**To apply for nomination to the Board:**

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/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. Desired Qualifications**

The following are the desired qualifications that Board candidates should meet before being considered for the position of Trustee. This applies to both At Large and Regional candidates:

1. Continuous attendance at ACA meetings for at least the previous five years.
2. 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.
3. Attendance on at least six WSO monthly Board teleconference calls within the previous 12 months.
4. Working knowledge of ACA's Steps, Traditions, and Concepts of Service.
5. WSO Trustees may not hold a similar position in another 12-step fellowship.
6. Demonstrated skill at working in a group setting and completing projects.
7. Ability to donate substantial time that minimally includes the following: (\*\* see below)
	* Attend at least three Board meetings per month.
	* Become a working member of at least one standing committee.
	* Attend the yearly Annual Business Conference (ABC) and ACA World Convention (AWC).
	* Attend the Board's annual Strategic Planning meeting/training retreats.
	* 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.
8. Willingness to sign both the Commitment to Service and the Board’s Conflict of Interest Statement.

Note: The Nominating Committee can ask the Board to consider exceptions to these desired qualifications. Such a request, and the reason for the exception, will be submitted in writing to the Board.

**\*\*Service time required**: 8- 20 hours/week

Note: This role requires 8 hours/week minimum and some weeks require more due to:

* Board orientation time
* Quarterly Board Meetings with Fellowship (TC) - 2.5 hours/meeting
* Delegate meetings - QDM’s - 4 hours and ABC - 2 days
* Strategic Sessions - 1-2 sessions/year of 2-3 days

**Weekly duties include:**

* Checking Board and relevant Committee Slack channels
* Online collaboration reviewing/approving documents and proposals
* Online voting on board motions

**Monthly duties include:**

* Board meetings twice a month (12:30 – 2:00 EST, 1st and 3rd Thursdays): 1.5 hours each + 1 hour prep and follow-up time/each meeting.
* Participating in specified meetings as board representative.
* Research and drafting correspondence/communications/proposals.

**Quarterly duties include:**

* Quarterly Board Meetings with the Fellowship (TC): 2½ hours/each
* Quarterly meetings with the Nominating Committee: 1 hour each
* Quarterly Delegate Meetings (if they continue after 2024 ABC).

**Annual duties include:**

* Board Strategic Meetings: 1-2 sessions/year of 2 - 3 days (In person or online)
* Annual Business Conference: 2 days in April/May

**Part II. Application**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACA Group #/Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***We ask that you honor the confidentiality of the nominating process. We will keep your statements in confidence unless you request otherwise. The Nominating Committee has a responsibility to inform the Board on why we recommend a candidate. 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, what we pass to the Board will be scrubbed to preserve your confidential information.***

**Describe how you meet each of the qualifications for Board membership. Add pages as necessary.**

1. Since what date have you been in continuous attendance at ACA: \_\_\_\_\_\_\_\_\_\_\_\_\_?

2. Please briefly list your experience in each area and include approximate dates or time in each. (Example: Group Delegate: 2020- 2023 or Group Delegate 3 years)

**ACA Service:**

**Group level:**

**Representative:**

**Delegate: (Group, Intergroup, or Region?)**

 **Intergroup:**

**Region:**

**ABC’s – Annual Business Conference (How many and what years?):**

**QDM’s – Quarterly Delegate Meeting (How many and what years?):**

**WSO Committee:**

**Other 12 Step Service:**

**Education:**

**Training:**

**Work experience**:

**Special Skills:**

**Nonprofit experience**:

 **Other Outside Activity Service**: (Example: clubs, organizations, church, etc.)

**Experience leading a group:**

**Experience running a meeting**:

**Experience with having a fiduciary duty:**

1. Since what date have you attendance on WSO teleconference calls since \_\_\_\_\_\_\_\_\_\_\_\_\_; at what frequency?  \_\_monthly; \_\_ quarterly; other (describe):
2. 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?
3. What positions do you hold in another 12-step fellowship, other than the group level? Describe how much longer you will hold this position and estimate the time you devote monthly.

1. Provide examples of your experience completing work independently and working well within a group.

1. Are you able to donate substantial time to attend meetings and to fulfill the commitments of Board membership? What are your limitations, e.g., time, travel, communications, technology? As a Board member, plan to spend a minimum of 8 - 20  hours weekly on Board obligations in addition to your other ACA service commitments (other committees, meetings, sponsorship, recovery, etc.).

1. The WSO Board 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.

1. 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 to mitigate this challenge? (continue to next page if needed)

1. Describe your education, training, and work experience.

1. Explain the importance of the Concepts & Traditions  for service.

1. In the role of ACA Trustee 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 and Drive** |  |  |  |  |
| **Browser based apps (Whatsapp, etc.)** |  |  |  |  |
| **Managing multiple communications platforms (emails, Slack, and texts)** |  |  |  |  |
| **Other** |  |  |  |  |

13)   Attach a 500-word letter addressed to the Board. Please include the following:

* -Why do you want to be on the Board - what is your motivation for Board Service?
* -Do you have a special interest that you want to be involved in?
* -What special experience, skills, or qualities do you have that will influence your service, e.g., IT, finance, or corporate secretary?

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name Date

**Part III. References**

Please list **at least three** ACA members (who are **not** Trustees) that we can speak with about your qualifying experiences. Be sure to let them know 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!

1. Sponsor's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How they know you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How they know you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How they know you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How they know you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**IV. Commitment to Service**

The following is your commitment to service 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.

In accordance with WSO OPPM, Section III.F, 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