ACA WSO Trustee Nominating Process

The Nominating Committee and the WSO Board of Trustees collaborated to devise the Nomination process flow (enclosure 1). We continue to work on improving our process. The Nominating process is open to the fellowship's input and we encourage members to submit recommendations to improve this process to: chairnomcom@acawso.org.

We keep in confidence the identities of all applicants, their personal information, who their references are, and information gained during interviews. It is only when we nominate a candidate to the ACA WSO Board of Trustees that the Board learns of the identity of the candidate.   *When we nominate a candidate to the Board, the Trustees never see the application. Instead, a Board Nomination Packet is submitted which succinctly addresses the nominee's qualifications and strengths.
It provides:
   a. Letter of Nomination
   b. Each specific qualification is addressed and verified. (See: Abstract for Board qualifications Enclosure 2).
   c. Service, work, training, experience, and special skills or attributes.
   d. Nominee's letter to the Board.
   e. Signed:
      1. **The Suggested Commitment to Service**
      2. **Conflict of Interest Declaration**
      3. **Non-Disclosure Agreement**

Process for when not nominating a candidate:

1. Notify the candidate in writing of NomCom's decision so that they have time to process in private. The letter will:
   a. Identify their strengths.
   b. Share suggestions for growth to be ready to serve in the future.
   c. Offer to meet with them to provide further information about why we're not currently nominating and what steps they can take to be ready to serve.

2. If the candidate wants to meet with us:
   a. Review with them the strengths that we have identified.
   b. Share the reason/reasons for not nominating them.
   c. Provide an "Opportunity for Growth" (We do this with everyone we nominate.) so they have concrete steps to take to be ready for Board service.
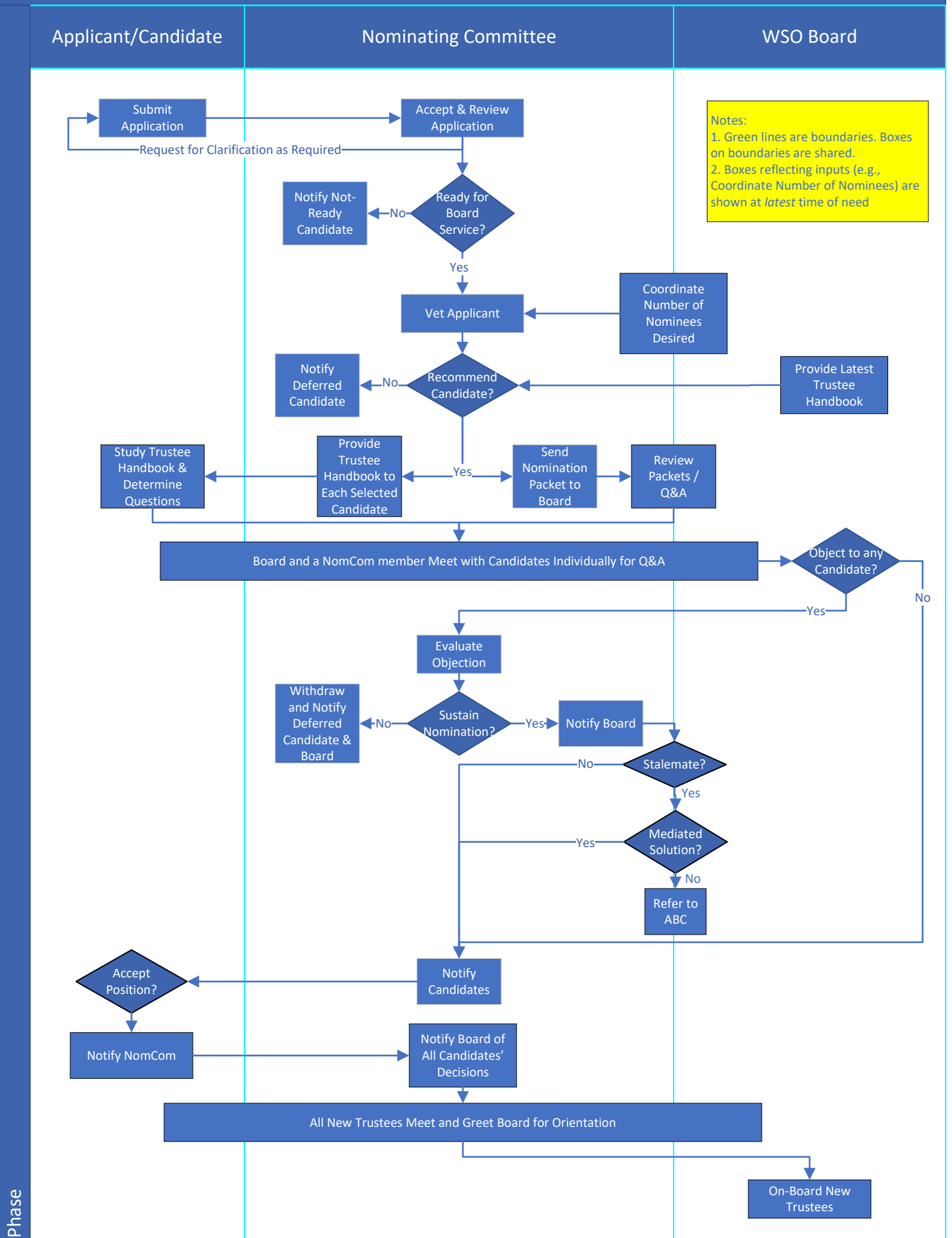
Enclosures:
Encl 1. Trustee Candidate Vetting Process
Encl 2. Abstract Form for Sending Nominations to the Board.
Revised 2/18/2025

