

## 2018 COMMITTEE REPORTS



Adult Children of Alcoholic and  
Dysfunctional Families

### The Service Structure Committee Report

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As a 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. The committee was established after the 2016 ABC in Delray Beach, Florida. It was originally an ad hoc committee, but was given permanent status by Motion 11111701 at the November 2017 TC.

Members of the committee who participated through 2017 include the following: Marcia J., Trustee (Iowa) (Chair); Charlie H. Trustee, (Virginia) (Vice-chair); Bonnie K-M, Texas; Miles C., Ontario, CAN; Matt K., Wisconsin; Mary Jo L. (Trustee, Board Chair), Illinois; Laura L., California; Carole C. Regional Trustee, California; Sarah O., New Jersey.

#### **2017 Committee Activities**

During 2017 the committee on the following:

1. We changed status from an ad hoc committee to a regular committee of the WSO Board.
2. We made a recommendation to the WSO Board for the creation of a Nominating Committee, as well as criteria for applicants for service, and members of the Nominating Committee.
3. Are in the process of finalizing Vision and Mission statements for ACA Regions.
4. Are in the process of researching and recommending a regional map to the Board of Trustees.

#### **ACA Nominating Committee: Accountability and Cooperation Statement**

The ACA Nominating Committee (the "Committee") is accountable to the Annual Business Conference (the "ABC") and the ACA WSO Board of Trustees (the "Board"). When the ABC is not in session, the Committee communicates and works with the Board. The Committee strives to promote and support a cooperative working relationship with both the ABC and the Board.

#### **Purpose of the Committee**

The purpose of the Committee is to vet and identify ACA members, from throughout the full range of ACA's world fellowship, whose skills, experience, wisdom and program knowledge support their ability

to be Trustees. The Committee is responsible for forwarding qualified candidates (nominees) to the Board for consideration and selection as Trustees. Once it becomes fully established, the Nominating Committee will also vet, identify and orient potential candidates for other ACA trusted servant positions, such as WSO committee members. The Committee's twin goals are to represent the fellowship's broad values, by involving multiple stakeholders in a fair, transparent process for identifying trusted ACA servants, while also nominating candidates who can capably carry out WSO's business and service needs.

In support of this, the Committee will maintain current online descriptions of the skills, talents, and experience necessary to successfully fulfill the tasks of ACA trusted service positions. Opportunities and selection criteria for all trusted service positions will be broadly disseminated and posted on the ACA WSO website so that all ACA members can have the opportunity to serve the fellowship.

### **General Duties**

The Committee's evaluations of candidates will be based on criteria made available on the ACA WSO website.

The Committee will utilize various WSO publications in an effort to keep the Fellowship informed of its activity and any pending nominations process deadlines. The Committee will welcome input from the Fellowship on any aspect of its work and will provide communication links for this purpose.

In conducting its vetting process, the Committee will:

- Review written applications of Board candidates.
- Conduct additional evaluations, such as examining committee attendance and considering feedback from those who have served with Board candidates.
- Interview those candidates who appear to meet eligibility criteria.
- Work with the Board to identify any specialized needs WSO has, such as financial or website oversight, and use that awareness in vetting candidates.
- Submit eligible and qualified nominees to the Board, which will either agree with each nomination, or state its objections in writing to the Committee.

In the event of a written Board objection, the Committee will further evaluate the candidate to determine whether to withdraw the nomination or resubmit it to the Board, in which case it will affirm in writing that it finds the candidate to be qualified for Board service.

As already mentioned, over time the Committee will expand its role to vet and nominate qualified candidates for other key WSO volunteer positions, such as committee chairs and vice chairs. In its work, the Committee will collaborate with all other WSO efforts to recruit and orient volunteers.

### **Committee Membership and Participation**

The Committee will consist of five members, including one member from outside the U.S. and Canada. Initially, two members of the Committee will be selected by the Board, and three selected by non-Board members of WSO committees. Terms will be two years, but in order to ensure an appropriate rotation of Committee members, two members of the first Committee will be chosen by lot to serve one-year terms, with the opportunity to be selected for an additional two-year term.

Trustees are not eligible to be on the Committee. However, one Trustee will be appointed to serve as a non-voting liaison. This individual's responsibility will be to keep the Board informed of ongoing Committee work by participating in all Committee meetings and discussions.

