

Synopsis of WSO Committees, Meeting and Contact Information

Thank you for providing this time to present information about the Volunteer Resource Committee (VRC) at this Conference. We have Volunteer Opportunities Available! There are several WSO committees that would love a pool of volunteers to help with the following:

- a. Prepare committee meeting minutes from recordings
- b. Prepare monthly teleconference reports from minutes summarizing committee matters
- c. Be a tech host or alternate tech host during committee meetings to post agendas, minutes, reports or other documents when needed, help with calling on members, lowering hands/ counting votes
- d. Outreach/liaising with other committees from time to time
- e. Project tracking/lists of ideas for committees
- f. Archiving or saving minutes, motions, documents in Slack channels
- g. Responding to emails with guidance from chairs
- h. Assistance with IT/tech team matters

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Following is a brief list of the WSO Committees with a brief description, when it meets and how to get in contact.

Committee/Description	When it Meets/Contact	Additional Opportunities for Service
<p>1. Annual Business Conference & World Convention (ABC/AWC) Committee: Plan the Annual Business Conference. Facilitate an assembly of Delegates. Work with the Host committee for the Annual World Convention, when held in person; identify future host committees. Support Delegates who serve the ABC and Quarterly Business Conferences</p> <p>a. ABC/AWC Study Subcommittee This group was mandated by the ABC Delegates to conduct “an in-depth and inclusive study regarding possible changes to the ABC and AWC structures”.</p>	<p>Meets: first and third Saturday 10:30am-12:00pm Eastern Zoom ID: 875 8291 3615 Pass: ABC2022</p> <p>Email: abc@adultchildren.org Reports: https://acawso.org/category/abc-committee/</p> <p>Meets: Twice a month: on the 1st Tuesdays at 11:30 am Eastern, on the 3rd Fridays at 5:00 pm Eastern. Join Zoom Meeting https://us02web.zoom.us/j/83420541353 Meeting ID: 834 2054 1353 Passcode: 90755</p> <p>Email: abcstudy@acawso.org Reports and Information: https://acawso.org/abc-awc-study/</p>	<ul style="list-style-type: none"> Acting as liaison to 2 or 3 subcommittees of the ABC; Tracking ideas which arise from conferences; Liaising with ABC study group, concept 2/6 study ad hoc and any conference committee as they relate to the business conferences; Assistance with following up with all WSO committees to get their annual reports for the annual delegate binder <p>The study will consider all fellowship viewpoints, and all delegates and members of the fellowship are invited to participate.</p> <p>We will reassess our meeting times after 2 months (optional changes in March). Please contact us with questions.</p>
<p>2. Archives Committee: Collects and preserves the business and historical records and artifacts of ACA in the form of digital records, and written</p>	<p>Meets: Not currently meeting Email: archives@adultchildren.org Reports: https://acawso.org/category/archives/</p>	<ul style="list-style-type: none"> Downloading documents from their current location on acawso.org for future upload to Preservica.

