

To apply for membership in the ACA WSO Nominating Committee:

- 1) Review the qualifications (in this document)
- 2) Familiarize yourself with ACA WSO Operating Policy and Procedures Manual (OPPM), especially Section III, WSO Board of Trustees, and the ACA WSO By-laws. Access these from the lower right-hand menu on <https://acawso.org/>
- 3) Complete and sign the application (in this document)
- 4) Provide references using the form (in this document)
- 5) Sign the Commitment to Service (in this document)
- 6) Read the ACA WSO Conflict of Interest Policy (Access from the link on <https://acawso.org/category/nominating-committee/>). Complete the last page of that document (Acknowledgement/Disclosure Form) and submit it with your application

Send your completed application to chairnomcom@acawso.org

Part I. Nominating Committee Background

Purpose: Identify and nominate the best candidates for ACA trusted servant positions.

Prior to the 2017 Annual Business Conference (ABC), ACA WSO Board of Trustees found, nominated, and vetted new Trustees. At each ABC the world fellowship ratified the selection or re-selection of Trustees with no alternatives provided. At the 2017 ABC, delegates spontaneously nominated prospective Trustees from the floor. These spontaneous nominations worked in a cohesive manner at that time because the sitting Board had worked with most of the delegates, making the decision to elect and seat each of them straightforward. The Operating Policies and Procedures Manual (OPPM) did not cover such a procedure. Therefore, the ACA WSO Service Structure Committee (SVC) saw the necessity to form a Nominating Committee and to revise the OPPM. This established a separate body to review applicants, determine if they are qualified, and present them to the Board. All the Trustees, including those newly selected, will be presented at the ABC for ratification by the delegates.

Objectives:

- Provide a Committee separate from the Board that conforms to the By-Laws and the OPPM.
- Use seasoned ACA members who are not Trustees to search, nominate, and vet Trustee Candidates.
- Open the nomination process to all qualified members of the fellowship.
- Use a standard set of qualifications for vetting candidates and communicating to the fellowship what path to follow to be a future candidate.
- Limit the annual seating of new Trustees to what the Board decides is sustainable.
- Give Groups, Intergroups, Regions, and Committees a voice in filling the Board. They participate by nominating or encouraging their qualified members to apply, encouraging members to build their qualifications so they can apply in the future, and attending the ABC.

Part II. Qualifications

The OPPM establishes the following qualifications and are recommended for Nominating Committee members. Ability to protect confidential information revealed during the Committee evaluation process. (Confidentiality)

- 1) History of both completing work independently and working well within a group.
- 2) Familiarity with the ACA service network.

- 3) Strong organization and communication skills.
- 4) Ability to donate substantial time to attend meetings and to fulfill the additional commitments of Nominating Committee membership.
- 5) A working knowledge of the Twelve Steps, Traditions, and Concepts of Service.
- 6) Continuous attendance at ACA meetings for at least the previous five 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.
- 7) 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.
- 8) Attendance on at least six WSO teleconference calls in the previous twelve months.
- 9) May not hold a high-level volunteer position in another 12-Step fellowship.

Key duties of committee members:

1. Participate in committee meetings every month, teleconferences, and quarterly meetings with the Board.
2. Participate in the nominating process (see attached chart)
 - a. We typically conduct 6 interviews for each Board applicant. We prefer to conduct interviews in teams of two or more to reduce errors and avoid biases.
 - b. Participate in the evaluation and comparison of candidates.
 - c. Develop reports for nominations.
3. Develop reports for monthly WSO teleconferences and the Annual Business Conference.
4. Contribute to the improvement of the nomination process and our website.

Personal qualities sought:

1. Strong commitment to recovery as an adult child and the ACA fellowship.
2. Willingness to contribute as well as work toward consensus (Willingness to bring their experience yet set aside all they think they know for mutual success.)
3. Impassioned, compassionate, respectful, patient
4. Nice to have: administrative skills to keep minutes, schedule and document interviews, maintain repository, basic computer skills (word, Slack, google docs, able to manage multiple gmail accounts)

Part III. Application

Name: _____

ACA Group/Intergroup #/Name: _____

Phone: _____ email: _____

Describe how you meet each of these qualifications for Nomination Committee membership. Add pages as necessary.

We ask that you honor the confidentiality of the selection process. We will keep your statements in confidence, unless you request otherwise. The Nominating Committee keeps the identity of applicants in confidence, releasing to the WSO only the names of those who join the Committee. Feel free to discuss your application with your sponsor, your references, and family and any other confidants/advisors. We request you not share information about your application with others. As much as we can do so, we will protect the confidentiality of your information.

