

# **Officer Resume for Southern California World Service, Inc. (SCWS) Al-Anon Family Groups**

## **GENERAL INSTRUCTIONS**

- This resume must be submitted by ALL potential candidates for any officer position(s). Only one resume is needed from each candidate regardless of how many positions are sought. GRs then have the opportunity to read and learn about every candidate in advance of the election (per KBDM, Knowledge-Based Decision Making).
- Deadline to submit Officer Resume for November Election Assembly is 9pm Sept. 12, 2017, emailed to the Immediate Past Delegate at [pastdelegate@scws-al-anon.org](mailto:pastdelegate@scws-al-anon.org) and to the Delegate at [delegate@scws-al-anon.org](mailto:delegate@scws-al-anon.org)
- Submitting this resume does not obligate a person to stand for any position.
- Personal information will not be posted in the public arena.
- Candidates declare which specific position(s) they are seeking only by standing for that office(s) at the Election Assembly, the same as has been done traditionally in SCWS. Do not name within your resume responses which specific position(s) you would seek.

## **BACKGROUND INFORMATION**

- The officers of SCWS serve on the board of SCWS, Inc., a legal 501(c)(3) Corporation, and act as guarantor of prudent management of Southern California World Services with responsibility as described in our bylaws to manage SCWS business.

## **GENERAL INFORMATION**

- A candidate must be a currently active Al-Anon member in Southern California who has served as a past or current District Representative.
- An SCWS officer must live within the CA(S) Area (California South) during the entire term.
- Any Al-Anon member who also is a member of Alcoholics Anonymous may not serve in the SCWS Area beyond the group level.
- Officers need to be willing to travel to and speak at District and other Area meetings.

## **MEETING REQUIREMENTS**

- Includes but is not necessarily limited to eight mandatory meetings per year: all Committee and Assembly meetings and quarterly meetings of the full Board (in advance of Committee and Assembly meetings).
- Officers need to be available for consultation or additional meetings on short notice.
- The positions require work between meetings, alone or on a team, by telephone, e-mail or in person.
- Delegate (or Alternate, in his/her absence) attends annual World Service Conference.
- Delegate, Alternate Delegate, Immediate Past Delegate and Area Chairman attend the Southwest Region Delegates' Meeting (SWRDM).

## **SKILLS and EXPERIENCE**

- Job descriptions for each office (Delegate, Alternate Delegate, Chairman, Treasurer, Secretary), are posted on the SCWS website ([scws-al-anon.org](http://scws-al-anon.org)).

An officer candidate has...

- served as past or present District Representative
- an understanding of AFG's Three Legacies and the Al-Anon Service Manual, a working knowledge of SCWS policies and procedures, and a working knowledge of KBDM
- leadership qualities, i.e., the ability and willingness to make difficult decisions, to participate in group processes, to effectively communicate and support the Area's and World Service Conference (WSC) group conscience, and to originate ideas and draft policies
- the ability to speak to large groups
- computer skills, and can create and email documents and reports
- Experience in technology, media, business, education, finance, and/or law would be an asset (not required).