

**Please direct all
communications to:**

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May 17, 2018

To: Area Delegates, G.S.O. and A.A. Grapevine Staff, Directors, Appointed Committee Members, Current and Past Trustees, and Central Offices and Intergroups for the U.S. and Canada

Re: **Class A Trustee Vacancies – April/May 2019**

Dear Friends,

On behalf of the Trustees' Nominating Committee, I would like to inform you that two Class A (nonalcoholic) trustee vacancies will occur on the General Service Board at the conclusion of the 69th General Service Conference, held in April/May 2019.

In seeking applications for vacancies in Alcoholics Anonymous, the Fellowship is committed to creating a large file of qualified applicants that reflects the inclusiveness and diversity of A.A. itself.

The committee suggests that Area Delegates, G.S.O. and Grapevine Staff, Directors, and current and past trustees submit the resumes of any friends of A.A. they believe would be interested in serving as Class A trustees.

As you know, the General Service Board consists of 21 trustees. Fourteen are alcoholic, elected from the membership of A.A.; and seven are nonalcoholic, who are generous enough to serve on our Board as volunteers. Class A trustees are chosen from a variety of professional backgrounds including doctors, lawyers, financial professionals, clergy, media and public relations professionals, information technology and communications professionals, correctional administrators, social workers, educators and military professionals.

Time Required of Class A Trustee:

Since much is asked of the trustees with respect to their time, please be sure your candidate understands the commitment.

Trustees are expected to attend the following:

- Three Quarterly Board weekends (Summer, Fall & Winter) - meetings typically run from Saturday morning through Monday noon.

- A fourth Quarterly meeting (Spring) combined with the General Service Conference (seven days) in April.
- Any special meetings of the Board.
- Trustees serve on committees of the General Service Board and may also serve on trustees' subcommittees whose work often involves conference calls.
- Rotational attendance at Regional Forums
- May be asked to serve up to three years on either the A.A. World Services Board or A.A. Grapevine Corporate Board, which meet more frequently than the General Service Board and also include possible corporate board subcommittees.
- Occasionally invited to participate in regional or area activities such as service conferences, area assemblies, etc.
- May be invited to represent A.A. in the public media or at professional events.

Class A Trustees serve two consecutive three-year terms. Applicants are encouraged to discuss this time commitment with their families and employers. We would like to stress the importance of your applicants' availability to attend all of these meetings. Trustees are reimbursed for travel, hotel and meal expenses.

Attached is an explanation of the procedures for election of Class A trustees. Please submit your applicants' business or professional resumes to the attention of: Julio Espallat, Secretary, Nominating Committee, by **July 27, 2018**. Candidates are encouraged to include a cover letter describing their experience and current interaction with A.A., as well as their reasons for volunteering their services to the General Service Board.

In addition, please provide information detailing why the applicants are interested in serving the Fellowship of Alcoholics Anonymous. All applications will be considered by the Trustees' Nominating Committee.

Sincerely yours,



Michele Grinberg
Chairperson, General Service Board

Enc.: Information for a Prospective Class A Trustee
Procedures for Election of Class A Trustees

***Information for a Prospective
Class A (nonalcoholic) Trustee on the
General Service Board of Alcoholics Anonymous***

The trustees' Committee on Nominating of the General Service Board of Alcoholics Anonymous, in support of its "prime obligation to see that all vacancies - within their own ranks ... are properly filled with members and workers of the greatest possible competence, stability, and industry," has developed this memo to share information about the board, trustee qualifications, time commitment and the nomination procedure with prospective Class A (nonalcoholic) trustees.

The General Service Board of Alcoholics Anonymous, Inc., has but one purpose, that of serving the Fellowship of Alcoholics Anonymous. It is, in effect, a non-profit corporation created and now designated by the Fellowship of Alcoholics Anonymous to maintain services for those who seek the means for arresting the disease of alcoholism through the application to their lives, in whole or in part, of the Twelve Steps, which constitute the recovery program upon which the Fellowship of Alcoholics Anonymous is founded.

In addition, the General Service Board is responsible for the financial and policy integrity of A.A.'s operating corporations: A.A. World Services, Inc. and A.A. Grapevine, Inc.

The Board of Trustees consists of 21 members, 14 alcoholics (Class B) and seven nonalcoholics (Class A), who volunteer their time and bring varying talents and backgrounds to their service responsibilities.

Qualifications of an Effective Trustee

A.A. has been fortunate over the years in having many competent trustees, both A.A. members and nonalcoholics, and the choice of trustees remains one of the most important factors in ensuring A.A.'s future. There are no hard-and-fast rules governing qualifications. Class B trustees bring regional and A.A. service experience as well as professional experience to the board. Class A trustees are selected from a variety of professional backgrounds.

Nonalcoholic Trustees

In seeking candidates for Class A trustees, the board looks for men and women with a proven track record in their own fields, a demonstrated interest in Alcoholics Anonymous, some experience in working with A.A. and its members, and a willingness to serve. The qualifications listed below for alcoholic trustees have generally proved to be important considerations for nonalcoholic trustees as well.

- *Business or professional background:* While business or professional experience is not necessary for all alcoholic trustees, it has proved essential for nonalcoholic trustees.
- *Leadership:* Good leaders can bring to the board the quality of resoluteness and the courage of their convictions, along with good judgment, the ability to compromise, objectivity, and the willingness to stand up and express themselves. Such candidates can represent the board and interpret its actions at regional events when requested.

