



D.A. World Service

Volunteer Position Available: Trustee Manual Editor Project Contributor (PC)

Service Body: D.A. GSB Nominations, Procedures, and Planning Committee

www.debtorsanonymous.org/service

INTRODUCTION

The Debtors Anonymous General Service Board (GSB) welcomes D.A. members who seek an exceptional opportunity to "give back" to the D.A. Fellowship while growing their recovery. Serving as a [Project Contributor](#) (PC) means attending monthly video conference meetings and performing tasks related to editing the Trustee Manual (with a team) to support D.A. at the World Service level.

DESCRIPTION

In alignment with the [2026 D.A. Strategic 5-Year Plan](#), the GSB Nominations, Procedures, and Planning Committee (NomPro) seeks Procedure Manual PCs to join a small task group (in process) to update the General Service Board Trustee Manual.

WORK OVERVIEW

Meet monthly to update the Trustee Manual and volunteer for tasks, as needed.

SKILLS REQUIRED

- Possesses a strong work ethic – trustworthy, capable, collaborative, and reliable.
- Demonstrates outstanding communication and relationship management skills, operating with diplomacy, confidentiality, and integrity.
- Thinks ahead and plans accordingly with minimal guidance, and has the capacity to be anticipatory, proactive, and responsive.
- Meets deadlines, shows up to meetings prepared, and follows up with any material requests.
- Maintains a strong alignment with the core principles of the D.A. program, adhering faithfully to the Twelve Traditions and Twelve Concepts.

SPECIFIC SKILLS DESIRED

- Technical writing for standard operating procedures

TO APPLY

1. Fill out the online form: Click [HERE](#) to apply to be a **Project Contributor** (renewable 1-year term, 1+ year solvency required)
2. Email your **Letter of Intent**, **Letter of Recommendation** (from a D.A. member), **Service Resume**, and **optional Professional Resume** (highlighting workplace skills) to nominations@debtorsanonymous.org.

Please review the [D.A. Manual of Service \(DAMS\)](#) for further information about Project Contributors (Chapter 7) and the General Service Board (Chapter 9).

If you have any additional questions, please email nominations@debtorsanonymous.org.