

GSB Communications Committee

Call for Resumes: Appointed Committee Member (ACM)

Job Description

Each committee of the D.A. General Service Board (GSB) select one or more Appointed Committee Members (ACMs) to serve on the committee. ACMs are recovering D.A. members who usually have experience or expertise in a particular field. The job is an unpaid service position.

The GSB Communications Committee is seeking an ACM to copy-edit various publications of the GSB, including, but not limited to, the *D.A. Focus*, *Ways & Means*, eNews announcements, and *WSC Final Conference Report*.

Responsibilities:

- Attend monthly conference calls of the GSB Communications Committee.
- Serve as a voting member of the committee.
- Proof-read draft publications for errors of spelling and grammar.
- Bring publications into compliance with the *D.A. Style Guide*.
- Ensure consistent formatting as directed.

Minimum Qualifications:

- Minimum of three years of not incurring unsecured debt
- Have worked the Twelve Steps of D.A.
- Have a D.A. sponsor.
- Have a working knowledge and understanding of the D.A. Twelve Traditions
- Attend D.A. meetings regularly
- Have reliable and private access to a telephone, a computer, a printer, and email
- Be willing to use one's full name, telephone number, and email address in communications with the GSB trustees and staff of the General Service Office.

Additional Desired Qualifications:

Prior professional copy-editing experience
Prior WordPress experience

Term of Service:

3 years, renewed annually, for a maximum of two 3-year terms

Nomination Process:

Nominees are asked to submit the following documents:

- A **Letter of Nomination** from the nominating person or group making the nomination, stating their knowledge of the nominee's experience in a service role or activity.
- A **Letter of Intent** from the nominee stating their interest in serving as an ACM of the GSB Communications Committee, and that they meet the guidelines described for the position.
- A biography or **service resume** of the nominee showing prior D.A. service; other Twelve Step service; and any education, professional experience, and other qualifications relevant to this service position.

All nominations for Appointed Committee Member should be sent to the following address:

Debtors Anonymous General Service Board
PO Box 920888
Needham MA 02492

and emailed to office@debtorsanonymous.org

Deadline for Applications:

Open

Selection Process:

The GSB Communications Committee reviews and evaluates all nomination packages, then interviews eligible candidates. The name and supporting material of the final candidate are then forwarded to the full General Service Board for approval.

For More Information:

Please refer to the attached document.

In seeking applications for all vacancies in Debtors Anonymous, the Board is committed to creating a large applicant file of qualified persons which reflects the inclusiveness and diversity of D.A. itself.