Describe how you meet each of the qualifications for membership in the Nominating Committee. Add pages as necessary.

- 1) Since what date have you been in continuous attendance at ACA? _____.
- 2) Describe your working knowledge of and experience with the ACA service structure. Include service positions held and length of service in each: ACA Intergroup, region, or WSO committee.
- 3) Since what date have you attended the WSO teleconference calls _____; at what frequency? __ monthly; __ quarterly; other (describe):
- 4) Describe your level of knowledge of and experience with the ACA Twelve Steps, Traditions, and Concepts of Service. Do you currently have a sponsor and service sponsor? How many times have you completed the Yellow Workbook? What Loving Parent work have you done?
- 5) What positions do you hold in another 12-step fellowship, other than the group level? Describe how much longer you will each of these positions and estimate the time you devote on a monthly basis.
- 6) Describe your experience in protecting confidential information.
- 7) Provide examples of your experience of completing work independently and working well within a group.
- 8) Provide examples of your organization and communication skills.

9) Are you able to donate substantial time to attend meetings and to fulfill the additional commitments of Nominating Committee membership? What are your limitations, e.g., time, travel, communications, technology? As a Nominating Committee member, plan to spend a minimum of 8-10 hours per applicant (2- 4 applicants per year), 1 hour monthly for committee meetings, 2 hours monthly for the Teleconferences, 1 hour quarterly for meetings with the Board, 1-2 hours monthly for communications with fellow members of the committee.

10) The Nominating Committee uses spiritually guided consensus, expressed through each member's loving parent, for decision-making, just as the groups use in group conscience. Give a specific instance with a summary 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.

11) 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 and how you served those groups. What ideas do you have for the Nominating Committee to mitigate this challenge?

12) In the role of member of the Nominating Committee of a worldwide organization, communication is primarily through various forms of technology. The following is a list of preferred, not required, technology skills. Please rate the following:

Technology Skills	No Experience	Willing to learn	Comfortable with	Proficient
Slack				
Managing multiple gmail accounts				
Zoom				
Microsoft Word				
Google Docs				
Browser based apps (Whatsapp, etc.)				

Managing multiple communications platforms (emails, Slack, and texts)				
Other				

13) Briefly state why you want to be on the Nominating Committee and any special experience, skills or qualities that will influence your service.

14) Is there a question you wish we had asked or think we should have asked?

I agree to keep information presented to Committee confidential, practice humility, integrity, trustworthiness, and practice open communication among Nominating Committee members.

Signature

Printed Name

Date

Part III. References

Please list **at least three** ACA members (who are not Board members) that we can speak with about your qualifying experiences. Be sure to let them know that we will be contacting them and asking about you. Also, be sure to let them know they will not be violating your anonymity by answering our questions!

In addition, we ask references to give us the name of others who have worked with you in service positions who could speak to your qualifications.

1. Name: _____; Phone: _____

email: _____

How they know you

2. Name: _____; Phone: _____

email: _____

How they know you

3. Name: _____; Phone: _____

email: _____

How they know you

4. Name: _____; Phone: _____

email: _____

How they know you

Part IV. Commitment to Service

The following is your commitment to service, the same as signed by Trustees in compliance with the WSO OPPM, Section III.F.

The Suggested Commitment to Service

I perform service so that my program will be available for myself, and through those efforts, others may benefit. I will perform service and practice my recovery by:

1. Affirming that the true power of our program rests in the membership of the meetings and is expressed through our Higher Power and through group conscience.
2. Confirming that our process is one of inclusion and not exclusion; showing special sensitivity to the viewpoint of the minority in the process of formulating the group conscience so that any decision is reflective of the spirit of the group and not merely the vote of the majority.
3. Placing principles before personalities.
4. Keeping myself fit for service by working my recovery as a member of the program.
5. Striving to facilitate the sharing of experience, strength, and hope at all levels: meetings, Intergroups, Regional committees, service boards, and World Services.
6. Accepting the different forms and levels of service and allowing those around me to each function according to their own abilities.
7. Remaining willing to forgive myself and others for not performing perfectly.
8. Being willing to surrender the position in which I serve in the interest of unity and to provide the opportunity for others to serve; to avoid problems of money, property, and prestige; and to avoid losing my own recovery through the use of service to act out my old behavior, especially in taking care of others, controlling, rescuing, being a victim, etc.
9. Remembering I am a trusted servant; I do not govern.

I agree to comply with, and be bound by, all terms and provisions of the ACA WSO bylaws as well as the policies and procedures as set forth in the ACA WSO Operating Policies and Procedures Manual and the above Suggested Commitment to Service.

Signature

Printed Name

Date

WSO Nominating Process