WSO Nominating Process

Applicant/Candidate	Nominating Committee	WSO Board

Submit Application → **Accept & Review Application**

Request for Clarification as Required

Notes:
1. Green lines are boundaries. Boxes on boundaries are shared.
2. Boxes reflecting inputs (e.g., Coordinate Number of Nominees) are shown at *latest* time of need

Ready for Board Service? —No→ **Notify Not-Ready Candidate**

Yes

Vet Applicant ← **Coordinate Number of Nominees Desired**

Recommend Candidate? —No→ **Notify Deferred Candidate**

← **Provide Latest Trustee Handbook**

Yes

Study Trustee Handbook & Determine Questions ← **Provide Trustee Handbook to Each Selected Candidate** ← Yes — **Send Nomination Packet to Board** → **Review Packets / Q&A**

Board and a NomCom member Meet with Candidates Individually for Q&A → **Object to any Candidate?** —No→

Yes

Evaluate Objection

Sustain Nomination? —No→ **Withdraw and Notify Deferred Candidate & Board**

—Yes→ **Notify Board**

Stalemate? —No→

Yes

Mediated Solution? —Yes→

No

Refer to ABC

Notify Candidates → **Accept Position?**

Notify NomCom → **Notify Board of All Candidates' Decisions**

All New Trustees Meet and Greet Board for Orientation

On-Board New Trustees

ACA WSO Board of Trustees

Candidate: Date:

Location:

Trusteeship: At Large or Region

Qualifications Abstract

Rating[1]	Guidelines in OPPM	Specifics
	Years continuous attendance at ACA meetings (5 yr)	
	Years active service in a WSO committee (1+ yr)	
	Attended WSO Board Meetings with the Fellowship (2 in last 12 mo.)	
	Working knowledge of the ACA steps, Traditions, and Concepts of service, and the value of the group conscience process:	
	Does not hold a high-level volunteer position in another 12 Step Fellowship.	
	Demonstrated skill working in a group setting and completing projects.	
	Time availability to perform the required Board responsibilities.	
	Has signed the Commitment to Service, the WSO Conflict of Interest Policy and the Non-Disclosure Agreement (NDA).	
	Understands and agrees to protect confidential information during and after service on the Board.	
	Demonstrates emotional sobriety and effectiveness during conflict, respectfully honoring minority opinions.	
	Strong organizational and communication skills	

	Other Factors Considered[3]	
	Consistency in attendance and participation	
	Knowledge of service structure / network	
	Experience working with underprivileged/underrepresented groups	
Note 1: + Meets/exceeds, - Does not meet, E - Exception is being made, an opportunity for growth		

ACA SERVICE EXPERIENCE:

PROFESSIONAL EXPERIENCE:

OTHER STRENGTHS: