

To: ACA Fellowship

From: Nominating Committee

Date: November 12, 2021

This is an update to the process we have used since 2019. Most recently, the Nominating Committee and the WSO Board have collaborated to revise the process flow (enclosure 1).

The process is open to the fellowship. We encourage members of the fellowship to submit recommendations to improve this process to chairnomcom@acawso.org.

We keep in confidence the identities of all applicants, as well as personal information. Only when we submit a candidate to the Board, do we share their qualifications for Board service. We also keep in confidence the identities of references and the information shared by the references.

If we determine an applicant is not ready for the Board at this time, we will not release information about them and we will make recommendations for them to prepare for reapplying in the future.

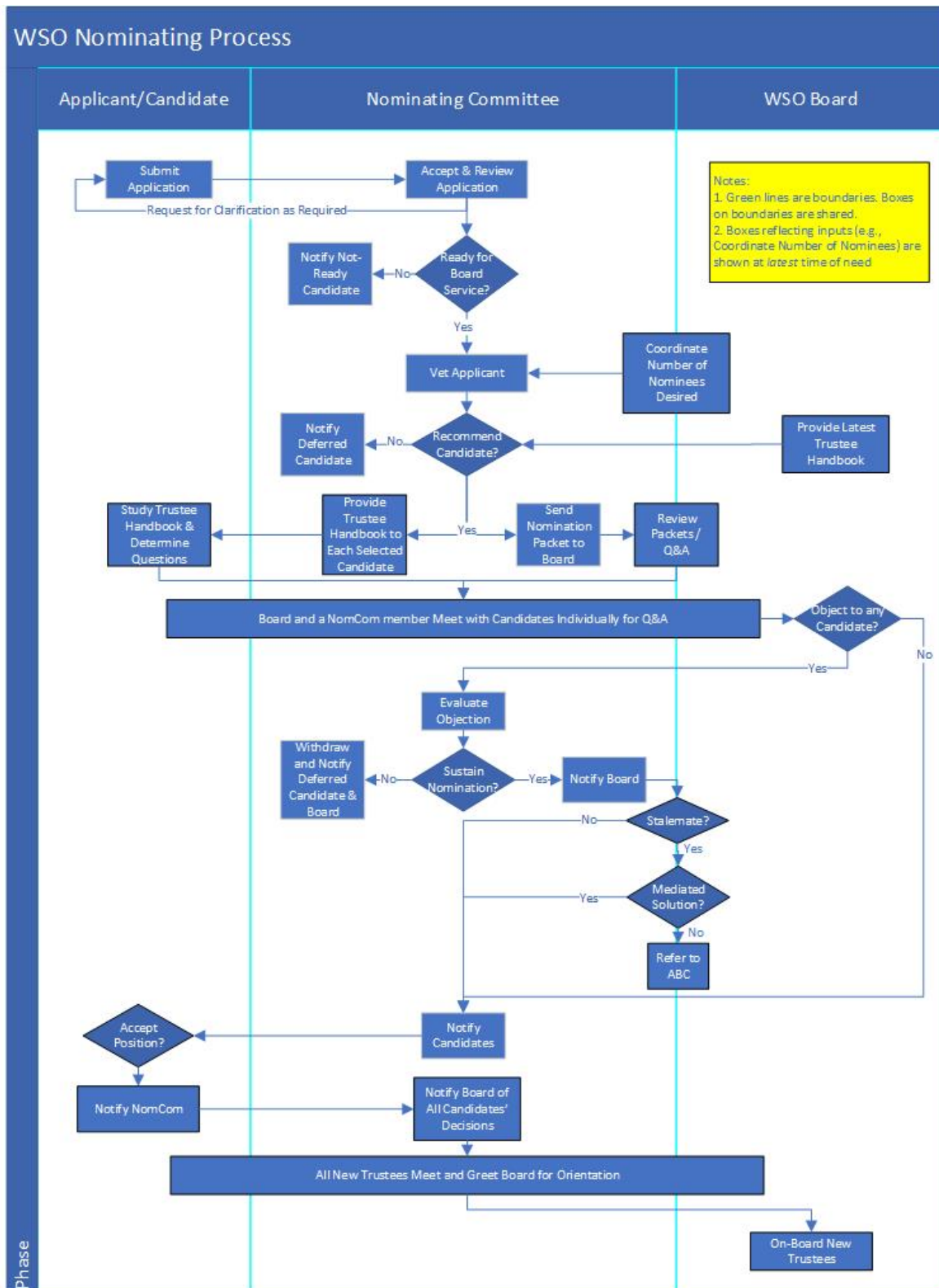
The application form, while part of the overall process, is not shown here. A link to the application is on the Nominating Committee web page: <https://acawso.org/category/nominating-committee/>

