WSI STANDING COMMITTEES MANUAL

This WSI Standing Committees Manual has been compiled by the WSB and by the members of the nine WSI standing committees and their subcommittees. The manual outlines each committee’s purpose, responsibilities and methods, and overall operating procedures. The manual is updated as needed to keep the information current and is intended to serve as a reference tool for committee and subcommittee members, as well as for anyone in FA interested in understanding the work of the WSI standing committees.

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Bylaws Committee (BC)

Unlike other committees, the bylaw chair may or may not need to appoint committee members. The bylaws committee chair is responsible for the maintenance and accuracy of the 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 updating any revisions and submitting such documents to the WSI secretary for sign-off and posting to www.foodaddicts.org, considering any bylaws amendments with the approval of the World Service Board, 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 bylaws committee chair (and committee, if any) also acts as an advisory to remind FA members to adhere to any relevant stipulations in bylaws related to WSB or WSI issues or concerns. The bylaws committee chair (and committee, if any) will also oversee the WSB Manual, making changes as needed and regularly email board members with the most up-to-date copy.

September 1st the bylaws chair emails a notice to the Intergroup and Chapter chairs regarding the timetable for submission of proposed motions for the following year’s business convention agenda.
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.

connection Chair: Keeps committee updated on current business. Works closely with core committee members in each area of production. Writes agenda for and facilitates conference calls. Pulls and compiles articles to be included in the upcoming connection issue. Sends monthly drafts to proofreader. Maintains contact with Designer and responds to any needed requests. Approves monthly invoice from Designer. Proofreads hard copy draft of monthly issue. Also works with OC and printer to coordinate subscription data and resolve subscription issues.

connection Vice Chair: Helps Chair to work with core committee members to ensure timely magazine production. Helps to select and compose draft of articles for monthly issues.

connection Secretary: Takes minutes at all cC meetings and disseminates minutes to all members for approval.

Editorial Subcommittee: Edits contributor stories for grammar, punctuation, content, flow and style using the connection Style Guide, Creates headlines for articles and proofs magazine for publishing.

Archivist: Maintains and organizes a catalog of edited contributor articles.

Art Director: Establishes an art team, from within the worldwide FA community, to create an archive of artwork ready for the designer.

connection Designer: Creates look of magazine, creates layout and prepares files for publication of magazine by printer. (This is a paid position for a non-FA member).

Writing Coaches: Available to FA members who need help writing and creating new articles.

connection Rep Coordinator: Works with the cC, OC, and worldwide meetings to establish a network of connection reps.
Convention Planning Committee (CPC)

The CPC is responsible for planning and overseeing all aspects of the annual World Service Business Convention (WSBC), typically 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 negotiation, and hospitality.

Convention Planning Chair:
- **Required Qualifications**: As outlined in Article V Section 3 of the FA Bylaws, the Convention Planning chair shall have a minimum of seven years of continuous abstinence as defined by FA and must be maintaining a credible body size. The Convention Planning chair 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**: Oversee all aspects of the annual World Service Business Convention and the Fellowship Convention. This includes all matters related to publicity, registration, hotel logistics, food and entertainment, contract negotiation, and hospitality. The Convention Planning chair is also responsible for appointing subcommittee chairs.

Convention Planning Subcommittee Chairs:
- **Required Qualifications**: Convention Planning Subcommittee Chairs must have a minimum of 2 years of continuous abstinence as defined by FA and must be maintaining a credible body size. It is recommended that subcommittee chairs be actively involved in AWOLs during their terms of service.

Convention Planning Subcommittee Overview:

**Hotel Logistics Subcommittee**: Most likely this will be one person who in concert with the Convention Planning chair and other committee heads will organize room assignments, oversee and coordinate room set-ups and AV needs, troubleshoot onsite logistics at convention, serve as keeper of the convention schedule document (to be adjusted as needed), and coordinate on-site signage.

**Communication Subcommittee**: In accordance with the FA Bylaws (Article VIII Section 2) and WSB Manual (Section 2B - Board Communication Internal), this person or committee works closely with the Convention Planning Chair and the Office Director to write, edit, and distribute Convention-related documents for distribution to the fellowship. This includes communications before, during, and after the Convention each year.

**Registration Subcommittee**: This committee will develop a schedule for registration table volunteers, and provide training for them. They also will oversee the assembly of registration packets as well as the running of the registration area during the convention.
Greeter/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. They are also responsible for keeping an eye on the hospitality suites that are set up for members bringing their own food, (this includes making sure that microwaves and refrigerators are working and the rooms are being kept clean).