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<p>documents. The committee makes the information and materials available to the Board of Trustees, the employees of the Distribution Center and the fellowship of ACA in an organized and convenient manner</p> <p>a. Oral History Subcommittee: interviews members of and individuals associated with the fellowship in order to gather and preserve historical information for ACA.</p>	<p>Meets: Third Thursday monthly 4pm ET Meeting ID: 879 3186 4867 Passcode: 076406</p> <p>Email: ohchair@acawso.org</p> <p>Reports:</p>	<ul style="list-style-type: none"> • Separating historical minutes into individual documents. • Retyping documents with the addition of the historical document being prepared to make them easier to read while retaining the original version. • Members interested in interviewing, reporting experience; • Corresponding with prospective interviewees, obtaining releases, sending thank you notes; • Listening to recordings, proofreading transcripts; • Liaising with Archives or Content Development Comm. as needed.
<p>3. Ballot Preparation Committee of the ABC:</p> <p>Oversees the proposal process – educating the fellowship, calling for and developing proposals, encouraging translations, compiling a Ballot, encouraging the vote, and tallying and announcing the results</p>	<p>Meets: Our meetings fluctuate, based in part on our workload, which varies throughout the year. We tend to meet on Thursdays at 3:00 pm Eastern. To join us, please write to our email address.</p> <p>Email: bpc@adultchildren.org</p> <p>Reports and Information: https://acawso.org/bpc/</p>	<p>We generally follow the committee practices outlined in the OPPM. We have discussions around the timing and structure of our milestones and events. More voices and ideas are welcome.</p>
<p>4. Concepts II and VI Study ad hoc Committee:</p> <p>Study Concepts 2 and 6, and submit a report on possible revisions to those</p>	<p>Meets: 1st and 3rd Thursday monthly at 5pm-6:30pm ET via Zoom Meeting ID: 897 0905 1522 Passcode: 108178</p> <p>Email: concepts2and6@acawso.org</p>	<p>Liaise with ABC Reorganization study and any conference committee as it relates to the Business Conference</p>

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<p>Concepts to the 2023 ABC, in keeping with a motion approved by the 2022 ABC</p>	<p>Reports: https://acawso.org/category/concept-ii-and-vi-study-group</p>	
<p>5. Data Analysis Committee: organizing existing data, conducting data projects, developing stewardship practices & procedures, consult with other ACA service groups</p>	<p>Meets: Third Friday of the month at 3 PM PDT, 6 PM EDT, Saturday at 5 AM Thailand/Vietnam, 6 AM Singapore/Taiwan, 7 AM Japan Email: data@acawso.org Reports: https://acawso.org/category/data-analysis</p>	<ul style="list-style-type: none"> • Members interested in/previous experience in survey design, human subjects research, data science, data analytics, database management, reporting, and/or data ethics • Liaise with ABC and other committees
<p>6. European Committee: works to unify and carry the message to the fellowships of the European countries according to our traditions and concepts. It is a standing committee</p>	<p>Meets: First Saturday of the month at 2pm CET (8am ET) Meeting ID: 838 3437 2326 Passcode: 437668 Email: ec-chair@acawso.org Reports: https://acawso.org/category/european-connection</p>	<ul style="list-style-type: none"> • Outreach to country intergroups to inspire connections and keep listing information and events current. • Translations of literature, ballot proposals, summaries of annual and quarterly business conferences • Annual European event planning • Liaise with Literature and Publishing Committees as it pertains to translations of literature • Liaise with Member Services Committee and Regions Subcommittee to foster communication and growth
<p>7. Finance Committee: To examine the financial affairs of the WSO on to ensure the transparency and integrity of all financial aspects of the organization. All financial processes are reviewed, and recommendations are made to the WSO</p>	<p>Meets: every Thursday from 2:30 to 4:00 PM, EDT. If you are interested in attending a meeting, please contact us.</p>	<p>We are looking for people with an understanding of business operations, finance or bookkeeping</p>

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<p>Board for improvements to fiscal policies and procedures, and adherence to state, federal, and international laws.</p>	<p>Email: treasurer@adultchildren.org or finance@acawso.org Reports: https://acawso.org/category/finance/</p>	
<p>8. Global Members Committee: to provide global support with a special focus for countries outside of the United States, Canada and Europe, such as Africa, Asia, South & Central America, Mexico, Australia/Oceania and New Zealand</p>	<p>Meets:</p> <ul style="list-style-type: none"> • Global Members (Central & West) Committee - 3rd Wednesday monthly: 12 pm Brazil, 3pm UK, 5pm South Africa, 5pm Israel, 8:30pm India; 10am (USA & Canada) EDT • Global Members (East) Committee - 3rd Sunday monthly: 9am - Thailand, Vietnam; 10am - Taiwan, China; 11am Japan, South Korea; 1pm Australia; 3pm New Zealand; 3rd Saturday monthly 6pm PDT, 9pm EDT (USA & Canada) <p>Email: globalmembers@adultchildren.org Regional Hub Emails: AfricaSouthHub@acawso.org AsiaSouthHub@acawso.org eastasiahub@acawso.org oceania-antarcticahub@acawso.org</p> <p>Reports: https://acawso.org/category/global-members/</p>	<p>We are looking for volunteers for South America and Oceania</p>
<p>9. Information Technology (IT) Committee: We provide technical guidance for the shopping cart, teleconference and other technical tools used within the WSO Committees</p>	<p>Meets: Every Monday from 4pm to 5:30pm ET via Zoom. Meeting ID: 895 2022 7175 Passcode: 90755</p> <p>Email: itchair@acawso.org</p>	

