

Service Structure Committee Minutes—November 6, 2017—8 PM EDT

712-770-4010 access: 281687#

Mission: ACA creates a safe, welcoming fellowship for those who suffer from childhood trauma.

I. Serenity Prayer:

God, grant me the serenity

To accept the people I cannot change, the courage to change the one I can,

And the wisdom to know that one is me.

II. Members Present: Marcia, Miles, Carole, Mary Jo, Charlie, Laura, Matt

III. Purpose: *As an ad hoc committee of the ACA WSO, our purpose is to research the service structures of other global fellowships in order to recommend how ACA should best organize its service structure to serve its growing fellowship nationally and globally.*

IV. Goals:

A. Research and define regions for a recommendation to the ABC and ACA/WSO Board

B. Research and Recommend a Process to Select Trustees

V. Responsibilities:

AA--Miles	DA--Bonnie	NA--Matt
ACA--Carole C.	CMA--Marcia	OA--
Al Anon--Mary Jo	CoDa--Sarah O.	SAA--Charlie

OLD BUSINESS

1. Motion to approve the minutes from the October 24 meeting. (Marcia)

Second: Charlie

Discussion:

Decision: Motion passed unanimously.

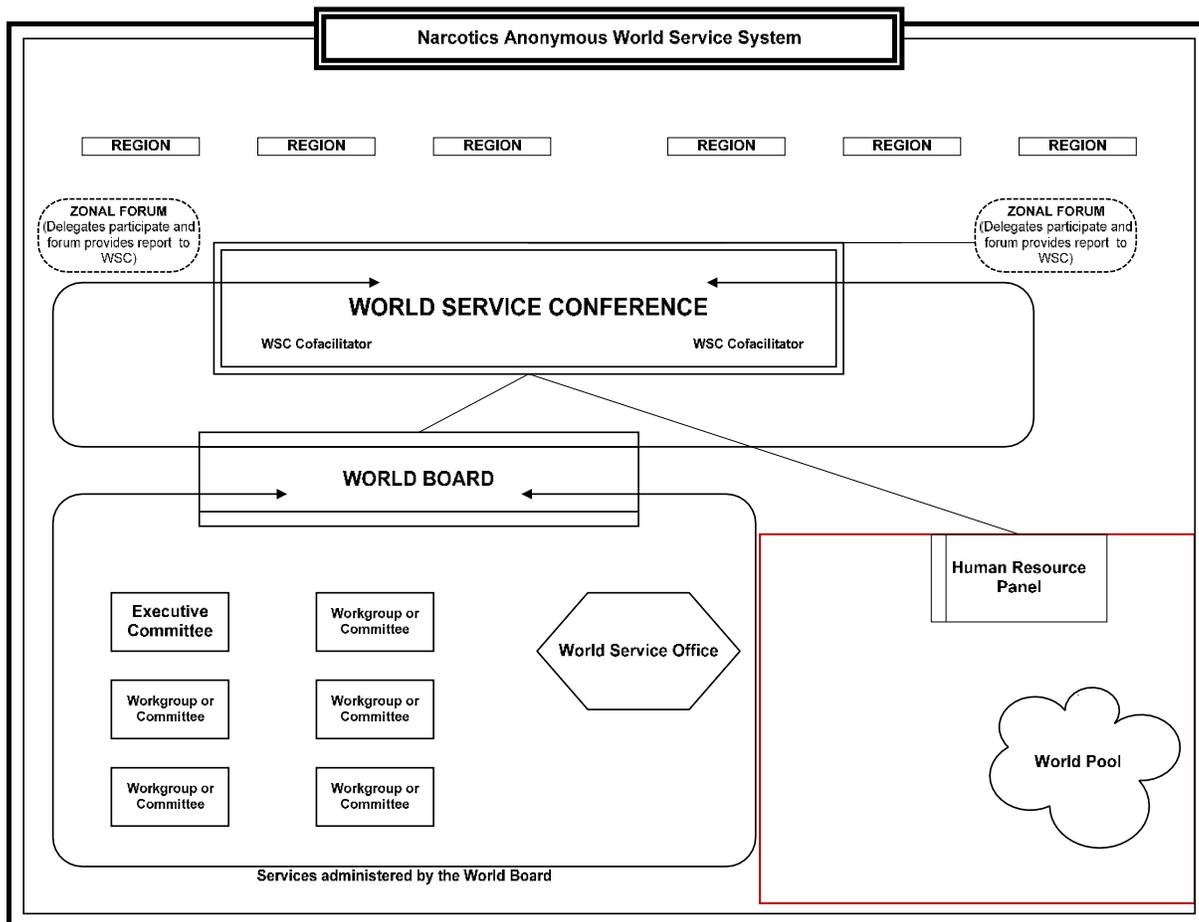
2. Taking a look at NA's Human Resource Panel

