Executive Committee for Real Property Management (ECRPM) Résumé Form

BACKGROUND INFORMATION:

The Board of Trustees delegates to the Executive Committee for Real Property Management the oversight and management of the real property owned by the Al-Anon Family Group Headquarters, Inc. in accordance with Motion 6 of the 2011 World Service Conference. The Board of Trustees shall elect annually one of the volunteer members, who are not trustees, as the Chairperson of the Executive Committee for Real Property Management.

ECRPM STRUCTURE:

The five-member Committee includes:
- Director of Finance & Operations/Building & Office Manager;
- Chairperson of the Finance Committee;
- Three Al-Anon members who are not Trustees.

Note: The Executive Director and Chairperson of the Board are not ex-officio members of this Committee.

GENERAL INFORMATION:

A candidate must:
- Currently be an active Al-Anon member with at least **seven (7) years** of continuous membership, including Al-Anon service beyond the group level.
- Have special skills and experience that include areas of property management; finance; business; accounting; law; business administration; or technology.
- Live within the World Service Conference structure.
- Able to speak and write fluently in the English language.

Notes:
- Any Al-Anon member who is also a member of AA may not serve in these positions.
- Delegates to the WSC are not eligible to apply as candidates for ECRPM until one WSC has elapsed after their terms end.

MEETING INFORMATION:

- A Committee member needs to be available for meetings a minimum of four days during the year. Time depends on the responsibility which arises regarding the management of the property **and** may include evening hours.
- The Chairperson of the ECRPM attends the WSC with a voice limited to ECRPM business, but no vote.
- ECRPM meetings are held on a weekend in June and November. They do not meet while the Board or the Executive Committee is in session. The Board of Trustees approves any change in the meeting schedule.
- ECRPM members are expected to spend time reviewing essential documents and material prior to meetings and as necessary to maintain sufficient knowledge of the operation of the property in cooperation with the Director of Finance & Operations.
- An ECRPM member must be readily available to the Chairperson of the ECRPM and the Director of Finance & Operations

SPECIAL ABILITIES OR ASSETS FOR CANDIDATES:

- A thorough understanding of the Twelve Traditions, Twelve Concepts of Service, and Al-Anon policies.
- The ability and willingness to make difficult decisions, participate in group processes, and originate ideas and proposals regarding property management while being able to work as a team member.
- The ability to accept criticism and modify ideas to reach solutions.

SOME THINGS TO CONSIDER:
- ECRPM members are to relinquish all Al-Anon activities beyond the group level during their term.
- I will consider sharing a room with another ECRPM member. Sharing is preferable but not required.

Please use an electronic version of this form (available from the World Service Office). Use Arial size 10 font. Do not alter the form or add attachments. Print and sign the completed form. Résumés are due at the WSO by August 15.

Executive Committee for Real Property Management (ECRPM)
Résumé Form

Name (Last, First, Middle Initial):		
Mailing Address:		
Primary Phone:	**Secondary Phone:**	**email:**
Home Group (Name and City):		
Area:	**Region:**	**Continuous years active in Al-Anon/Alateen:**

List your Al-Anon/Alateen service experience - most recent first.			
Position	**Dates (from ... to)**	**Position**	**Dates (from ... to)**
1.		4.	
2.		5.	
3.		6.	

Other information:

Personal history including specialized education, training, work, and non-Al-Anon volunteer experience as they pertain to this position:

Describe how your leadership skills and talents would make you a positive asset to the ECRPM:

Attestation: This résumé is a true and accurate representation of my experience and skills.

_____ _____

Signature   **Date Submitted**