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<p>You can visit each subcommittee's page by clicking on their links:</p> <ol style="list-style-type: none"> a. Business IT Subcommittee b. Meeting Listing Maintenance (MLM) Subcommittee c. Website Design Subcommittee 	<p>Reports: https://acawso.org/category/information-technology/</p> <p>Business IT Meets: every other Tuesday at 5:00pm ET (US) Meeting ID: 811 7507 6902; Passcode: 707793</p> <p>MLM Meets: every Thursday at 12pm ET (US) Please contact us for meeting details meetings@acawso.org</p> <p>Web Design Meets: Tuesday at 3:00pm ET (US) Meeting ID: 837 7156 7325; Passcode: 088655</p>	
<p>10. Literature Committee: supports global ACA recovery through the written word; reviews and evaluates literature proposed to become WSO-conference approved literature; recommends new literature to be written by working groups within WSO; reviews and revises current literature; and supports other WSO committees and working groups.</p> <p>You can visit each literature subcommittee's page by clicking on their links:</p> <ol style="list-style-type: none"> a. Literature Evaluation Subcommittee b. Literature in Development Subcommittee 	<p>Meets: 3rd Saturday of the month at 11:30am EST. Zoom: 824 0830 4637 Passcode: 885423</p> <p>Literature Committee also holds quarterly open meetings on first Saturday of each quarter 11:30am-12:30pm ET Zoom: 856 5245 7314</p> <p>Email: litchair@acawso.org</p> <p>Reports: https://acawso.org/category/literature-committee/</p> <p>Subcommittee Emails/Meet: Email: liteval@acawso.org</p>	<p>We have four subcommittees that deal with various aspects of literature needed for the WSO to carry its Fifth Tradition If you are interested in exploring any of them let us know by filling a committee enquiry form here: https://acawso.org/literature-committee-volunteering/</p>

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<p>c. Literature Language Subcommittee</p> <p>d. ComLine Blog Subcommittee</p>	<p>Meets: 4th Saturday monthly at 8pm CET (2pm ET) Meeting ID: 889 6984 4530; Passcode: 589957</p> <p>Email: litdev@acawso.org Meets: subcommittee doesn't have specific time/day. Please email us (litdev@acawso.org) for our current meeting time</p> <p>Email: litlanguage@acawso.org Meets: 4th Saturday monthly at 8pm CET (2pm ET) Meeting ID: 889 6984 4530; Passcode: 589957</p> <p>Email: comline@acawso.org Meets: 4th Saturday monthly at 8pm CET (2pm ET) Meeting ID: 889 6984 4530; Passcode: 589957</p>	
<p>11. Member Services: We are a diverse group of members who come together to nurture members, newcomers, teens, intergroups, regions, globally, and to share resources around the world.</p> <p>You can visit the subcommittee's page by clicking on its link:</p> <p>Regions/Intergroups Subcommittee</p>	<p>Meets: Fourth Saturday monthly 11:30am-1pm ET on Zoom 2 Meeting ID: 870 7123 9393 Passcode: 90755 Email: mscchair@adultchildren.org</p> <p>Reports: https://acawso.org/category/member-services/</p> <p>Meets: Fourth Saturday monthly 3-4pm ET on Zoom 2 Meeting ID: 870 7123 9393 Passcode: 90755 Email: regions@acawso.org</p>	<p>Assistance with outreach and monthly reporting.</p>