- **Last time on the SVC Committee Meeting radar, we left the nominating committee with the ideas expressed below:**

“Although not participants at the World Service Conference, the conference has created two additional components to assist it in its responsibilities. They are:

The *Human Resource Panel* (HRP) who facilitates an election/selection process that will allow the World Service Conference to base trusted servant choices upon the principles of ability and experience, helps to allow members to be nominated from around the world without having to be present at the conference to receive due consideration, and create a more open opportunity for world services to benefit from our collective resources by providing an established and recognized process by which to do so.”

(A Guide to World Services in Narcotics Anonymous, 2008-2010 Conference Cycle, p. 3)



The model above is one example of a nominating committee, which our committee has expressed interest in creating. We want to broaden the voice of the fellowship in choosing trustees for the Board as well as other trusted servants. A committee such as this could provide contacts and orientation for those interested in service to the fellowship.

This model used by NA, is tasked with identifying potential trusted servants for work at various levels of the fellowship. We realize we will probably not use the model in its entirety, but it is a good place to start. At this time, we will most likely want to recommend an interim process in order to try out anything we are interested in.

Comments made by group members indicated that we want to formulate this committee step by step. We can watch the work of people who are working on committees at other levels. This would also be a way to provide service sponsors and mentoring. Members of the committee should have plenty of program time and experience. It is important to have a couple of Board members on the committee, as well as international members.

- **New Straw Paper for ACA Nominating Committee (Charlie)**

A document explaining the NA Human Resources Panel is the foundation of the attached document. In putting together this first possibility, the following are taken into consideration:

1. Language appropriate for a foundational document.
2. Ongoing conversations of the SVC Committee
3. The realization that there is something up and running on an interim basis, that can be amended as ACA finds out what is best for the fellowship.
4. The goal is to initially support the trustee selection process but ultimately will encompass other positions.

Marcia told the committee that she has a timeline in mind for finalizing the whole selection of officer and Human Resources/Nominating Committee portion of our goals for this year. We will discuss the attached straw paper, trying not to focus on minutiae but with a view of finalizing the entire project by the end of our meeting on November 20, 2017. She would like to have the committee recommendations ready for Board discussion and approval at their December meetings.

Once our recommendations are ready for the Board, we will start work on Regions.

HUMAN RESOURCE COMMITTEE/NOMINATING COMMITTEE STRAW PAPER: RED TEXT INDICATES GROUP DISCUSSION POINTS

ACA Human Resources Committee

Accountability and Cooperation Statement

The Human Resources Committee is accountable to the ABC and the Board of Trustees. When the ABC is not in session, the committee communicates and works with the ACA WSO Board of Trustees. The Human Resources Committee strives to support a cooperative working relationship with both the ABC and the Board of Trustees.

Purpose of the Human Resources Committee

The purpose of the Human Resources Committee is to vet and identify ACA members whose skills, experience, wisdom and program knowledge support their ability to be ACA WSO trusted servants. The committee is responsible for forwarding to the ACA WSO Board of Trustees qualified candidates (nominees) for consideration and selection as Trustees. Once it becomes fully established, the Human Resources Committee will also vet, identify and orient potential candidates for ACA trusted servant positions, such as WSO committee volunteers.

In support of this, **the Human Resources Committee will cooperate with all of ACA to maintain current online descriptions of the skills, talents, and experience necessary to successfully fulfill the tasks of ACA trusted service positions.** (Everyone should be able to see what the requirements are.)

General Duties

The committee's evaluations are based on criteria made available on the ACA WSO website.

The Human Resources Committee utilizes various ACA publications in an effort to keep members up to date on the panel's activity and any pending nominations process deadlines. The panel welcomes input from all interested members on any aspect of their work. As a part of the nominations process the Human Resources Committee will:

- Review written applications of board candidates.
- Conduct additional evaluations, such as seeking attendance and other feedback from those who have served with a board candidate.
- Interview those who appear to meet eligibility criteria.

