

Role Description

Trustee of the Board of Al-Anon Family Group Headquarters, Inc.

Overview of Trustee Role: Responsible for all Al-Anon’s service activities, as well as for Al-Anon’s worldwide public relations. Expected to spearhead the formulation of Al-Anon policy and its proper execution. Active guardians of Al-Anon’s Twelve Traditions. Has ultimate responsibility for the preservation and prudent management of all Al-Anon Family Group Headquarters, Inc. (AFG, Inc.) financial assets. – Concept Six (2022-2025 Al-Anon/Alateen Service Manual [P-24/27])

Responsibilities:

Governance

- Define the vision for AFG, Inc., utilizing the capability for foresight to make thoughtful estimates leading to long-term plans that affect Al-Anon as a whole.
- On matters of policy, serve as a principal planner and be responsible for final decisions.
- Control and manage the affairs of the Corporation.
- Serve as a Director of the Corporation and voting member of the Policy Committee and World Service Conference (WSC).
- Support the Board’s group conscience decisions, regardless of personal opinions.

Strategic Decision-Making

- Develop AFG, Inc.’s Strategic Plan in collaboration with Executive Committee and Staff members, setting priorities for the WSO Staff, task and thought forces, committees, work groups, and the Board itself.
- Review the Strategic Plan annually and update it as necessary.
- Consider and approve the annual budget for AFG, Inc., allocating resources in alignment with the Strategic Plan.

Engagement

- Travel to and represent AFG, Inc. at Al-Anon Family Groups service and recovery events.
- Connect with and encourage international structures supporting Al-Anon Family Groups globally.

Leadership and Management

- Elect the officers of the Corporation, Trustees, and at-large members of the Executive Committee.
- Hire, evaluate annually, and remove the Executive Director.
- Delegate full authority to the executive committees charged with the management of the World Service Office (WSO).

Risk Management

- Exercise a fiduciary duty to the organization of AFG, Inc., including Duties of Care, Loyalty, Obedience and Foresight.
- Act reasonably, prudently, and in the best interests of the organization to avoid negligence and fraud and to avoid conflicts of interest.
- Keep confidential all discussions of, and matters brought before, the Board of Trustees.

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Collaboration

- Work independently and participate in three or four work teams or committees between Board meetings.
- Devote sufficient time to complete all assignments on work team projects in a timely manner.

Time Commitment:

- Commit an average of seven hours a week to Board service, which typically increases to 11 hours the week before the Board meeting.
- Attend quarterly Board meetings (January, April, July, October) and travel three times to attend the in-person Board meetings and the WSC (an average of 16-20 days [about 3-4 weeks] a year).
- Respond to Board emails within 24 hours.
- Continue to regularly attend Al-Anon meetings to maintain personal recovery.

Required Qualifications:

- Have at least ten (10) years continuous, active Al-Anon membership, with service leadership experience beyond the group level
- Cannot be or have ever been a member of Alcoholics Anonymous
- Willingness to relinquish all Al-Anon service positions beyond the group level, such as Group Representative, District or Area trusted servant, during the term of service.
- Be eligible to be certified as an Al-Anon Member Involved in Alateen Service (AMIAS) in accordance with the WSO AMIAS Certification Program, including passing a national background check.
- Strong working knowledge of Al-Anon's Twelve Steps, Traditions, Concepts of Service, Policies, and principles and how to apply them to serve Al-Anon as a whole.
- Strong interpersonal and communication skills.
- Ability to think strategically, analyze complex issues, and contribute innovative solutions.
- Basic understanding of financial terms and Al-Anon Seventh Tradition principles
- Working knowledge and comfort with productivity tools such as Microsoft 365 products (Word, Excel, PowerPoint) and web conferencing platforms such as WebEx or Zoom
- Willingness to learn new technology tools such as OneDrive or other online collaboration software and project management software.
- Ability to undertake responsibilities without accommodation¹, including travelling independently for WSO assignments, such as Board meetings, World Service Conference and International Conventions, Area, or regional visits.
- Ability to obtain passport.
- Willingness to consider sharing a room with another Trustee, as assigned by the Chairperson of the Board—sharing is preferable but not required.

¹ AFG, Inc. will consider requests for accommodation and do as much as feasible in each situation.

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- Strong team leadership skills, with an ability to resolve conflict and cultivate trust with others.

Preferred Qualifications:

- Demonstrated experience in one or more relevant fields such as finance, nonprofit board experience, and leadership.
- Bilingual Spanish or French

Benefits:

- Opportunity to make a significant impact on Al-Anon Family Groups and AFG, Inc.'s success and growth.
- Professional development through networking with fellow board members and exposure to nonprofit governance.
- Enhanced leadership and decision-making skills.
- Contribution to positive change in the community and alignment with a meaningful cause.

Application Process: To express your willingness to serve in the volunteer Trustee role, please complete the application process detailing your service experience, qualifications, and motivations through the link found at <https://al-anon.org/for-members/board-of-trustees/wso-volunteers/board-of-trustees/> by August 15th.

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Supplemental Skills and Commitments: Specific Board and Committee Assignments

Chairperson of the Board

- Familiarity with the Strategic Planning process, with experience developing plans preferred.
- Willingness to travel 10-15 additional days a year and dedicate additional hours to prepare for and attend specific committee assignments.
- Willingness to travel internationally 5-7 days and dedicate additional hours to prepare for and attend the International Al-Anon General Services Meeting which occurs in late September or October every other year.
- Availability to participate in weekly Leadership Team call with the Executive Director and Chairperson of the Executive Committee.
- Willingness to dedicate time daily to respond to member correspondence and Staff inquiries, and support WSO Volunteers.

Treasurer

- Experience reading, understanding, and translating financial statements and terms into everyday language for those not familiar with business concepts.
- Willingness to travel 9-12 additional days a year and dedicate additional hours to prepare for and attend in-person Finance & Executive Committee meetings which are scheduled at least one year in advance, typically in February, June, and December.
- Willingness to dedicate time daily to respond to member correspondence and Staff inquiries, and support WSO Volunteers.

Policy Committee Chairperson

- Ability to discern and clarify consensus and direction throughout extensive policy discussions.
- Confidence in identifying and writing charges.
- Deep knowledge of how Al-Anon's Twelve Steps, Traditions, Concepts of Service, Policies, and principles apply to serve Al-Anon as a whole.
- Availability to participate in bi-weekly calls to support Policy Committee planning.
- Willingness to travel 9-12 additional days a year and dedicate additional hours to prepare for and attend in-person Finance & Executive Committee meetings which are scheduled at least one year in advance, typically in February, June, and December.

International Coordination Committee (ICC) Chairperson

- Familiarity and interest in the international Al-Anon community and service structures.
- Willingness to travel internationally 5-7 days and dedicate additional hours to prepare for and attend the International Al-Anon General Services Meeting which occurs in late September or October every other year.

ICC/Conference Leadership Team (CLT) Chairpersons and Co-Chairpersons

- Demonstrated ability to effectively facilitate large audience, multiday events with grace and thoughtfulness.
- Availability to participate in bi-weekly calls to support Committee planning.