignments are completed in a timely manner.
- Attend monthly Executive Committee meetings (every month except April) which range from four hours to two days.
- Travel six times a year to attend in-person Executive Committee meetings and the WSC (an average of 22 days a year).
- Respond to Executive Committee emails within 24 hours and be available for consultation at short notice.
- Continue to regularly attend Al-Anon meetings to maintain personal recovery.

Required Qualifications:

- Have at least ten (10) years continuous, active Al-Anon membership, with service leadership experience in at least one of the following positions: District Representative, Area Delegate, Assembly Officer or Coordinator, or AIS Liaison to the AWSC. Service as an Area Delegate or WSO Trustee is **not** required.
- Have not previously served three years as an At-Large member of the Executive Committee
- Cannot be a member of Alcoholics Anonymous
- Relinquish all Al-Anon service positions except those serving only the group during the term of service. (Group Representative is a position which serves at the Area level and must be relinquished.) Obtain approval before accepting any speaker commitments within Al-Anon.
- Eligible to be certified as an Al-Anon Member Involved in Alateen Service (AMIAS) in accordance with the WSO AMIAS Certification Program, including passing a national background check.
- Be willing to serve as Chairperson of the Executive Committee
- Ability to speak, read, and write effectively in the English language.
- Working knowledge of Al-Anon's Twelve Steps, Traditions, Concepts of Service, Policies, and spiritual principles and how to apply them to serve Al-Anon as a whole.
- Understand the responsibilities the Board of Trustees has delegated to the Executive Committee through Concept Eight
- Having leadership experience within the Al-Anon service structure that indicates the ability to resolve conflict and cultivate trust with others.
- Collaborative decision-making skills with ability to support the group conscience.
- Experience assessing project or task completion status, evaluating overall progress, and resolving project performance issues.
- Possesses the ability to work in groups and get along with diverse personality types.
- Experience with understanding financial statements in a professional or volunteer capacity and how the finances of AFG, Inc. relate to the fellowship through Seventh Tradition principles.

Technology Skills:

- Working knowledge and comfort with productivity tools such as Microsoft 365 products (Word, Excel, PowerPoint) and web conferencing platforms such as Teams or Zoom
- Willingness to learn new technology tools such as OneDrive or other online collaboration software and project management software.

Travel Requirements:

- Willingness to consider sharing a room with another Executive Committee member, as assigned by the Chairperson of the Board—sharing is preferable but not required.
- Ability to undertake responsibilities without accommodation¹, including travelling independently for WSO assignments, such as Executive Committee meetings, World Service Conference and International Conventions, Area, or regional visits.

Preferred Qualifications

- Possess strong organizational skills and the ability to prioritize multiple tasks.
- Have knowledge of Al-Anon Family Group Headquarters, Inc.'s Strategic Plan
- Experience at the world service level (Delegate, Trustee, At Large Committee member) is helpful.
- Experience understanding how presentation messaging impacts an audience, particularly Al-Anon members.
- Possess knowledge of or experience in non-profit organization governance, gained through roles of member of Board of Trustees/Directors, Executive Committee, Board Officers, Staff, etc.
- Bilingual Spanish or French

Supplemental Skills and Commitments:***Chairperson of Executive Committee***

- Experience facilitating committee meetings in-person and virtually.
- Additional two-three hours per week for Leadership Team responsibilities.

Benefits:

- Opportunity to make a significant impact on Al-Anon Family Groups and AFG, Inc.'s success and growth.
- Professional development through networking with fellow WSO Volunteers and exposure to nonprofit governance.
- Enhanced leadership and decision-making skills.
- Contribution to positive change in the community and alignment with a meaningful cause.

¹ AFG, Inc. will consider requests for accommodation and do as much as feasible in each situation.

Application Process:

To express your willingness to serve in the volunteer At-Large Executive Committee member role, please complete the application process detailing your service experience, qualifications, and motivations through the link found at <https://al-anon.org/for-members/board-of-trustees/wso-volunteers/executive-committee/> by November 15th.