Orientation Subcommittee: This committee organizes and facilitates one or two Orientation meetings at the start of each convention. Their 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 may be presented.

Transportation and Accommodations Subcommittee: The role of this committee is to help members who are traveling to 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.

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, (i.e. Karaoke), and organizing and facilitating an informal opening and closing fellowship gathering at the fellowship convention.

Activities Subcommittee (optional): This committee will research and provide information about local sights and activities that members and/or their families might like to explore during their visit at the fellowship convention.
Literature Committee (LC)

Charge
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.

Committee Makeup & Selection Process
A. The LC consists of a chair elected by the conference, and members-at-large appointed by the chair according to the WSB Operating Procedures and the LC selection and application process (see LC Addendum A). The LC chair may appoint new members to the committee without fostering an open search. Candidates for consideration will be asked to complete an application prior to being appointed. The LC chair should consult with the WSB by phone if there are any questions regarding an application that has been submitted.

B. In addition to the LC chair, the committee comprises a LC secretary and chairs of the following subcommittees: Audio Recording, Language Translation, Operations, and Writing/Editing. Each subcommittee chair makes recommendations for its subcommittee membership and seeks approval from the LC chair.

C. The LC chair appoints the LC secretary and all of the subcommittee chairs. They must have a minimum of six years (ten years for WES subcommittee) of continuous current FA abstinence, knowledge of the Twelve Steps and Twelve Traditions of FA, and completion of two FA AWOLs as defined in Article II, Section 3 of the Bylaws within the current term of abstinence, uninterrupted by a break in abstinence, and must continue to be actively involved in AWOLs during their period of service.

Discussions and Communications
1. All requests or issues presented to the LC must be in writing and sent to the chair of the LC via email to literature@foodaddicts.org. The committee will determine the priority of requests or issues that it addresses.
2. Unless an urgent response is needed, the chair of the LC, or a designee will send a response to the initiating person/body within sixty days after the meeting at which the committee reviews the request or issue. At its discretion, the LC will discuss responses with the WSB.
3. The LC chair presents a quarterly report to the WSI board detailing responses to literature inquiries on pertinent issues.
Chair Responsibilities

1. Provides the WSI secretary with most current names, addresses, telephone numbers, and email addresses of LC members.
2. Oversees all LC functions and projects.
3. Serves as an ex-officio member of all LC subcommittees.
4. Sets the LC agenda, establishes meeting dates and times, facilitates meetings, acts as an information resource, prepares reports, and serves as a member of the WSI board.
5. Attends monthly WSB meetings, including the WS business convention.
6. Recommends and appoints FA members for LC membership to WSB.
7. Maintains a directory with names, addresses, email addresses, phone numbers, and dates of appointment for all current members of the committee and its subcommittees. The chair also distributes to the WSI secretary a separate running roster of all members (including past members) who have served and their dates of appointment.
8. Assigns the LC secretary or designee to take minutes at every meeting and to disseminate those minutes to committee members for approval at the next meeting.
9. Provides a bi-annual and annual written report of LC activities to the WSI secretary within established time frames.
10. Adheres to all WSB Operating Procedures.
11. Maintains a file of any current document (that affects FA as a whole) created by the LC that is approved by WSB and submitted for posting or emailing.
12. Collaborates with the WSB bylaws chair in development and revision of LC procedures.
13. Facilitates the review of LC procedures at least every two years and more frequently if warranted.
14. Receives instructions from the FA office director about the webmail site (to manage and respond to email sent to literature@foodaddicts.org) and oversees the LC secretary who checks email on a regular basis, responding to members within a timely manner (currently on a weekly basis). See LC Addendum G.
15. Creates a secure password to access the webmail site. Changes password if there is a change in LC secretary.
16. Communicates password to incoming LC chair when term of office expires.
17. Submits any expenses incurred for LC business to the WSB treasurer using the approved reimbursement form.
18. Collaborates with the WSB treasurer to develop a budget.
19. Adheres to the approved budget.

Membership Responsibilities

A. The LC meets on an as-needed basis as determined by the LC chair. It is suggested that no member miss two consecutive meetings. A member who, without good cause and prior notice to the chair, fails to attend two consecutive meetings, or who fails to respond to two written communications of the LC regarding votes on proposed actions, may have their position declared vacant by majority vote of the LC.
B. LC discussions are held in confidence by members of the committee.
LC Secretary Procedures

Charge

The LC secretary takes minutes at all LC meetings and disseminates minutes to all members for approval.