At the end of two years, after there is a chance to assess the Committee's needs and effectiveness, structural changes may be considered by the Board and ABC, including how Committee members are selected.

### **Membership Qualifications for the Committee**

In addition to such spiritual qualities as humility, integrity, trustworthiness, and strong commitment to open communication, to help ensure that Committee members have a full awareness and understanding of Board requirements, the following are qualifications for nomination and election to the Committee:

- Ability to protect confidential information revealed during the Committee evaluation process. (Confidentiality)
- History of both completing work independently and working well within a group.
- Familiarity with the ACA service structure.
- Strong organizational and communication skills.
- Ability to donate substantial time to attend meetings and to fulfill the additional commitments of Nominating Committee membership.
- A working knowledge of the Twelve Steps, Traditions, and Concepts of Service.
- Continuous attendance at ACA meetings for at least the previous six years, except that one member may have 2-3 years of attendance. Having one newer member will ensure that the needs of relative newcomers to ACA will be considered by the Committee.
- 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.
- May not hold a high-level volunteer position in another 12-Step fellowship.

### **Qualifications for WSO Trustees**

The Committee will review Board candidates according to the following criteria:

- Continuous attendance at ACA meetings for at least the previous five years.
- 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 Trustees may not hold a similar position in another 12-Step fellowship.
- Demonstrated skill at working in a group setting and completing projects.
- Ability to donate substantial time that minimally includes the following:

- Attend at least three Board meetings per month
- Become a working member of at least one standing committee
- Attend the yearly ABC and AWC
- Attend the Board's annual Strategic Planning Meeting/training retreat
- Maintain communication with the other Trustees as necessary to complete commitments (via email, telephone, and other web-based communication platforms)
- Fulfill any additional commitments of Board membership as deemed necessary.

Exceptions to the above criteria may be granted, but the Committee must submit its reasons in writing to the Board.

### **Other Notes on the Committee and Board Selection Process**

The Committee may not nominate a current or outgoing Committee member to the Board. Once off of the Committee for a year, former Committee members are eligible for Board membership.

The Committee will consider all Board candidates, including those from members of the Fellowship and ACA groups, as long as the candidate submits a written and signed application before the posted submission deadline.

Board candidates must be vetted by the Committee and demonstrate that they meet eligibility criteria before they are affirmed for Board membership. Therefore, new Trustees may not be elected directly from the floor by ABC delegates.

The Board may not directly select new Trustees. They may, however, submit candidates to the Committee for vetting.

WSO-certified Regions are entitled to a seat on the Board of Trustees. Candidates from Regions will be forwarded to the Board if the Committee finds that they meet Board eligibility criteria.

All nominees who are accepted by the Board will be seated immediately, and delegates at the next ABC will vote whether to ratify them as Trustees.

Board objections to any Trustee nomination must be submitted in writing to the Committee within 30 days of receipt, or else a candidate will be presumed to be seated on the Board. The Board's written objections must cite specific eligibility criteria that a candidate allegedly fails to meet. All candidates will also receive the board's written objections, and be given a chance to respond.

In the event of a stalemate between the Board and the Committee, in which the Committee continues to find that a candidate is eligible and the Board continues to object, the candidacy will be submitted to the delegates at the next ABC for a final vote.

Committee members will be chosen after the Board passes a motion that establishes this new nomination process. Committee members and the Nominating Committee system will be submitted to the next ABC for ratification.

It is expected that one Nominating Committee representative will attend each ABC.

## **Vision and Mission Statements for ACA Regions**

**Vision Statement:** Regional Service Committees build bridges of communication and support to bring Adult Children out of isolation and into fellowship.

**Draft Mission Statement:** Whenever an adult child reaches out, the Regional Service Committees will be there with information and support: to connect people within the fellowship, to encourage participation as trusted servants, and to grow meetings full of experience, strength and hope throughout the world.

## **Goals for 2018-2019**

1. Define a current map of regions for the United States and Canada
2. Continue work on the definition and implementation of a Regional Service Committee plan.
3. Further develop the supporting structure/s for Regional Service Committees.
4. Seek out member participation to get feedback and build the network.

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## **Recommendations**

1. The Service Structure Committee would like to make the following recommendations:
2. Approval of the creation of the Nominating Committee and the qualifications for applicants for service and for members of the committee.
3. Approval of the committee goals for 2018-2019.