- Work with the board to identify any special needs to perform board office positions, such as financial or website oversight, and use that awareness in vetting candidates.
- Provide the ACA WSO Board of Trustees with a list of nominees best qualified for election to the ACA WSO board.
- Nominees submitted by certified ACA Regions who meet board eligibility criteria will automatically be forwarded to the board. (Regional reps seem to be treated differently, but how?) Once a certified region submits a nominee, the nominating committee would do a narrower vetting. Should not be looking for reasons to disqualify. We don't have near the number of trustees we could have, so there should be no reason to reject them. We don't know how many regions we are going to have at this point. We may limit numbers. How will we educate the regions? We can suggest, but a region is autonomous, and doesn't have to comply. (This isn't true when it comes to someone serving on the national board: it then affects others.)
- In those cases where the board states a written objection to a candidate for trustee, the Human Resources Committee will do further evaluation and either withdraw the nomination or resubmit it to the board, affirming in writing that it finds the candidate to be qualified for board service. (Similar to the minority view) (The written objection needs to be based on one of the qualifications that are already given.)
- Develop a process for receiving, evaluating and orienting potential WSO volunteers, and post current online descriptions of the skills, talents, and experience necessary to fulfill WSO volunteer positions, such as committee assignments
- Over time, expand the evaluation process to submit qualified candidates for open WSO volunteer positions.

Membership and Participation

The Human Resource Panel will consist of up to six members , with two each selected by the Board of Trustees, by the, (any committee) and by the Annual Business Conference. We need people knowledgeable of the fellowship to participate, but not necessarily board members. Charlie prefers someone who is not a board member. It might be good to have a board member on the committee. We could also have emeritus trustees on the committee. 5 sounds like a popular number. One from board, other 4 appointed for starters, but after year one perhaps get a bit more. Why the Literature and MPS committees? Charlie's thinking that these are our two biggest function of the fellowship. Maybe a mistake to think this way.

Membership Qualifications for WSO Board Trustees

- 1) Continuous attendance at ACA meetings for at least the previous five years
- 2) One year or more of combined service for an ACA intergroup, region or WSO committee, with at least six months of active participation on a WSO Committee.

- 3) Attendance on at least six WSO teleconference calls in the previous nine months.
- 4) Working knowledge of ACA's Steps, Traditions and Concepts of Service.
- 5) WSO Board members should not hold a similar position in another 12-Step fellowship.
- 6) Demonstrated skill with working in a group setting and completing projects.
- 7) Ability to donate **substantial** time to attend meetings and to fulfill the additional commitments of WSO Board membership. **(This will need clarification)**
- 8) Exceptions to the above criteria can be granted, but the committee needs to submit reasons in writing.

Membership Qualifications for the Human Resources Committee

In addition to such spiritual qualities as humility, integrity, trustworthiness, and strong commitment to open communication, following are qualifications for nomination and election to the Human Resource Committee:

- Ability to protect confidential information revealed during the Human Resources Committee evaluation process. **(Confidentiality)**
- History of both completing work independently and working well within a group.
- Familiarity with the ACA service structure.
- Organizational and communication skills.
- Ability to donate **substantial** time to attend meetings and to fulfill the additional commitments of Human Resources Committee membership.
- A working knowledge of the Twelve Steps, Traditions, and Concepts.
- Continuous attendance at ACA meetings for at least the previous five years. **Should one be a newcomer?**
- One year or more of combined service for an ACA intergroup, region or WSO committee, with at least six months of active participation on a WSO Committee.
- Attendance on at least six WSO teleconference calls in the previous nine months.
- Working knowledge of ACA's Steps, Traditions and Concepts of Service.
- WSO Human Resources Committee members should not hold a high-level volunteer position in another 12-Step fellowship.

This seems to mirror the qualifications for Trustees.

Terms

The term of office for the Human Resource Committee member will be two (2) ABC cycles. **This will keep it less tainted.** Panel members cannot serve two consecutive terms. The Human Resource Committee cannot nominate an outgoing Human Resource Committee member to any ACA WSO trusted servant position. **Once off the panel, former members are eligible for nomination consideration. Do we want a period of time between going off this committee and being on the Board of Trustees?**

END OF DOCUMENT

BEFORE OUR NEXT MEETING:

1. Carole is going to do a little writing on this.
2. Then Charlie will clean up the language and present next week.
3. Charlie can get it out Saturday, and we will have a week to look at it.
4. We can vote on it during the next meeting. Tie it into OPPM more closely.

Question: Is this going to be ratified at the ABC? What we have been doing is having it ratified before the Board. Anything that represents a major change, should be gone into in depth at the ABC. This gives people a total understanding and chance to approve of the action.

Try to make a better balance between Board decisions and ABC Fellowship participation.

NEXT MEETING: November 20, 2017 8 PM EST