LC Secretary Selection Process

The LC secretary is selected by the LC chair. There is no established limit to the number of terms they serve.

LC Secretary Membership Responsibilities

1. The LC secretary provides the LC chair with their name, address, telephone number, and email address.
2. The LC secretary attends scheduled LC meetings.
3. The LC secretary takes minutes at every meeting and submits them to the LC chair for review prior to disseminating them to LC members for approval at the next meeting. Final, approved minutes are sent to the LC chair for incorporation into reports for the WSB. The procedure for taking minutes can be found in LC Addendum B.
4. The LC secretary collaborates with the LC chair and LC subcommittee chairs in development and revision of LC Policies and Procedures.
5. The LC secretary receives access from the LC chair to the literature@foodaddicts.org webmail site. See LC Addendum G.
6. The LC secretary checks the committee’s email account on a regular basis, responding to members within a timely manner (currently on a weekly basis).
7. The LC secretary submits any expenses incurred for LC secretary business to the LC chair using the approved reimbursement form.
8. The LC secretary collaborates with the LC chair and LC subcommittee chairs to develop a budget.
9. The LC secretary serves as the “gatekeeper” of parking-lot issues (i.e. issues set aside for later).
Audio Recording Subcommittee (ARS) Procedures

Charge

The Audio Recording Subcommittee (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 members who wish to play audio recordings at their meetings.

Subcommittee Makeup and Selection Process

The ARS chair is selected by the LC chair, and the subcommittee chair appoints members in consultation with the LC chair. Members must have a minimum of six years of continuous current FA abstinence, knowledge of the Twelve Steps and Twelve Traditions of FA, and completion of two FA AWOLs as defined in Article II, Section 3 of the Bylaws within the current term of abstinence, uninterrupted by a break in abstinence, and must continue to be actively involved in AWOLs during their period of service. The committee functions best with three to four people, with no established limits to the number of people or to the terms they serve.

Subcommittee Membership Responsibilities

1. The subcommittee chair provides the LC secretary with most current names, addresses, telephone numbers, and email addresses of members forming the ARS.
2. The subcommittee chair oversees all subcommittee functions and projects.
3. The subcommittee chair sets the agenda, establishes meeting dates and times, facilitates meetings, acts as an information resource, and prepares reports for the LC chair.
4. The subcommittee chair attends scheduled LC meetings.
5. The subcommittee chair recommends FA members to the LC chair for subcommittee membership.
6. The subcommittee chair maintains a directory with names, addresses, email addresses, and phone numbers for all current members of the committee.
7. The subcommittee chair assigns a designee to take minutes at every meeting and to disseminate those minutes to subcommittee members for approval at the next meeting. Minutes are sent to the LC chair for incorporation into reports for the WSB.
8. The subcommittee chair collaborates with the LC chair and other LC subcommittee chairs in development and revision of LC Policies and Procedures.
9. The subcommittee chair submits any expenses incurred for subcommittee business to the LC chair using the approved reimbursement form.
10. The subcommittee chair collaborates with the LC chair and other LC subcommittee chairs to develop a budget.
11. The subcommittee chair assures that the LC procedures are followed with respect to selection of speakers for audio recordings, including not using the names of members who record their stories.
12. Prior to extending an invitation to potential speakers, the ARS chair presents a list of speakers to the entire LC for review and approval.
13. The subcommittee coordinates recording of new audio recordings at FA conventions with approval of the WSB executive committee on all speakers selected and oversees creation of titles for FA stories recorded to audio recordings. The WSB executive committee approves titles as grammatically correct and appropriate but is not expected to judge whether the titles are the best descriptors of the recordings with which they are associated. The procedure and supporting documents surrounding the process for selecting speakers and recording audio recordings can be found in LC Addendum C.

14. The vendor will process the recordings and provide provisional rough copy audio recordings to both the FA WS office director (one copy), and to the ARS chair (five copies). Once the recording has been approved by the subcommittee chair, the WS office director will initiate the distribution process.

15. The vendor will provide the subcommittee chair with digital links that will enable downloading of the recording directly from the vendor website.

16. The subcommittee works with the language translation subcommittee to review audio recordings in languages other than English to assure that titles of those recordings are correctly translated. The committee assures that the disclaimer on each audio recording (i.e. "The opinions and views expressed herein are the speaker’s only and do not represent those of FA as a whole") is translated into the language of the audio recording.

17. The subcommittee provides a list, maintained by the WSO, with a key of all titles cross-referenced with the speaker’s name and speaker’s contact information. A copy of the list is sent to the LC chair. If any FA member would like to contact a speaker, and if permission has been given by the speaker to be contacted, the WSO may provide the FA member requesting such information with the name and phone number of the speaker. A statement is on each audio recording which reads: Contact the FA office if you would like to call the speaker.

18. The subcommittee chair withdraws an audio recording when becoming aware that the speaker has had a break in abstinence or has gone back to day one. The subcommittee chair consults with the LC when an audio recording needs to be withdrawn and notifies the FA office and the WSI Office Committee chair. This ensures that the audio recording is no longer duplicated and is removed from the website ordering system.

Language Translation Subcommittee (LTS) Procedures

Charge

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.
**Subcommittee Makeup and Selection Process**

The LTS chair is selected by the LC chair, and the subcommittee chair appoints members in consultation with the LC chair. Members must have a minimum of two years of continuous current FA abstinence, knowledge of the Twelve Steps and Twelve Traditions of FA, and completion of one FA AWOLs as defined in Article II, Section 3 of the Bylaws within the current term of abstinence, uninterrupted by a break in abstinence, and must continue to be actively involved in AWOLs during their period of service. The committee functions well with 7 to 10 people, with no established limits to the number of people or to the terms they serve.

**Membership Responsibilities**

1. The subcommittee chair provides the LC secretary with most current names, addresses, telephone numbers, and email addresses of members forming the LTS.
2. The subcommittee chair oversees all subcommittee functions and projects.
3. The subcommittee chair sets the agenda, establishes meeting dates and times, facilitates meetings, acts as an information resource, and prepares reports for the LC chair.
4. The subcommittee chair attends scheduled LC meetings.
5. The subcommittee chair recommends FA members to the LC chair for subcommittee membership.
6. The subcommittee chair maintains a directory with names, addresses, email addresses, and phone numbers for all current members of the committee.
7. The subcommittee chair assigns a designee to take minutes at every meeting and to disseminate those minutes to subcommittee members for approval at the next meeting. Minutes are sent to the LC chair for incorporation into reports for the WSB.
8. The subcommittee chair collaborates with the LC chair and other LC subcommittee chairs in development and revision of LC Policies and Procedures.
9. The subcommittee chair submits any expenses incurred for subcommittee business to the LC chair using the approved reimbursement form.
10. The subcommittee chair collaborates with the LC chair and other LC subcommittee chairs to develop a budget.
11. The subcommittee chair assures that the LC procedures are followed with respect to translation of written materials into other languages. See [LC Addendum D](#) and [LC Addendum E](#).
12. The subcommittee coordinates the review and development of language translation requests received from the worldwide FA fellowship and members of the WSB, intergroups, and chapters.
13. The subcommittee works closely with the Operations Subcommittee (OS).
14. The subcommittee provides the current list of translated materials on an LC-approved spreadsheet and forwards same to the LC chair, the OS chair, and the FA office.
Operations Subcommittee (OS) Procedures

Charge

The Operations Subcommittee (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).

Subcommittee Makeup and Selection Process

The OS chair is selected by the LC chair, and the subcommittee chair appoints members in consultation with the LC chair. Members must have a minimum of six years of continuous current FA abstinence, knowledge of the Twelve Steps and Twelve Traditions of FA, and completion of one FA AWOL as defined in Article II, Section 3 of the Bylaws within the current term of abstinence, uninterrupted by a break in abstinence, and must continue to be actively involved in AWOLs during their period of service. The committee functions well with three to five people, with no established limits to the number of people or to the terms they serve.

Subcommittee Membership Responsibilities

1. The subcommittee chair provides the LC secretary with most current names, addresses, telephone numbers, and email addresses of OS members.
2. The subcommittee chair oversees all subcommittee functions and projects.
3. The subcommittee chair sets the agenda, establishes meeting dates and times, facilitates meetings, acts as an information resource, and prepares reports for the LC chair.
4. The subcommittee chair attends scheduled LC meetings.
5. The subcommittee chair recommends FA members to LC chair for subcommittee membership.
6. The subcommittee chair assures that minutes are taken at every meeting and are disseminated to subcommittee members for approval at the next meeting. Minutes are sent to the LC chair for incorporation into reports for the WSB.
7. The subcommittee chair collaborates with the LC chair and other LC subcommittee chairs in development and revision of LC policies and procedures.
8. The subcommittee chair submits any expenses incurred for subcommittee business to the LC chair using the approved reimbursement form.
9. The subcommittee chair collaborates with the LC chair and other LC subcommittee chairs to develop a budget.
10. The subcommittee chair coordinates the research, committee recommendations and implementation of publishing and distribution processes to achieve the best distribution of written materials for the worldwide fellowship (See LC Addendum F).
11. The subcommittee works closely with the Writing/Editing Subcommittee, the Language Translation Subcommittee, and the WSB Design Committee.
12. The subcommittee provides the current list of all LC-generated written, published materials on an LC-approved spreadsheet and forwards same to the LC chair and the FA office.

Writing/Editing Subcommittee (WES) Procedures

Charge

The Writing/Editing Subcommittee (WES) reviews and develops new literature requests received from the LC chair, and reviews all materials developed by the Literature Committee that are intended to be conference approved. The subcommittee reviews existing literature periodically and makes recommendations to the LC regarding creation of new literature, and revision or withdrawal of existing literature.

Makeup and Selection Process

The WES chair is selected by the LC chair, and the subcommittee chair appoints members in consultation with the LC chair. Members must have a minimum of ten years of continuous current FA abstinence, knowledge of the Twelve Steps and Twelve Traditions of FA, and completion of two FA AWOLs as defined in Article II, Section 3 of the Bylaws within the current term of abstinence, uninterrupted by a break in abstinence, and must continue to be actively involved in AWOLs during their period of service. The committee functions well with three to six people, with no established limits to the number of people or to the terms they serve. Ad hoc subcommittees may be formed for specific projects or for particular purposes.

Subcommittee Membership Responsibilities

1. The subcommittee chair provides the LC secretary with most current names, addresses, telephone numbers, and email addresses of members forming the WES.
2. The subcommittee chair oversees all subcommittee functions and projects.
3. The subcommittee chair sets the agenda, establishes meeting dates and times, facilitates meetings, acts as an information resource, and prepares reports for the LC chair.
4. The subcommittee chair attends scheduled LC meetings.
5. The subcommittee chair recommends FA members to LC chair for subcommittee membership.
6. The subcommittee chair assigns a designee to take minutes at every meeting and to disseminate those minutes to subcommittee members for approval at the next meeting. Minutes are sent to the LC chair for incorporation into reports for the WSB.
7. The subcommittee chair collaborates with the LC chair and other LC subcommittee chairs in development and revision of LC Policies and Procedures.
8. The subcommittee chair submits any expenses incurred for subcommittee business to the LC chair using the approved reimbursement form.
9. The subcommittee chair collaborates with the LC chair and other LC subcommittee chairs to develop a budget.
10. The subcommittee chair assures that the LC procedures are followed with respect to editing of written materials. See **LC Addendum F**.

11. The subcommittee chair coordinates the review and development of new literature requests received from the worldwide FA fellowship and members of the WSB, intergroups, and chapters adhering to the Literature Approval Process Policy in the WSI Continuing Effects Motions Manual.

12. The subcommittee chair reviews and updates existing literature when requested by the WSB.

13. The subcommittee chair will maintain notes on possible revisions for the next edition of the FA Book. These notes will include any members whose stories are in the book who have broken their abstinence or left FA. While this is not a reason to remove a story from the book, it will be taken into consideration at the time of a new edition.
LC Addendum Section

LC Addendum A – Literature Committee and Subcommittee Application Process

We want to extend our very warm thanks to all who are interested in serving on the WSI Literature Committee (LC) and its subcommittees. Below we have outlined the instructions for applying to the committee and how the application process will proceed.

The members of the LC (the LC is defined as the LC chair, the chairs of the LC subcommittees and an LC secretary) must have a minimum of six years of continuous current FA abstinence, knowledge of the Twelve Steps and Twelve Traditions of FA, and completion of two FA AWOLs as defined in article II, section 3 of the Bylaws within the current term of abstinence, uninterrupted by a break in abstinence, and must continue to be actively involved in AWOLs during their period of service. The LC abstinence requirements for each of its subcommittee members are determined by the Chair of that committee.

If you have any questions or concerns regarding the committee or the application process, please do not hesitate to contact us by email.

We extend our sincere appreciation for your willingness to be of service.

Instructions

1. Please type all requested information in the form below.
2. The question boxes will expand to accommodate unlimited characters.
3. When you have completed the application, click Save as on the file menu.
4. In the file name box type LC APP-your name and click Save.
5. Email the completed application to literature@foodaddicts.org.

Process

1. Applications will be accepted by email only.
2. During an open search, application forms will be emailed to WSI contacts and the frontier email list for distribution to interested persons.
3. The application form can also be downloaded from www.foodaddicts.org or requested from the LC chair by emailing literature@foodaddicts.org.
4. As noted above, applications must be emailed to literature@foodaddicts.org. The LC chair will speak with all applicants by telephone prior to appointment.
5. Please note that all applications will be considered.
Literature Committee and Subcommittee Application

Name: ____________________________________________  ________________________________
First                                      Last

Address:  
______________________________________________________________
Street Address

______________________________________________________________
City                                      State/Province  Zip/Postal Code

Phone:  
______________________________________________________________
Home Phone                                      Cell Phone

Email:  
______________________________________________________________

Years of Continuous Abstinence in FA?  _____________________________________________________

Briefly describe your WSI, Intergroup, Chapter, or Meeting service experience, including any offices held:

What relevant skills and professional or organizational experience can you bring to the Literature Committee?

Describe your knowledge of and experience with language translation, writing, editing, or publishing.
LC Addendum B – Committee Agenda and Minutes Documentation Procedure

Style for Minutes

Minutes should be typed in Times New Roman, 12-point font, single-spaced, flush left (not justified). If bullets are used, they should be circular, small, solid black ones. If a second level of bullets is needed as a subset of the initial bullets, they should be circular, small, open ones (not filled in). All minutes should be sent to the LC chair and subcommittee chairs as Microsoft Word attachments to email messages, not as text in the body of email messages.

Naming of Electronic Files

Consistency in naming of electronic files to be submitted to the LC chair and subcommittee chairs is important. No underlining or punctuation is needed in the names of electronic files. File names should consist of (1) the name of the committee (abbreviated if it is long), (2) the name of the month in which the minutes were taken (i.e. “Oct” and “Jan”), (3) the word “Min,” and (4) the date it was prepared, with the last two numerals of the year coming first, then a space, and then the day and month run together. Here are some examples:

1. Lit Com April Min 13 04 08 [Literature Committee minutes for April, dated 4/8/13]
2. Lit Com Oct Agenda 13 10 02 [Literature Committee agenda for October, dated 10/2/13]
LC Addendum C – Audio Recording Selection and Recording Process

The recording of qualifications is a very important service to the FA fellowship. Below is a step-by-step guide to organizing this process along with all the forms and information you will need.

Selecting Speakers to Record for the FA Audio Recording Library

1. Before asking a member to record their story, the WSB executive committee needs to be provided with the recommended speaker’s name via the LC chair. While the WSB executive committee trusts the subcommittee has done its research, the WSB executive committee reserves the right to veto the decision based on its knowledge of a person and will make the final decision based on its group conscience. This is not about needing to "approve" of the choice but rather serves as a safety and supportive measure in the rare case when it is necessary. The WSB executive committee will turn around a statement of its support of the decision within one week of the subcommittee’s request.

2. Choose and contact speakers. Speakers must have a minimum of five years of continuous current FA abstinence, knowledge of the Twelve Steps and Twelve Traditions of FA, and completion of two FA AWOLs as defined in Article II, Section 3 of the Bylaws within the current term of abstinence, and must demonstrate physical, spiritual, and mental recovery, in that they:
   - Have a credible body size
   - Bring a spirit of strength and goodwill to the work of FA
   - Demonstrate a commitment to FA service

When choosing speakers, we give consideration to many factors. Choose speakers with a variety of experiences in terms of age, gender, ethnicity, disease manifestation (undereating, bulimic, overweight, etc.), language, sexual orientation, and geography.

3. Two or three of the ARS members who have met the subcommittee’s membership requirements and who can understand the language of the speaker being recorded, need to listen to the audio recording afterward to approve. To this end, it would be important to let the speaker(s) know beforehand that their audio recording will still have to be approved and that there are no guarantees that the speaker’s story will be published. If there are no members on the ARS who can understand the language of the speaker being recorded, the chair of the ARS may appoint two speakers who have previously recorded an audio recording in the same language to listen to the newly recorded audio recording(s).

Note: The ARS has the right—and responsibility—to use its own best judgment as to whether the story recorded on the audio recording will help reach a newcomer and enhance the work of FA. It is the responsibility of the subcommittee to inform the person being approached to record their story that the final decision of whether the recording is disseminated rests within the auspices of the LC.
Audio Recording Timeline and Instructions

Recording Speakers for the FA Audio Recording Library
(Timeline is for June Business Conference; for Fellowship, use similar intervals of time)

1. Fall of prior year: ARS to discuss possible speakers. The abstinence requirement to make a recording is five years. When choosing speakers, focus on strength of recovery and diversity. Choose speakers with a variety of experiences in terms of age, culture, gender, and experience in disease (anorexic, bulimic, weight, etc.).
2. Submit choices to LC chair to submit for board review if the speaker has not already been reviewed by the board.
3. January of conference year: Contact potential speakers. Once the speakers have confirmed their availability and willingness to qualify, send out speaker letter (via email).
4. February of conference year: Contact recording company and set up a contract. The standard contract is attached (see: FA Audio Recording Agreement). FA WSI has chosen Fleetwood Multimedia for recordings made in Massachusetts. Fleetwood Multimedia can be reached at 20 Wheeler St., Suite 202, Lynn, MA 01902. Phone: 800-353-1830; Fax: 781-599-2440.
5. March of conference year: Get revised contract to Fleetwood.
6. March, April, May: Recruit volunteers for the recording sessions. Typically get 2 volunteers for each taping session (so, 8 volunteers total if 4 speakers are recording). If the ARS subcommittee chair can’t be there, schedule 3 volunteers: one who is “in charge” of the recording, and 2 assistants. See duty breakdown below.
7. April-May: Work out any kinks with Fleetwood/hotel/convention planning chair re: equipment, rooms, etc.
8. May, a few weeks before the convention: Inform speakers of their scheduled times and the names of the FA volunteers during their session. Speakers should arrive 15 minutes prior to their recording time.

Instructions for Day of Recording

1. Day of: There should be an “in charge” person plus 2 volunteers: a timer and a door watcher.
2. Arrive half an hour to an hour early to check in with hotel and sound engineer, put up signs, and make sure all is good to go.
3. Either the subcommittee chair or the “in charge” volunteer should:
   - Be in the room during the recording to assist the sound tech as needed.
   - Provide the meeting format for the speaker.
   - Put up the door sign(s): "Recording in Progress." (Note there may be more than one door).
   - Ensure that the speakers receive a copy of their audio recordings, the disclaimer form, the title form, and a stamped addressed envelope before leaving.
   - Provide email of speaker and of ARS chair to sound engineer so that speaker and subcommittee chair both receive a link to the digital version of the recordings.
4. Remind each speaker to listen to their recording, sign the disclaimer form, and fill out the title form. Let the speakers know they can return both forms to the ARS chair or the “in charge” volunteer during the convention or mail them in the envelope provided within 1 week after the recording session. Inform the speakers that the forms must be received so that the process can be completed.

5. The doorkeeper volunteer should:
   - Be at the door to maintain quiet if people enter during recording.
   - Assist the “in charge” volunteer as needed.

6. The timekeeper volunteer should:
   - Have a reliable watch, preferably with a second hand.
   - Sit in the front row or other clearly visible place with the “5 minute” and “1 minute” signs.
   - Hold the signs up discreetly and make sure the speaker sees them at the appropriate times.

7. Each speaker qualifies for approximately 35 minutes.
FA Literature Committee
Audio Recording Library Disclaimer Form

I, the undersigned, give to FA Literature Committee my permission to release copies of my qualification tape made on __________, to members requesting said copy at a fixed fee to be determined by the committee in conjunction with FA WSI.

No monetary compensation shall be received by me now or in the future. The purpose of the recording’s distribution is for the sole purpose of doing service within the fellowship of FA.

Signed: _______________________________ Date: _________________

If you were under 30 years old at the time of recording and are willing to have that noted on the order form, please write “yes” here: _______

PLEASE PRINT:

Name: ____________________________________________

Street Address: __________________________________

City: ____________________________________________

State/Province/Country: ____________________________

Zip Code or Equivalent Country Code: __________________________

Telephone Number: ________________________________

Email Address: ____________________________________
FA Audio Recording Agreement

Vendor: Fleetwood Multimedia, Inc.
Client: Food Addicts in Recovery Anonymous
Location: 
Dates:

This agreement, dated this (date) day of (month), by and between the above-named parties [hereinafter referred to as the Vendor and the Client], is for the on-location digital recording of a (meeting type and length).

