

# **Southern California World Service, Inc. (SCWS)**

## **Al-Anon Family Groups (AFG)**

### **Officer Resume Instructions**

#### **GENERAL INSTRUCTIONS**

- The Officer Resume must be submitted by ALL potential candidates for any officer position(s).  
Deadline to submit the Officer Resume for the **Area Treasurer position**, to be elected during the **May 2022 Assembly**, is **April 21, 2022**, emailed as an attachment to the Chairperson, [chairperson@scws-al-anon.org](mailto:chairperson@scws-al-anon.org)
- Submitting this resume does not obligate a member to stand for the position.
- Personal information will be removed before posting the resume on the SCWS website. GRs then have the opportunity to read and learn about every candidate in advance of the May election per Knowledge-Based Decision-Making (KBDM).
- The resume may be returned to the candidate if incomplete.

#### **BACKGROUND INFORMATION**

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

#### **GENERAL INFORMATION**

- A candidate must be a currently active Al-Anon member in Southern California for at least five years, who has served as a past or current District Representative (DR). A candidate for Treasurer can also have served as a past or current SCWS Board member in lieu of having served as a DR.
- An SCWS officer must live within the California South Area during his or her 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**

Officers	January, Feb, April, May, July, August, October, January (and additional meetings as necessary)	Saturdays or Sundays, as agreed	3 to 6 hours, as needed
SCWS Board	January, May, July, October, January	3 <sup>rd</sup> Saturday or Sunday	9:00am to 3:00pm

Area World Service Committee (AWSC) + new DR Orientation	February, August	3 <sup>rd</sup> Saturday for AWSC; 1 <sup>st</sup> Saturday for DR Orientation	9:00am to 4:00pm for AWSC; 10:00am to 12:00pm for DR Orientation
Area Assemblies + new GR Orientation	May, November	3 <sup>rd</sup> Saturday for Assembly; 1 <sup>st</sup> Saturday for GR Orientation	9:00am to 4:00pm for Assembly; 10:00am to 12:00pm for GR Orientation
Sharing of Service (SOS)	January	3 <sup>rd</sup> Saturday	10:00am to 4:00pm
Longtimer's Event	Last year of 3-year panel	Saturday	10:00am to 4:00pm

- 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, web conference or in person.
- Delegate (or Alternate, in his/her absence) attends the annual World Service Conference.
- Delegate, Alternate Delegate, Immediate Past Delegate and Area Chairman attend the Southwest Region Delegates' Meeting (SWRDM) annually.

### **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...**

- an understanding of AFG's Three Legacies and the most current *Al-Anon/Alateen 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 in person and/or in virtual meetings.
- computer skills, including ability to create and email documents, spreadsheets, reports and presentations; familiar with using virtual meeting platforms.
- experience in technology, media, business, education, finance would be an asset (not required).

**Rev for Treasurer opening, 4-'22**