

**Service Opportunity Regarding D.A. Archives**  
**Project Coordinator for the Digital Archive**  
**on the DA-GSB Long Range Planning Committee**

The Long Range Planning Committee of the Debtors Anonymous General Service Board (GSB) welcomes D.A. members who seek an exceptional opportunity to "give back" to the D.A. Fellowship by facilitating the work of D.A. Serving as a Project Coordinator on the Long Range Planning Committee means serving at the Board committee level.

**The D.A. Digital Archive Project**

The Project Coordinator for the Digital Archive will work with the D.A. Archivist to accomplish the following needs:

- Inventorying the current D.A. digital archive.
- Logically organizing the digital archive.
- Cataloging the digital archive.
- Identifying pertinent and current relevant archival pieces for distribution to the fellowship.

**Skills sought?**

To successfully contribute to the Digital Archive Project, the PC should be well-organized and detail oriented, preferably with an interest in the history of D.A. The ability to use spreadsheets is necessary.

**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 this 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)