

## **NEW D.A. SERVICE OPPORTUNITY: Technical Writer/Editor/Layout - Project Contributor**

The Debtors Anonymous General Service Office in Needham, MA, seeks an experienced technical writer to update, edit, and layout the **WSC Host Committee Handbook**. This 120-page handbook serves as the event-planning manual for producing the annual World Service Conference (WSC) for Debtors Anonymous. The Project Contributor will work in consultation with the General Service Board Conference Support Committee and may convene a task force of volunteers to complete the project.

The 2015 handbook can be viewed here:

[https://drive.google.com/file/d/1y0UCIZuKi\\_ryPQYzJiuKF-7UTMGE5lhz/view?usp=sharing](https://drive.google.com/file/d/1y0UCIZuKi_ryPQYzJiuKF-7UTMGE5lhz/view?usp=sharing)

The 2019 proposed outline can be viewed here:

[https://drive.google.com/file/d/1MeSQXHNS7hbWRJOvtzn-Q\\_N1VXBMy80B/view?usp=sharing](https://drive.google.com/file/d/1MeSQXHNS7hbWRJOvtzn-Q_N1VXBMy80B/view?usp=sharing)

An additional section will need to be created for conducting a remote World Service Conference.

Project Contributors are recovering D.A. members who have experience or expertise in a particular field, and are willing to serve on a specific project for the benefit of the Fellowship. For more information, please visit the official website at <https://debtorsanonymous.org/service>

Ideal Candidate will be motivated, punctual, organized, thorough, detail-oriented, and orderly, will work well with others, and be highly service-oriented.

Project length: 3-4 months.

### **Duties Include:**

- Attend monthly meetings of the DA GSB Conference Support Committee to report on the project until completion.

### **Requirements:**

- Working knowledge and access to Microsoft Office
- One year of not having incurred new unsecured debt. Exceptions to this suggested length of solvency will be made on a case-by-case basis.

**To apply**, candidates should prepare the following materials:

- **Signed Letter of Intent** stating interest, that the candidate meets the requirements, and providing contact details including full name, address, telephone number, and email address.
- **Service/Professional Resume** showing prior D.A. service and any professional qualifications or experience that may be helpful to the GSB Committee.
- **Signed Letter of Recommendation** in the form of signed letter from the nominating person, group making the nomination, or another D.A. member who knows the applicant.

**Please submit materials** electronically (Word or PDF) to the GSB Nominations and Procedures Committee at [office@debtorsanonymous.org](mailto:office@debtorsanonymous.org)

### **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 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 PCs 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.

Project proposals and potential candidates are reviewed by the individual GSB Committees. PCs may start at any time during the year, based on approval by the GSB Committee and the entire Board.

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. GSB Committees will consider a member's D.A. recovery, special qualifications, service experience, and dedication to D.A. service when evaluating applications to serve as a Project Contributor. Former GSB Trustees are welcome to apply to serve as Project Contributors one year after completing service on the GSB.

There may be instances in which a current GSR, ISR, or ACM may have a particular skill or expertise in an area that may provide an opportunity for a member to be of service to the Fellowship as a Project Contributor. Determinations about concurrent service will be made by the GSB Committees and those members on a case-by-case basis.

### **What do PCs do?**

Project Contributors will participate on a specific, time-limited task or project. They may meet via teleconference with the Trustee members of the Committee on which they serve, depending on the needs of that Committee. PCs are not members of the Committee, but may be asked to participate and contribute at the Committee's invitation.

### **How long do PCs serve?**

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 one-time assignment or project designated by the GSB or GSB Committee. It is anticipated that a one-time assignment or task will be short-term, taking three to nine months to complete.

### **How do I nominate someone or myself to be a Project Contributor for a GSB 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](mailto:office@debtorsanonymous.org)