

**BOARD OF TRUSTEES
OF AL-ANON FAMILY GROUP HEADQUARTERS, INC.
ROLE DESCRIPTION**

Overview of Trustee Role: Responsible for all Al-Anon’s service activities, as well as for Al-Anon’s worldwide public relations. Expected to spearhead the formulation of Al-Anon policy and its proper execution. Active guardians of Al-Anon’s Twelve Traditions. Have ultimate responsibility for the preservation and prudent management of all Al-Anon Family Group Headquarters, Inc. (AFG, Inc.) financial assets. – *Concept Six*

To perform the duties of the Board of Trustees, positions are filled with those of the greatest possible competence, stability, and industry. This necessitates selection of candidates over a wide range of competencies described below and encourages broad and varied perspectives for the members of the Board of Trustees.

Trustee Responsibilities:

- On matters of policy and finance, the Trustees are the principal planners and are responsible for final decisions.
- Trustees contribute to and participate in Board decisions to allow AFG, Inc. to achieve its Core Purpose.
- As leaders, Trustees define the vision for AFG, Inc., utilizing their capability for foresight to make thoughtful estimates leading to long-term plans that affect Al-Anon as a whole.
 - Trustees collaborate with Executive Committee and Staff members to develop Al-Anon’s Strategic Plan, setting priorities for the WSO Staff; task and thought forces, committees, and work groups (work teams); and the Board itself.
 - As a Board, Trustees review the Strategic Plan annually and update it as necessary.
- As a Board, Trustees consider and approve the annual budget for AFG, Inc., allocating resources in alignment with the Strategic Plan.
- Trustees exercise a fiduciary duty to the organization of AFG, Inc., including duties of Care, Loyalty, Obedience and Foresight. They are required to act reasonably, prudently and in the best interests of the organization, to avoid negligence and fraud, and to avoid conflicts of interest.
- In routine operations, the Trustees delegate full authority to executive committees charged with the management of the World Service Office (WSO).
- As a Board, Trustees hire, evaluate annually, and dismiss the Executive Director.
- Trustees keep confidential all discussions of, and matters brought before, the Board.
- Trustees serve as voting members of the Policy Committee and World Service Conference (WSC) and represent the WSO at Al-Anon business and fellowship events.

Trustee Commitments:

- To continue to regularly attend Al-Anon meetings to maintain personal recovery
- To relinquish all Al-Anon service positions beyond the group level during the term of service
- To support the Board’s group conscience decisions, regardless of personal opinions
- To devote sufficient time to complete all assignments on work team projects in a timely manner

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- To complete assignments, work independently, travel to Area and Regional events, and participate on work teams between Board meetings
 - Trustees typically serve on 3-4 Committees or work teams including the Policy Committee
 - Trustees commit an average of seven hours a week to Board service, which typically increases to 11 hours the week before the Board meeting
- To travel four times a year to attend quarterly Board meetings and the WSC (an average of 16-20 days a year)
- To respond to Board emails within 24 hours

Trustee Requirements:

- Strong working knowledge of Al-Anon's Twelve Steps, Traditions, Concepts of Service, Policies, and principles and how to apply them to serve Al-Anon as a whole
- Ability to effectively work with and communicate in the written and spoken word with Staff, volunteers, and members
- Good organizational skills with ability to multi-task and prioritize activities based on strategic impact
- Basic understanding of financial terms and Al-Anon Seventh Tradition principles
- Thoughtful critical thinking skills, such as Knowledge-Based Decision Making, offering the ability to organize and process facts, data, and other information to define a problem and develop effective solutions
- Working knowledge and comfort with productivity tools such as Microsoft 365 products (Excel, PowerPoint, & Outlook) and web conferencing platforms such as WebEx or Zoom
- Willingness to learn new technology tools such as OneDrive or other online collaboration software and project management software
- Ability to undertake responsibilities without accommodation*, including travelling independently for WSO assignments, such as Board meetings, World Service Conference and International Conventions, Area or Regional visits
- Ability to obtain passport
- Willingness to share a room with another Trustee, as assigned by the Chairperson of the Board

Service Experience & Qualifications:

- Have at least ten (10) years continuous, active Al-Anon membership, with service leadership experience above the group level
- Cannot be or have ever been a member of Alcoholics Anonymous
- Be 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

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

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Preferred Skills & Experience:

- Prior non-profit Board experience
- Strong team leadership skills, with an ability to resolve conflict and cultivate trust with others
- Experience utilizing Al-Anon Traditions to resolve conflicts, helping groups have more productive discussions and move toward solutions
- Ability to present effectively to large groups, develop and host workshops, and to answer members questions with patience and compassion
- Experience chairing task or thought forces, work groups, and/or committees
- Bilingual Spanish or French

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Supplemental Skills and Commitments related to Specific Board and Committee Assignments:

- Chairperson of the Board
 - Familiarity with the Strategic Planning process, with experience in developing plans preferred
 - Willingness to travel 15-20 additional days a year and dedicate additional hours to prepare for and attend specific committee assignments
 - Willingness to travel internationally 5-7 days and dedicate additional hours to prepare for and attend the International Al-Anon General Services Meeting which occurs every other year
 - Availability to participate in weekly Leadership Team call with the Executive Director and Chairperson of the Executive Committee
 - Willingness to dedicate time *daily* to respond to member correspondence and Staff inquiries, and support WSO Volunteers
- Treasurer
 - Experience reading, understanding, and translating Financial Statements and terms into everyday language for those not familiar with business concepts
 - Willingness to travel 15-20 additional days a year and dedicate additional hours to prepare for and attend Finance & Executive Committee meetings
 - Willingness to dedicate time *daily* to respond to member correspondence and Staff inquiries, and support WSO Volunteers
- Policy Committee Chairperson
 - Willingness to travel 15-20 additional days a year and dedicate additional hours to prepare for and attend Finance & Executive Committee meetings
- International Coordination Committee (ICC)
 - Familiarity and interest in the international Al-Anon community and service structures
 - Willingness to travel internationally 5-7 days and dedicate additional hours to prepare for and attend the International Al-Anon General Services Meeting which occurs every other year
- ICC/CLT Chairpersons and Co-Chairpersons
 - Demonstrated ability to effectively facilitate large audience, multiday events with grace and thoughtfulness