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	Reports: https://acawso.org/category/regions	
12. Nominating Committee: to identify and nominate the best candidates for WSO Board of Trustee positions	Email: chairnomcom@acawso.org Reports: https://acawso.org/category/nominating-committee/	
13. Operating Policies & Procedures Manual Committee (OPPM) Committee: reviews and updates the primary WSO policy document for the Board and its Committees to provide order and continuity for the operation of WSO. The Committee's goal to help ensure the OPPM reflects best practices that are in line with the ACA Traditions and Concepts	Meets: 2nd and 4th Thursdays at 6 pm ET Email: oppm@adultchildren.org Reports: https://acawso.org/category/oppm/	
14. Organizational Name Study ad hoc Committee: To develop a name for the fellowship that communicates inclusion for any adult child from a dysfunctional family regardless of the presence of alcohol in the home	Meets: 2nd and 4th Monday from 2pm ET to 3:30pm ET via Zoom. Meeting ID: 833 0303 5586 Passcode: 889510 Email: namestudy@acawso.org Reports: https://acawso.org/name-change/	
15. Public Services and Hospital & Institutions Committee: To provide information about ACA and carry the ACA message to the general public, medical and mental health facilities, 12 step fellowships, doctor's offices, community centers, educational and professional	Meets: 2nd and 4th Thursday monthly at 1:00 PM ET via Zoom. Meeting ID: 847 7067 8588 , Passcode: 1978 Email: pscchair@acawso.org	

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<p>communities, libraries, corporations & wellness programs</p>	<p>Reports: https://acawso.org/category/public-information/</p>	
<p>16. Publishing Committee: To centralize and direct all publishing activities, and ensure efficient, affordable delivery of literature to the entire world fellowship, with consistent business practices and oversight</p> <p>You can visit the subcommittee's page by clicking on its link: https://acawso.org/literature-translations/</p>	<p>Meets: Fridays every 2 weeks 9:30am EST, 2:30 pm UK/GMT, 3:30pm CET, 4:30pm SAST, 8pm India Meeting ID: 857 7189 3168 Passcode: 382777</p> <p>Email: publishingchair@acawso.org Reports: https://acawso.org/category/publishing-committee/</p>	<p>We have a new study group and need support on writing projects, secretary, volunteer coordinator, experience with creating social media pages and other admin duties</p>
<p>17. Safety Resources Committee:* develops long-term strategies and potential resources to help the ACA fellowship effectively address common safety issues in and around all meeting environments *formerly Member Service & Safety Committee</p>	<p>Meets: 1st and 3rd Saturday of the month at 4pm ET. Meeting ID: 820 7785 1277 Passcode: 987321</p> <p>Email: src@acawso.org Reports: https://acawso.org/src/</p>	
<p>18. Volunteer Resources Committee: To guide and support volunteers of WSO, developing welcoming and educational materials, healthy communication and leadership workshops, To be a resource for WSO committees with volunteer needs & promote emotional sobriety and healthy functioning</p>	<p>Meets: 2nd and 4th Fridays of the month at 4pm ET on Zoom 3. Meeting ID: 869 3807 5882 Passcode: 656656 Email: vrc@acawso.org Reports and Information: https://acawso.org/vrc/</p>	<p>We appreciate participation in our open committee discussions. As we develop supportive volunteer programs there are more opportunities to be of service - holding space for breakout room chats, offering experience, strength and hope for other ACA members.</p>

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Representation, Equity and Representation (REA) ad hoc Committee: under review
Reports: <https://acawso.org/category/representation-equity-accessibility/>