(Over)

Time Commitment Required of Board Members

Trustees on this board are expected to attend three quarterly board meetings held from Saturday morning through Monday noon; a fourth quarterly meeting combined with the General Service Conference (seven days) in April; and any special meetings of the board. Board meetings take place in or near New York City. All trustees serve on committees of the General Service Board (which meet during the quarterly board meetings) and may also serve on trustees' subcommittees or corporate board subcommittees, whose work often involves conference calls.

Class A trustees may be asked to serve two years on either the A.A. World Services Board or A.A. Grapevine Corporate Board, which meet more frequently than the General Service Board.

Trustees are asked to attend Regional Forums (Friday through Sunday) approximately every other year. They may also be invited to participate in local or area activities such as service conferences, area assemblies, etc.

Class A trusteeship is for six years. Applicants are encouraged to discuss this time commitment with their family and employer. Trustees are not paid for this service but are reimbursed for travel, hotel and meal expenses. The committee wishes to stress the importance of attendance at all meetings and events.

General Service Board Committees

There are thirteen committees of the General Service Board. Trustees' committees meet quarterly during the board weekends, and often form subcommittees to work on specific projects. Membership averages about eight or nine per committee and consists of trustees and directors of A.A.W.S. and Grapevine; a few committees also include appointed committee members with particular expertise in the subject area. The chair is a trustee, and the secretary is usually a G.S.O. staff member. Trustees are expected to serve on at least three Trustee committees each year.

Nominating Procedure

The General Service Board nominates Class A trustees after an extensive search and interview process that begins by asking current and past members of the board, directors, delegates, and G.S.O. and Grapevine staff to submit names and background information for "friends of A.A." to fill a vacancy. While there is no application form, business or professional resumes can be sent to the attention of: Secretary, Trustees' Committee on Nominating, General Service Office, P.O. Box 459, New York, New York, 10163. Candidates are encouraged to include a cover letter describing their experience and current interaction with A.A., as well as their reasons for volunteering their services to the General Service Board.

The list of applicants is narrowed down by the trustees' Nominating Committee; prospective candidates are invited to a quarterly trustees' meeting for an interview, to see how the board works and to meet all members of the board. The Nominating Committee then recommends the election of one person for each vacancy to the General Service Board. After approval by the board, the candidate is included on the slate of trustees that is presented to the General Service Conference. Following approval by the Conference in April, trustees begin their term at the July meeting of the General Service Board.

PROCEDURE № 4

PROCEDURES FOR ELECTION OF CLASS A TRUSTEES

1. The Chairperson of the General Service Board notifies the Fellowship of a vacancy for a Class A trustee by means of a letter to Area Delegates, G.S.O. and Grapevine Staff, A.A.W.S. and Grapevine Board Directors, appointed committee members, current and past trustees, and Central and Intergroup Offices for the U.S. and Canada. The opening is also announced in the next issue of *Box 4-5-9*. In the year of an International Convention, announcement letters will be sent to the non-alcoholic professionals chosen to participate in the International Convention. The announcement requests the business/ professional resumes or curricula vitae of "friends of A.A." who are willing to serve as Class A (nonalcoholic) trustees – along with information as to why each applicant is interested in serving the Fellowship of Alcoholics Anonymous.
2. The resumes are submitted to the trustees' Committee on Nominating. Upon learning of a Class A Trustee vacancy, the trustees' Committee on Nominating shall request that the General Service Board take an inventory of the skills and backgrounds of its current members and identify areas which may be lacking in order to provide that information to the trustees' Committee on Nominating.
3. After reviewing the resumes, the Nominating Committee chooses up to four applicants to be considered for each vacancy. The committee asks the Delegate from the area where the applicant resides or works for any available feedback on the individual prior to authorizing an invitation for a visit. These persons are then invited by the Chairperson of the General Service Board to attend a Board weekend, during which they are interviewed by the members of the Nominating Committee. Prior to the Board weekend, resumes of these applicants should be circulated to all General Service Board trustees.
4. In the interview process, the Nominating Committee is responsible for providing extensive information about the time commitments involved in service as a Class A trustee. Because Boards function differently, and service on other Boards may involve a limited time commitment, the committee should emphasize that Class A trustees are expected to attend all Board meetings.

Time Required of Trustees:

Trustees are expected to attend: three quarterly Board weekends, with meetings running from Saturday morning through Monday noon; a quarterly meeting combined with the General Service Conference (seven days) in April; a regional forum weekend approximately once every eighteen months; and any special meetings of the Board. While it is up to the corporate board to determine the term of service, It is possible that a Class A trustee may be invited to serve up to three years on either the A.A. World Services Board or A.A. Grapevine Corporate Board, which meet more frequently than the General Service Board. Trustees serve on committees of the General Service Board and may also serve on trustees' subcommittees or corporate board subcommittees, whose work often involves conference calls. Trustees may be invited to attend regional, area or local A.A. events. Trustees serve two consecutive three-year terms. Applicants are encouraged to discuss this time commitment with their family and employer. Trustees are reimbursed for travel, hotel and meal expenses.

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5. Following the interviews, the Nominating Committee recommends the election of one person for each vacancy to the Board of Trustees. After approval by the full Board of Trustees, the nominee and the Delegate from the Conference area in which the nominee resides or works should be notified of his/her selection – indicating that the decision is subject to confirmation by the General Service Conference.
6. One nominee's name (for each vacancy) is presented to the General Service Conference with copies of the nominee's resume being made available on the Conference floor to all Conference members – prior to recommendation of the nominee to the Conference.
7. The Board of Trustees elects the Class A trustee nominee (for each vacancy) at their meeting following the Conference.
8. For expected vacancies, due to normal rotation, the process should begin immediately following the Conference which begins the trustee's last year of service.
9. For unexpected vacancies, this process should start at the time the vacancy occurs, if there is sufficient time before the next Conference.