

## **FOR BUSINESS CONVENTIONS IN ODD YEARS WSI Office and Committee Chair Responsibilities**

In preparation for the FA World Service Business Convention (WSBC), we are now accepting applications for the following WSI Officers and Committee Chair positions: Secretary, Treasurer, Literature, Public Information, Service Group Support, and 12<sup>th</sup> Step.

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. A member selected to become the WSB Treasurer may not also be serving in that capacity for an Intergroup or Chapter. The member will need to step down from his/her IG or Chapter position in order to become the WSB Treasurer. When making recommendations for board positions to be filled, be mindful of possible conflicts of selecting members in leadership positions at their IG and Chapters.

- All committee chairs (except bylaws) appoint a core committee. There are no term limits for committee members.
- When adding members to the committee, chairs may wish first to discuss their thoughts with the WSB chair before approaching the potential new member.
- Each committee chair is responsible for their committee's budget and spending. If the executive committee needs its own budget, the WSI Chair is responsible for that committee's budget and spending.
- All WSI officers and committee chairs should familiarize themselves with the FA WSI Bylaws, the Continuing Effect Motions Manual, WSB Board Manual, WSI Standing Committees Manual, and the Twelve Concepts of FA (accessible via the FA website).
- WSI officers and committee chairs are encouraged to be mindful of selecting a committee or subcommittee with as much diversity as possible.

### **Executive Board Job Descriptions:**

#### **WSI Secretary**

The Secretary prepares minutes at board meetings and executive committee meetings and at annual business conventions, maintains final electronic versions of WSB and other FA documents on external hard drive, prepares annual calendar of important dates for WSB (drafted each year in May), maintains current record of WSB member contact information. The Secretary controls access to WSB shared folder in the cloud, serves as the “gatekeeper” of parking lot issues (i.e. issues set aside for later), and serves as an ex-officio member of the Inquiry Response Committee. The WSI Secretary collates and edits the mid-term and Business Convention reports, reviews final proofs of documents to be posted on the FA website or disseminated to the FA fellowship from the WSB (as needed), and determines standard nomenclature for titles of electronic files of WSB and WSI documents in consultation with WSO committee chair and WSO staff.

#### **WSI Treasurer**

The Treasurer serves as the chief financial officer of FA and guides the financial activities, working with the board and its members. The treasurer has general charge and custody of the funds and financial transactions of FA, ensuring accurate records, financial reports to the Board, budget plans, and tax reports. The treasurer consults with the WSO to ensure accurate financial transactions and records as it pertains to the WSO and website. The treasurer does not have power to borrow money or issue funds or checks except as authorized to do so by the Board, the WSC, or the bylaws. The Treasurer serves as a member of the Finance Committee. The Treasurer works with the WSO to determine pricing for items that are sold by FA (literature, audio recordings, etc.)

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

#### **Literature Committee (LC)**

The Literature Committee (LC) is primarily concerned with recovery literature; materials related to specific areas of service are developed by the relevant committee (e.g., connection, convention planning, public information, twelfth step etc.). The (LC) oversees the ideation, creation, development, and maintenance of recovery-oriented pamphlets, books, audio recordings, and other recovery literature used within the FA fellowship. The LC reviews existing literature periodically, makes recommendations to the board regarding creation of new literature and revision or withdrawal of existing literature, manages the timeline and steps for the approval process for literature (i.e. board feedback and approval, ensures all literature up for conference approval is displayed on foodaddicts.org with enough time prior to the business convention), oversees the selection process and recording of FA audio recordings, and oversees the translation of conference-approved literature into languages other than English as directed. The LC collaborates with the design committee (DC) to prepare all pamphlets deemed ready for the Operations Subcommittee of the LC.

- a. Audio Recording Subcommittee (ARS): The ARS develops audio recordings to help carry the message of recovery to individual members, for FA members on the frontier where there are few or no meetings, and for groups who wish to play audio recordings at their meetings.
- b. Language Translation Subcommittee (LTS): The language translation subcommittee (LTS) works to fulfill the needs of the worldwide fellowship by facilitating the translation of written FA materials into languages other than English.
- c. Operations Subcommittee (OS): The OS works to fulfill the needs of the worldwide fellowship by facilitating the publication of pamphlets, books, and other literature used, within the FA fellowship (except *connection* magazine, the PI kit and any newsletter produced by a WSI committee).
- d. Writing/Editing Subcommittee (WES): WES reviews and develops new literature requests received from the LC chair. The subcommittee reviews existing literature periodically, makes recommendations to the LC regarding creation of new literature, and revision or withdrawal of existing literature.

### **Public Information (PI)**

The PI Committee serves as a resource for the fellowship to carry the message of recovery from food addiction through the Twelve Step program of FA to those who still suffer. The committee also provides support to local FA intergroups, chapters, meetings and individuals in their PI work. This includes assistance and guidance with the most effective and appropriate means of communication to use for the general public and professional community through various media, abiding by the Twelve Traditions.

- a. Website Subcommittee: The charge of the Website Subcommittee is to carry the message of FA recovery and to inform the general and professional public of FA through the World Service, Inc. website, [www.foodaddicts.org](http://www.foodaddicts.org).
- b. PI Tools Subcommittee: The charge of the PI Tools Subcommittee is to support the development, editing and maintenance of PI materials such as presentations, pamphlets, press releases, letters to professionals and other resources to enable efficient and effective PI work. This subcommittee will create, publish and maintain

a current “FA Fact File,” which will serve as a quick and easy reference to provide basic informational material about the FA Fellowship to all interested parties. This subcommittee will also edit and update the PI Kit and web materials for improved consistency and accessibility, update guidelines for the PI Representative and answer frequently asked PI questions.

