

### **WSI Office and Committee Chair Responsibilities (for WSBCs in even years)**

In preparation for the FA World Service Business Convention (WSBC), we are now accepting applications for the following WSI Officers and Committee Chair positions: Chair, Vice-Chair, Bylaws, *connection*, Convention Planning, Office, and Traditions Review.

Job descriptions and qualifications for all positions are listed below. If you are interested in serving on the World Service Board (WSB) and have questions about the descriptions and qualifications, please contact the appropriate Board member, whose contact information is available through the FA World Service Office and on the FA website (<https://www.foodaddicts.org/members-contact>).

Service at the World Service level requires a very large commitment of time and energy. The Executive Committee (Chair, Vice-Chair, Secretary, and Treasurer) meets one or two times a month between the WSB meetings. Executive Committee members often take responsibility for major projects in addition to the usual duties defined by their roles. The Board itself meets once per month via conference call, and Board members also chair their own committee meetings. Members of the Board maintain email contact throughout the month and spend additional time preparing for each Board meeting. Two in-person Board meetings also take place during the Business Convention each year, and the Board usually meets in-person at another time during the year in place of that month's conference call. The ability to attend these meetings is required of anyone wishing to serve at the World Service level.

#### **Required Qualifications:**

Officer and Committee Chairs of FA WSI shall have a minimum of seven years of continuous abstinence as defined by FA and must be maintaining a credible body size. The Officers and Committee Chairs shall have finished two complete (i.e., uninterrupted by any break in abstinence) AWOLs in Food Addicts in Recovery Anonymous, and must continue to be actively involved in AWOLs during their terms of office.

#### **General Responsibilities for all Committee Chairs:**

- All Officers and Committee Chairs are responsible for training/mentoring members who have the potential to take on larger responsibilities, including serving as that Officer or Committee Chair
- All Committee Chairs (except Bylaws) appoint a core committee. There are no term limits for committee members
- Each Committee Chair is responsible for his or her committee's budget and spending
- All WSI Officers and Committee Chairs should familiarize themselves with the FA WSI Bylaws and the Twelve Concepts of FA (accessible via the FA website)

## **Executive Board Job Descriptions:**

**WSI Chair** acts as chief administrative officer and legal representative of WSI. The Chair is responsible for big picture planning and direction setting, and working with the Board and its members. The Chair supports, encourages, and helps guide the work of individual Board members, establishes (with input from the Executive Board) WSB standing committees and special committees as needed, and appoints chairs to those committees, signs letters or documents as needed, sets the agendas for and leads Board meetings, sets the agendas for and leads Executive Committee meetings, presides over the WSBC, and represents and speaks for the organization to non-FA members, as needed.

**WSI Vice-Chair** facilitates the monthly Board meetings and/or sets the agenda if the WSB Chair is not able to be present, supports the WSB Chair whenever the Chair asks for help, supports Committee Chairs when approached for help, sits on the Executive Committee, aids in troubleshooting and problem-solving, serves as Chair of the Personnel Committee, serves as an ex-officio member of the Finance Committee, serves on or chairs other committees or working groups as needed (e.g., Book Committee, point person for the biannual review of the Meeting Guidelines), and oversees and supports paid WSO staff (or designates someone to) in the event that the Office Committee Chair becomes unable to function in that capacity.

## **WSI Standing Committees Job Descriptions:**

**Bylaws Committee (BC)** Unlike other committees, the BC Chair may or may not need to appoint committee members. The BC Chair is responsible for the maintenance and accuracy of all World Service governing documents, which include the WSI Bylaws and Continuing Effect Motions Manual, the WSI Organizational Chart, the WSB Manual, and the WSI Committees Procedures Manual. Responsibilities include making revisions and submitting such documents to the WSB Secretary for sign-off and posting to [www.foodaddicts.org](http://www.foodaddicts.org), considering any bylaws amendments with the approval of the WSB, addressing bylaws motions issues, submitting motions and presenting motions where appropriate to the World Service Conference, and providing guidance for questions related to the bylaws. The BC chair (and committee members, if any) also acts in an advisory capacity to remind FA members to adhere to any relevant stipulations in bylaws related to WSB or WSI issues or concerns, and acts as primary liaison with the attorney and parliamentarian for WSB. The BC Chair (and committee members, if any) also oversees the WSB Manual, making changes as needed and notifying Board members when substantive changes have been made to the copy in the shared folder. The BC Chair also serves as liaison to the BMRC. At the end of the year, the BC Chair is also responsible for sending a card to the Parliamentarian.

**connection Committee (cC)** The *cC* is responsible for shepherding the content and production of the fellowship's magazine, *connection*. Responsibility for all member writing, editing, illustration, and production planning resides with the committee and its various subcommittees.

The committee is also responsible for production of the yearly magazine compilation, *connection* Collection, and is the liaison for the Design Committee.

