

The Board of Trustees Al-Anon Family Group Headquarters Inc.

Board Vision Statement: *All people affected by someone else's drinking will find help and recovery in every community.*

Board Mission Statement: *Anticipate the future and Al-Anon's place in it and ensure that the necessary resources are available.*

Minimum requirements:

Be an active member of Al-Anon Family groups, with at least ten (10) year of continuous membership

Be eligible to become an Al-Anon Member Involved in Alateen Service (AMIAS)

Have service experience beyond the group level

Not be a present or past member of Alcoholics Anonymous (A.A.)

Be able to speak and write proficiently in the English language

If chosen to serve as a Trustee, I agree to these requirements and acknowledge them with my signature below:

- I understand that serving as a Trustee requires more than just a "willingness to serve."
- I will continue to regularly attend Al-Anon meetings.
- I must relinquish all Al-Anon service positions beyond the group level during the term of service.
- I will be required to become an Al-Anon Member Involved in Alateen Service (AMIAS).
- I will be required to attend Trustee meetings on a quarterly basis (i.e., January, April, July and October) or even on a monthly basis. These meetings may range from 28 to 60 days a year, depending on assignments.
- I will be available to the WSO for consultation and on short notice to attend special meetings of the Board of Trustees.
- I may be asked to travel anywhere in the world on behalf of Al-Anon Family Groups.
- I will be required to share a room with another Trustee, who will be assigned by the Chairperson of the Board.
- I will be able to devote sufficient time to complete all assignments on Task Force, Committee and Work Group projects in a timely manner.
- I will need to be competent in using basic computer programs such as Word, Excel and PowerPoint and able to communicate through email including opening attachments and accessing and navigating websites.
- I understand my assignments will require work between Board meetings by phone or email, individually or with a team.
- I will be asked to speak to large groups, both inside and outside of Al-Anon Family Groups.
- I support the Board Vision and Mission statements.
- I will support the Board's group conscience decisions, regardless of my personal opinions.

I understand and accept the above:

Signature _____ **Date** _____

Please use an electronic version of this form (available from your Area Delegate or the World Service Office). Open and complete the form using Adobe Reader®. Do not alter the form or add attachments. Sign electronically or print and sign the completed form. Résumés are due at the WSO by August 15th.

A **Trustee at Large (TAL)** can live anywhere within the World Service Conference (WSC) structure. The résumé form is submitted to the World Service Office (WSO).

A **Regional Trustee (RT)** must live within the Region of their election. The résumé form is submitted through the applicant's Area selection procedure.

Delegates to the World Service Conference are not eligible to be candidates for Trustee until two (2) World Service Conferences have elapsed after their term as Delegate ends.

Trustee Résumé Al-Anon Family Group Headquarters Inc.

Mark one box with an X: Regional Trustee (RT) Trustee at Large (TAL)

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 positions beyond the group level. Example: District Representative, District Coordinator, Area Officer, Area Coordinator, WSO At-Large member, etc. List the most recent first.

Position	Dates (from ... to)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

What abilities/aptitudes will you bring to the Board? Please rate yourself from 1-5 (1=No experience; 5=Professional level experience) on each of the abilities listed below. In the space provided, please state how you achieved that level of experience. (Examples: on-the-job training, formal education, online, owner/manager retail outlet, bank officer, increasing responsible AI-Anon positions, etc.)

Ability to set goals / make decisions	1 2 3 4 5
Ability to consider all options before making decisions	1 2 3 4 5
Ability to listen to others and be receptive to different ideas	1 2 3 4 5
Ability to demonstrate good written and verbal skills	1 2 3 4 5
Ability to understand and interpret financial statements	1 2 3 4 5
Ability to motivate and lead others	1 2 3 4 5
Ability to be self-motivated	1 2 3 4 5
Ability to engage in strategic planning and to think globally	1 2 3 4 5

Please briefly list any other abilities you would bring to the Board.

What skills and knowledge will you bring to the Board? Please answer “Yes” or “No” and in the space provided, describe when and how you’ve used that skill.

Are you proficient with basic computer programs?		
• Excel	Y	N
• PowerPoint	Y	N
• Word	Y	N
• Other		
Are you experienced with electronic communication?		
• Accessing and navigating websites?	Y	N
• Using email with attachments?	Y	N
Are you conversant in languages other than English?		
• Which language(s)?	Y	N
• Reading?	Y	N
• Writing?	Y	N
• Speaking?	Y	N
Do you have corporate/business experience?		
	Y	N
Do you have human resources experience?		
	Y	N
Do you have not-for-profit board experience?		
	Y	N
Have you ever spoken to a group of more than 50 people?		
	Y	N
Have you used critical thinking/analysis?		
	Y	N

Please use the space below if you have other professional, technological or personal skills or experiences to bring to the Board.

Explain how you developed the most important skill that you have to offer the Board.

Getting to Know You

Please respond to each of the items below.

1. What has motivated you to consider the position of Trustee?

2. Describe your leadership experience.

3. Give an example of your conflict resolution skills.

4. What Tradition or Concept have you used to accept and support a recent change in Al-Anon?

5. What have you learned about yourself while working with others in service?

6. Which specific spiritual principles of the Al-Anon program will you apply in the role of Trustee?

7. What is your most important asset?

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

Signature _____ **Date** _____