- c. Teens & Twenties Subcommittee: The charge of the Teens & Twenties Subcommittee is to spread the message of recovery to food addicts in their teens and twenties by focusing on PI activities for high school and college students and the children of adult food addicts.
- d. Mediawatch Subcommittee: The charge of the Mediawatch Subcommittee is to provide a mechanism to respond to relevant stories in the media in order to educate the media community about the existence of FA.
- e. Survey Subcommittee: The charge of the Survey Subcommittee is to conduct a survey of the FA membership for demographic purposes on an as-needed basis (i.e. every 5-10 years). The survey will relate to the data gathered by the census subcommittee to report on overall membership numbers and meeting attendance. This information will help to inform the public, media and health professionals about the breadth of membership and the length of abstinence within the FA fellowship.
- f. Weblinks and Employee Assistance Program (EAP) Subcommittee: The charge of the Weblinks and EAP Subcommittee is to raise awareness about FA by identifying and responding to appropriate external organizations’ websites and EAP websites for inclusion of the FA link as a reference item on their websites. Increasing the number of FA links posted on the web will expand the presence of the FA website in search engine search results.
- g. Healthcare Subcommittee: The charge of the Healthcare Subcommittee is to carry the fact of FA’s existence and the FA message to the healthcare professional by researching and connecting with major health and wellness associations/organizations, participating in regional conferences and health fairs and by contacting prominent doctors and experts in the field of food addiction.

### **Service Group Support Committee (SGSC)**

The SGSC provides a monthly forum for dialogue related to developing and maintaining intergroups, chapters, and local service groups throughout the world. The goal of these discussions is to support these groups as they assist their meetings in reaching food addicts who are still suffering. Persons doing service in these areas or wishing to form a service group are encouraged to participate on the bi-monthly conference calls. This committee also provides a venue for cooperative work and instructive dialogue with other World Service Committees and the WSB.

- a. Local Service Group Recommendations and Guidelines Subcommittee: This subcommittee reviews the recommendations and guidelines on a quarterly basis to ascertain whether updates are needed and, if so, to write them.

- b. SGSC Policies and Procedures Subcommittee: This subcommittee reviews the SGSC goals and procedures annually and updates the goals and procedures as necessary.
- c. Forum Planning Subcommittee: This subcommittee will plan a Forum (meeting place for an exchange of ideas) on the Friday of the World Service Business Convention. The subcommittee will choose topics relating to recovery from food addiction and reaching the new comer. The subcommittee will assign topics to breakout sessions, and appoint facilitators, speakers and note takers for each session. In conjunction with the Convention Planning Committee, the subcommittee will arrange for all meeting space needed, audio/visual equipment, signage, printing, registration, time-keepers and all other logistics pertaining to the Forum.

### **Twelfth Step Committee (12th Step)**

The 12th Step Committee encourages service efforts among those who are currently working the FA program of recovery, serving as a resource for intergroups, chapters, meetings, and individual members. It provides support for FA members who are isolated due to circumstances including distance, language barriers, or physical constraints. The Committee Chair maintains and distributes a list of FA Thank-a-thons every November. Subcommittees include *Gratitude in Action* (GIA), Frontier Support, and Meeting Effectiveness, Safety and Accessibility (MESA). The Committee emphasizes helping fellow FA members through personal contact.

- a. Frontier Subcommittee: The Frontier subcommittee develops procedures to help members in outlying areas without meetings to maintain and grow in their recovery through service.
  - i. Frontier Member List (FML): FML is a phone list of FA members living far away from an established fellowship and who have requested to be on the list.
  - ii. Long-Distance Sponsor List (LDS): LDS is a list of potential sponsors and/or members who are willing to help someone who lives on the frontier find a sponsor. This list is intended to be used by members who live in areas with no meetings and also in areas with few meetings without enough local sponsors to support their local fellowship.
  - iii. Universal Language List (ULL): ULL lists FA members who speak a language other than English and are willing to support FA members for who English is not their native language.
  - iv. e-Communications: A monthly newsletter distributed to FA members living on the frontier, which addresses issues relevant to those living without in-person FA meetings. It encourages isolated members to connect with intergroups and suggests ways to do service in FA despite their physical isolation. The newsletter informs frontier members about upcoming FA events, including conventions and Frontier Resource Calls.
  - v. Frontier Resource Calls: The subcommittee hosts conference calls for frontier members and those who want to provide support to frontier members

with focused topics to support and maintain recovery through service on the frontier.

- b. Gratitude in Action Subcommittee: This subcommittee encourages service within FA through a quarterly e-newsletter, *Gratitude in Action* (GIA). GIA is edited by the 12<sup>th</sup> Step Committee's appointed editor, is distributed quarterly via email, and focuses on how service enriches individual recovery while also strengthening our fellowship.
- c. Meeting Effectiveness, Safety & Accessibility Subcommittee (MESA): An effective FA meeting helps its members to attain and maintain abstinence, and to carry the message of recovery to suffering food addicts. MESA provides direct resources to FA meeting groups through written guidance on specific issues, telephone consultation when an FA meeting has internal concerns, and other support services as needed. Members are encouraged to email MESA at [MESA@foodaddicts.org](mailto:MESA@foodaddicts.org) for direct assistance with issues regarding meeting effectiveness, safety, and accessibility.

## **FOR BUSINESS CONVENTIONS IN EVEN YEARS**

### **WSI Office and Committee Chair Responsibilities**

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>).

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#### **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.