

March 11, 2021

Updates on ACA WSO Committee Procedures

Dear ACA WSO committee chairs and members,

I am writing on behalf of the ACA WSO Board of Trustees. I want to thank you for the very important work you are doing as a committee volunteer. Committees do much of the heavy lifting in virtually all areas of ACA's World Service Organization, and greatly expand WSO's understanding of the fellowship's diverse needs. We on the board understand and appreciate the value your work brings.

In 2020, the WSO Board began an in-depth study of committee policies. The primary goals are to create consistent committee procedures and to increase transparency to the fellowship. We want to call your attention to several policy revisions that need immediate attention. Please circulate this letter to all members of your committee, and discuss and implement the required changes as quickly as is reasonably possible, with a target of before the 2021 Annual Business Conference.

Officer Nominations, Ratification, and Rotation

- 1) Beginning with the 2021 ABC, all committee officers will serve one-year terms. Committees must nominate new chairs, co-chairs, and vice chairs every year before the ABC. We are getting off to a very late start this year, so committees should submit officer nominations to the board by mid-April. You will need to name your newly selected officers when you give your committee report to the ABC, and ask the delegates to ratify your choices. If you have any problems completing officer nominations before the ABC, please let the board know as soon as possible.
- 2) Committees are strongly encouraged to nominate non-board members as committee chairs, co-chairs, and vice chairs, although you still may choose a board member as a committee officer.
- 3) Chairs and vice chairs may serve a maximum of three one-year terms. An important goal is continuity and rotation of trusted servants. To ensure that committees can quickly fill the position of chair, if that position is vacated before a term ends, co-chairs and vice chairs should be eligible to assume the chair position and serve at least one full term.

Committee Reporting to the Board and Fellowship

- 1) Committees are asked to review their statement of purpose once a year, and submit any suggested changes to the board. Committees also will define and prominently list their three most important objectives for the coming 12 months in all reports. It would be very helpful if you can meet this goal in time for the ABC, but if not, please make this a top priority in May.
- 2) Starting in May, meeting minutes for committees and subcommittees do not need to be posted online, and separate monthly reports are not needed from subcommittees. Monthly committee reports will include all subcommittee updates, and also all committee decisions.

I want to emphasize that these changes are designed to support committees in doing their work. Please read this letter carefully and let me or any board members on your committee know if you have any questions or suggested changes. These policies can be adjusted if unexpected problems arise.

Thank you again for your service to the ACA fellowship, and best regards.

Charlie H.

Chair, ACA WSO Board of Trustees