- a. Editorial Subcommittee: Edits contributor stories for grammar, punctuation, content, flow, and style using the *connection* Style Guide, The Chicago Manual of Style, and Strunk and White's The Elements of Style (Fourth Edition) as editing references. Creates headlines for articles and proofs magazine for publishing.
- b. Editorial Advisory Subcommittee: Reviews each magazine once published and gives feedback. Is available for editorial questions.
- c. Archivist: Maintains and organizes a catalog of edited contributor articles. Pulls articles to be included in the upcoming *connection* issue.
- d. Art Director: Establishes an art team from within the worldwide FA community to create an archive of artwork ready for the designer.
- e. Designer: Creates layout and prepares files for publication of magazine by printer.
- f. Writing Team Coordinator: Works with Writing Team Leaders (WTLs) to help them gather articles for publication in accordance with the needs of the magazine.
- g. *connection* Rep Coordinator: Works with the cC, OC, and worldwide meetings to establish a network of *connection* reps.

**Convention Planning Committee (CPC)** The Convention Planning Committee Chair is responsible for planning and overseeing all aspects of the annual WSBC, held in Massachusetts in late spring, and the FA Fellowship Convention, held as determined by the WSB. This includes all matters related to publicity, registration, hotel logistics, food and entertainment, contract negotiations, and hospitality.

- a. Orientation Subcommittee: This committee organizes and facilitates one or two orientation meetings at the start of each Convention. Its purpose is to go over the weekend itinerary, explain the nature of the meetings, encourage members to take good care of themselves, and answer any other questions that arise.
- b. Transportation and Accommodations Subcommittee: The role of this committee is to help members who are traveling to the Convention to find rides to and from the airport, arrange housing with local members if needed, and connect those looking for roommates with those who have rooms to share at the Convention site.
- c. Registration Subcommittee: This committee develops a schedule for registration table volunteers and provides training for them. It also oversees assembly of registration packets as well as the running of the registration area during the Convention.
- d. Entertainment Subcommittee: This committee is responsible for hiring and working with a DJ for both the Business and Fellowship Conventions, organizing and facilitating a Friday night activity for the Fellowship Convention only, (e.g., karaoke), and organizing and facilitating an informal opening and closing fellowship gathering at the Fellowship Convention.
- e. Hospitality Subcommittee: The role of this committee is to assign greeters to welcome and direct FA members as they arrive at the hotel both Friday and Saturday. It is also responsible for keeping an eye on the hospitality suites that are set up for members

bringing their own food, including making sure the microwaves and refrigerators are working and the rooms are being kept clean.

- f. Activities Subcommittee: This committee provides information about local sights and activities that members and/or their families might like to explore during their visit at the Fellowship Convention.
- g. Hotel Logistics Subcommittee: This subcommittee, in concert with the CPC Chair and other committee heads, organizes room assignments, oversees and coordinates room set-ups and AV needs, troubleshoots onsite logistics, serves as keeper of the Convention schedule document (to be adjusted as needed), and coordinates on-site signage. (Be sure to order signs that have a general purpose whenever possible, and make sure they go back to the FA World Service Office for use the next year.)

**Office Committee (OC)** The OC Chair serves as a resource to the fellowship, WSB, and World Service committees. It maintains the website and physical office, which keeps records of all financial transactions. The website houses meeting information, informative material for the general public, materials related to each service body of FA, and offers interactive transactions pertaining to online ordering, Convention registration, and Intergroup/Chapter event registration. The WSO interfaces with the WSI Treasurer to determine pricing for items that are sold by WSI (e.g., literature, CDs). The WSO serves as the central hub for communication with the fellowship and general public. WSI employees and the Office Committee send emails to the fellowship on behalf of the WSB and its committees, and ensure that postings on the FA website are accurate and up-to-date. At the end of the year, the OC Chair is responsible for sending a non-taxable gift (amount of which will be determined by the budget and the Executive Committee) to each Office staff member.

- a. Meeting Information & Registration Subcommittee (MI & RS): The MI & RS coordinates dissemination of website, Office, and WSI information to the SGSC Chair, Intergroup and Chapter Office Committee Chairs, and Local Service Group/Frontier representatives to ensure meeting and meeting contact information on the website is accurate.
- b. Online Subcommittee (OS): The OS reviews requests for changes to the website. It is responsible for prioritizing projects and providing recommendations regarding the use of the website budget. Uses input from PI Committee, Design Committee, and Finance Committee members as needed. Reviews and evaluates requested projects and Office-planned projects for priorities and budgetary impact.
- c. Secretary & Documentation Subcommittee (S & DS): The S & DS records information for Office Committee meetings, sends emails to committee members as needed, and maintains a committee membership list with contact information and roles. Assists the OC Chair in documentation work, including coordinating and writing policies and procedures. Assists the WSO office with phone and email response to the general public, maintains an updated CD speaker contact list, and establishes and maintains a meaningful archive of FA historical information.

- d. Website Quality Review Subcommittee (WQRS): The WQRS regularly reviews the accuracy and functionality of specific areas of the website to ensure quality of information, and reports any problems or concerns to the WSO.

**Traditions Review Committee (TRC)**: The TRC Chair is charged by the WSI to review and discuss how the Twelve Traditions can guide consideration of specific issues and concerns raised by individuals, meetings, Intergroups, Chapters, or the WSB. The TRC share its thoughts with those who have sent inquiries and with the general fellowship when appropriate.