Enclosures:

- Encl 1. Trustee Candidate Vetting Process
- Encl 2. Questions Asked During Applicant Interview
- Encl 3. Questions Asked During Interview of a Reference
- Encl 4. Abstract Form for Sending Nominations to the Board

Encl 1. Questions Asked During Applicant Interview

Process Flow:



Encl 2. Questions Asked During Applicant Interview

The introduction includes a discussion of our commitment to confidentiality. Also, the applicant is informed that we are looking for evidence of certain personal qualities, in addition to the qualifications:

- Strong commitment to recovery as an adult child and the ACA fellowship.
- Willingness to contribute as well as work toward consensus (Willingness to bring his/her experience, yet set aside all he/she thinks she knows for mutual success.)
- Impassioned, compassionate, respectful, patient.
- Special skills especially needed: Finance and accounting experience.

Questions

- [We may ask clarifying questions about your application.]
- What inspired you to seek this position?
- What if you are not selected for this position this year?
- A Trustee has significant responsibilities that require a lot of time. What about the other service work you are doing for ACA - what will you keep? Do you need to let go of another commitment? What will you let go of and how will you do that?
- What do you desire to contribute as a Trustee? Why?
- What will bring you the most joy in this position? How will you ensure you tune in to that joy?
- What personal challenges do you face or anticipate facing if you are selected for this position? Where do you get stuck in service work? What support will you need? How will you get the support you need?
- What skills and experience do you have from outside ACA that might contribute as a member of the Board of Trustees as the legally governing body of a non-profit?
- Do you currently have a sponsor? Service sponsor? How many times have you completed the Yellow Workbook? What Loving Parent work have you done?
- The WSO Board serves a fellowship that differs in culture, nationality, geographical area, race, gender, socioeconomic status, faith, sexual orientation, and other aspects of members' backgrounds. The WSO's goal is to serve the breadth of these backgrounds although there are insufficient Board positions to directly represent each. Describe any personal ACA or non-ACA experience you have in which there were unrepresented or underrepresented groups. As an applicant for the Board of Trustees, what ideas do you have to mitigate this challenge?
- It's highly unlikely that all members of the Board will agree all of the time. As in group consciences, we will use spiritually guided consensus in an effort to make the best decisions for the Board and the Fellowship. Give an example of when a group conscience gave you better insight than what you had obtained through your own research or simple reflection, whether or not it changed your vote.
- Is there a question you wish we had asked you or think we should have asked?

Encl 4. Abstract Form for Sending Nominations to the Board

Board of Trustees 20__-20__

Candidate:

Location:

Trusteeship: __At Large

__Region:

QUALIFICATIONS ABSTRACT

Rating ¹	Guidelines ²	Specifics
	Years continuous attendance at ACA meetings (5 yr)	
	Years active in ACA (no guideline)	
	Years combined service in ACA IG, region, WSO (1 yr)	
	Years service in WSO committees (6 mo)	
	Attended WSO teleconferences (6 in last 12 mo)	
	Completed the ACA steps; Knowledge of Traditions and Concepts	
	Conflicting Service Positions	
	Does the candidate work well in a group	
	Does the candidate work well independently	
	Time availability	
	Other Factors Considered³	
	Recognize and protect confidential information	
	Organization skills	
	Communication skills	
	Consistency in attendance and participation	
	Follow through on commitments	
	Knowledge of service structure / network	
	Conflict management experience, including self-management	
	Experience working with underprivileged / underrepresented groups	
Note 1: Green - Meets/exceeds qualification; Yellow - Opportunity for growth in qualification		
Note 2: Guidelines established in ACA OPPM,		
Note 3: Soft discriminators used to assess how well candidate will fit in with the Board		

EXPERIENCE - ACA SERVICE AND PROFESSIONAL

ACA Service

-

Professional

-

STRENGTHS AND OPPORTUNITIES

-

Additional Recommendations: