

WSO EXECUTIVE COMMITTEE RÉSUMÉ FORM

Al-Anon Family Group Headquarters Inc.

WSO EXECUTIVE COMMITTEE

The Board of Trustees shall appoint at each annual meeting an Executive Committee. This committee, which meets each month, is the administrator of the World Service Office, with legal authority granted by the Board of Trustees to conduct its daily affairs. Its seven members, one of whom serves as chairperson, are appointed by the trustees. They include the Executive Director, one member of the administrative staff, the chairpersons of the Policy and Finance Committees, and three members-at-large who contribute their advice and professional experience in specific fields and situations. More detailed information may be found in the By-Laws of Al-Anon Family Group Headquarters, Inc., Al-Anon's Twelve Concepts of Service and appropriate sections of the Al-Anon/Alateen Service Manual. It is the duty of this committee to see that all projects are carefully carried out. A member of the Executive Committee can expect to be available for meetings 45-50 days during the year.

Candidate Requirements:

- An active member of Al-Anon Family Groups, with at least ten (10) years of continuous membership.
- Not be a member of Alcoholics Anonymous (A.A.).
- Able to speak and write fluently in the English language.
- Able to manage their own luggage, and to share a hotel room.
- Have good health and be able to sit for long periods of time.

Members of the Executive Committee

- Relinquish all Al-Anon service positions beyond the group level during the term of service.
- Attend monthly Executive Committee meetings
- Are available to the WSO for consultation and on short notice
- Can devote sufficient time to complete all assignments in a timely manner and understand these assignments require a computer and will require work between meetings, by phone or e-mail.
- Understand the Board Vision and Mission statements, and support the Board's group conscience decisions, regardless of personal opinions.
- Continue regular attendance at Al-Anon meetings
- Are eligible to become an Al-Anon Member Involved in Alateen Service (AMIAS).

GENERAL INSTRUCTIONS

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 January 1.

World Service Office Executive Committee Résumé Form

Name (Last, First, Middle Initial):		
Mailing Address:		
Primary Phone:	Secondary Phone:	e-mail:
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 education, training, work, and other volunteer experience:
What principles and personality traits do you possess that would make you effective in this position?
Please describe your special or unique skills and talents that would make you excel on this committee.
Why do you want to serve in this position? Why do you feel you should be selected?

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

Signature

Date Submitted