

Please direct all  
communications to:

P.O. Box 459  
Grand Central Station  
New York, NY 10163  
Fax: (212) 870-3003

August 9, 2017

**To:** Trustees, Directors, Delegates, Committee Members, G.S.O. and Grapevine Staff, and Central Offices and Intergroups for the U.S. and Canada.

**Re:** Opening for Nontrustee Appointed Committee Member for Trustees' Committee on Literature

Dear Friends,

The trustees' Committee on Literature of the General Service Board has an opening for a nontrustee appointed committee member. We are searching for a suitable individual to fill this position and would appreciate any recommendations.

In seeking applications for vacancies in Alcoholics Anonymous, the Fellowship is committed to creating a large file of applicants that reflects the inclusiveness and diversity of A.A. itself. Currently, A.A. literature directed towards young people is being revised. Thus, the committee would like to hear from A.A. members with experience carrying the message to young people.

As you know, the success of our General Service Board rests not only on the capabilities of the trustees themselves but also on the competence of the nontrustee committee members, corporate board Directors, and Staff members who actively carry on A.A.'s world services.

Some of the qualities most desirable for this nontrustee opening are:

1. Expertise in and familiarity with the use of current technology and communications tools.
2. Available time to attend the meetings of the trustees' committee to which appointed and the Saturday afternoon general sharing session. Attendance at the Saturday night dinner and A.A. meeting during Board weekends is optional. Available to attend a joint committee meeting on Sunday afternoon of the General Service Conference. Attendance at the Sunday night Conference dinner is optional. Available for participation in subcommittees of the trustees' committee to which appointed. Completion of subcommittee projects often involves participation in conference calls.
3. At least five years of continuous sobriety.
4. The ability to work within the committee structure.
5. Experience in A.A. service, and in carrying the message to young people.

Attached is a resume form that should be completed by applicants for this opening and returned to the General Service Office by October 27, 2017.

Applicants should mail forms to:

Attn: Sandra Wilson, Secretary  
Trustees' Literature Committee  
475 Riverside Drive  
11<sup>th</sup> Floor  
New York, NY 10115

Or email to:

[literature@aa.org](mailto:literature@aa.org)

All applicants will be considered and all will be advised by the secretary of the committee when a selection has been approved by the trustees' Nominating Committee. The Chairperson of the General Service Board will notify the individual chosen. Appointed committee members are appointed for one year but the term may be extended, depending on committee projects (maximum four years).

Should the applicant be a past General Service Conference Delegate, he/she is not eligible to apply for the opening until one year after his/her last Conference.

We look forward to receiving the resumes of your suggested applicants.

Sincerely,

*Sandra*

Sandra Wilson  
Secretary  
Trustees' Committee on Literature

Enclosures: Procedures for Appointed Committee Members for G.S. Board  
Committees Resume Sheet for Appointed Committee Members

## PROCEDURE № 2

### **PROCEDURES FOR SELECTING APPOINTED COMMITTEE MEMBERS FOR GENERAL SERVICE BOARD COMMITTEES**

“An Appointed Committee Member (ACM) is selected to serve on a General Service Board committee to lend expertise in a particular profession or area of A.A. service that will assist a committee with the completion of a specific project and/or need. ACMs are appointed to a one-year term and depending on the life of a project can be re-appointed to serve as many as four consecutive terms. It is suggested that re-appointments not be automatic and not occur once a project has been completed.” (From GSB Report 2-2-09)

1. Trustees' committee notifies the trustees' Committee on Nominating of needs for appointed committee members.
2. The trustees' Committee on Nominating reviews the request and asks the requesting Committee Secretary to notify the Fellowship of the opening by means of an announcement in *Box 4-5-9* and a letter to:
  - a. Trustees and Directors for U.S. and Canada, past and present.
  - b. Area Delegates.
  - c. Committee members.
  - d. G.S.O. and Grapevine Staff.
  - e. Central Offices and Intergroups for the U.S. and Canada.
3. Arrange interviews by the General Manager, Committee Secretary and/or trustees' committee chairperson.
4. The considerations for decision will include:
  - a. Appointed committee members are selected for their expertise in the committee's business and relevant service experience.
  - b. The trustees' committee decides what its current needs are for appointed committee members, that will likely vary over time, including considerations of:
    - Specialized input required on projects it is currently developing or anticipates developing, e.g., pamphlets, videos, etc.
    - Lack of expertise/experience of current committee members relating to committee's ongoing business.
    - Description of specific expertise and/or experience desired that would benefit the committee's work.
  - c. Appointed committee members are accountable to the General Service Board and have no other reporting responsibilities.
  - d. Appointed committee members are expected to attend the meeting of the committee to which they are appointed and may be permitted to attend another committee meeting if both chairpersons agree that it would be helpful to those committees.

**PROCEDURES FOR SELECTING APPOINTED COMMITTEE MEMBERS**  
**FOR GENERAL SERVICE BOARD COMMITTEES (Continued)**

- e. Available time to attend the meetings of the trustees' committee to which appointed and the Saturday afternoon general sharing session. Attendance at the Saturday night dinner and A.A. meeting during Board weekends is optional. Available to attend a joint committee meeting on Sunday afternoon of the General Service Conference. Attendance at the Sunday night Conference dinner is optional. Available for participation in subcommittees of the trustees' committee to which appointed. Completion of subcommittee projects often involves participation in conference calls.
  - f. Appointed committee members are appointed for one year but the term may be extended, depending on committee projects (maximum: four years). Committee chairpersons will annually update the trustees' Committee on Nominating of their need to continue the term(s) of their appointed committee member(s). The secretary of the trustees' Nominating Committee will forward a reminder to committee chairs in January of each year.
  - g. Applicants for appointed committee member openings should have at least five years of continuous sobriety.
5. The trustees' committee approves the appointed committee member and forwards his/her resume to the trustees' Committee on Nominating.
  6. The trustees' Committee on Nominating reviews the selection for approval. The trustees' Committee on Nominating will move expeditiously, by conference call or other means, to review and approve a candidate so that the new appointed committee member can commence his/her service as quickly as possible.
  7. Once approved, the name and address of the selected appointed committee member will be forwarded to the chair of the General Service Board who will send a letter of invitation.
  8. The chair of the committee on which the appointed committee member will serve sends a follow-up letter of welcome and notifies the Area Delegate in area where the selected appointed committee member resides.
  9. Appointed committee members will begin their service on their trustees' committee at the General Service Board weekend following their appointment.
  10. If the candidate is a past Conference Delegate, he or she is not eligible until one year after rotation.
  11. The Trustees' Committee on Nominating sends resume to Conference Committee on Trustees.

**APPOINTED COMMITTEE MEMBER RESUME SHEET**  
**GENERAL SERVICE BOARD COMMITTEES**

TRUSTEES' COMMITTEE ON \_\_\_\_\_  
*(Name of Trustees' Committee)*

NAME : \_\_\_\_\_ RESIDENCE PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_  
\_\_\_\_\_ FAX: \_\_\_\_\_  
\_\_\_\_\_ -mail address: \_\_\_\_\_

DATE OF SOBRIETY: \_\_\_\_\_ EDUCATION: \_\_\_\_\_  
\_\_\_\_\_  
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**SPECIAL OCCUPATIONAL QUALIFICATIONS**

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**A.A. BACKGROUND**

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**CURRENT AND PAST ACTIVITIES OUTSIDE A.A.**

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SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

**ADDITIONAL INFORMATION MAY BE ATTACHED.**