

D.A. SERVICE OPPORTUNITY: **PROJECT CONTRIBUTOR TO DEVELOP A GSB TREASURER'S MANUAL** **GSB FINANCE COMMITTEE**

The DAGSB Finance Committee is seeking nominations for a Project Contributor to develop a GSB Treasurer's Manual.

What is a Project Contributor?

Committees of the General Service Board (GSB) may choose to select one or more Project Contributors (PC) to serve on a short-term, time-limited basis on a specific assignment or project for that committee. Project Contributors are recovering D.A. members who have experience or expertise in a particular field, such as computer technology, literature development, or public relations and are willing to serve on a specific project for the benefit of the fellowship.

How are Project Contributors chosen?

Suggestions for candidates for specific time-limited projects may be sought from any GSB committee. Additionally, any member may suggest a specific task or project that they believe would enrich the fellowship and apply to serve as the PC for that project.

Members should have at least one year of not having incurred new unsecured debt before applying to serve as a Project Contributor. Exceptions to this suggested length of solvency will be made on a case-by-case basis.

What do Project Contributors do and how long do they serve?

Project Contributors will participate on a specific, time-limited task or project. PCs serve for a term as agreed upon by both the PC and the GSB Committee. The PC term is based on the time it is estimated to complete a short-term assignment or project designated by the GSB or GSB committee – generally taking three to nine months to complete.

How will a Project Contributor serve the GSB Finance Committee?

The GSB Finance Committee is seeking nominations for a Project Contributor to develop a GSB Treasurer's Manual. Skills needed are working knowledge of Quick Books, and knowledge of accounting practices.

How do I nominate someone or myself to be a Project Contributor to the GSB Finance Committee?

A nomination consists of three items:

- **Signed Letter of Intent:** This is a signed letter from the nominee stating their interest in serving on a particular GSB committee and that he or she meets the guidelines as described above. Please include all contact information, including full name, address, telephone number, and email address.
- **Service/Professional Resume:** A resume/biography of the nominee showing prior D.A. service and any professional qualifications or experience that may be helpful to the GSB committee.
- **Signed Letter of Recommendation:** The recommendation should be in the form of signed letter from the nominating person, group making the nomination, or another D.A. member who knows the applicant. This letter should include the recommender's knowledge of the nominee's D.A. recovery and experience in a service role or activity.

What form should the application package take?

Please send the above three items electronically (Word or pdf) to:

GSB Nominations Committee at office@debtorsanonymous.org