**Vendor’s Responsibilities:**
1. Digitally record _ speakers during the _ sessions specified by Client over the _____ days listed above.
2. Each Speaker to receive a complimentary copy of their recording.
3. Client to receive two sets of Masters from the ______ day recording.
4. Vendor to keep one set of Masters for post-recording duplication orders from Client.

**Pricing and description for above section:**
1. Fleetwood will supply personnel, all equipment, including microphones to digitally record the ____ sessions specified by Client over the ___ day convention. Master recordings become the property of the Client.

**Cost:** $ __________

**TERMS:** A deposit of 50% down is due upon signing the agreement with the remaining balance due the last day of the recording.

**Client’s Responsibilities:**
1. The Client will supply a list of sessions to be recorded, including titles, speaker names, room assignments, complete with starting and ending times, to the Vendor at least two weeks before the recording date. The Client will have total responsibility for recording and copyright clearance and payment for the speakers. The Vendor shall be relieved of any liability resulting from failure by Client to obtain these clearances.
2. The Client agrees to assume union fees, hotel sound operator fees, and house sound system access charges, if any.
3. Client must approve the Recording labels.

Submitted by Fleetwood on-site:

Signature: ______________________ Please Print: ________________ Date: __________

Accepted by Client:

Signature for the client: _______________ Title: _______________ Date: __________

Company: ____________________________________________
Speakers for the FA Qualification Audio Recording Library

Name:
Address:
Telephone Contact Info:
Email:

❖ Title#1:

❖ Title#2:

❖ ______Check here if you prefer that we compose a title.

❖ Do you grant the FA office permission to keep and release contact info to requesting members?

________Yes  __________No

Please email to georgiawhitney1@roadrunner.com.
Thank you for your prompt follow-up!
Hello. Welcome to this qualification meeting. I am a food addict from (fill in state or country) and I am your leader for this hour. After a moment of silence, will you please join me in the SERENITY PRAYER?

Begin your qualification. The timer will let you know when you have 5 minutes and 1 minute left.

After your qualification please read the following:

Please join me in a moment of silence and the Serenity Prayer.
Recording in Progress Sign

(See next page for printable sign...)
Quiet Please!

Recording in Progress
LC Addendum D – Language Translation Procedure

General Principles

Any translation of the FA meeting format, meeting guidelines, FA conference-approved literature, FA website, or any FA language used by WSI for FA members or for members of the general public requires a two-step process: 1) initial translation by a professional translation service, and 2) a careful check of the translation by at least two FA members, each with a minimum of one year of continuous current FA abstinence, knowledge of the Twelve Steps and Twelve Traditions of FA, completion of two FA AWOLs as defined in Article II, Section 3 of the Bylaws within the current term of abstinence, uninterrupted by a break in abstinence, and continuous active involvement in AWOLs during their period of service. A non-FA member may be used if there are not enough FA members with fluency in the relevant language and the required length of abstinence.

The LC chair must approve all people involved in both aspects of a translation.

The translation process should take care to honor our commitment to Alcoholics Anonymous (a.k.a. Big Book). We broaden this commitment to include any quote from the Big Book and stipulate that translations to be used of any portion of the Big Book be those that are already approved by AA. If no such approved translation exists, quotations from the Big Book will be translated as accurately as possible.

Procedure

1. The LC is responsible for considering requests for translations based on demand:
   - How many people in FA communicate in a particular language
   - How many meetings, if any, communicate in a particular language
   - Are there other language translation priorities that take precedence
2. The LC considers whether or not to recommend translating the document to the WSB. The WSB has final approval on any translation decision. The Language Translation Subcommittee (LTS) chair obtains an estimate of the costs to prepare the material (please see LC Addendum E, as the OS chair may need to become involved at this step). If this cost is within the budget already established for this project, the LC chair will approve it. Otherwise, the cost needs to be approved by the WSI treasurer as a secondary approver. The estimate is emailed to the WSI treasurer by the LC chair.
3. Material is sent to a translation company for financial and time estimates.
4. Translated material is returned to the LTS chair, who delegates review of the translated material to the LTS for final editing.
5. The LTS chair returns any necessary changes to the translation service, which makes any needed corrections.
6. The LTS chair notifies LC chair that the translated material is ready for approval by the LC.
7. The LC makes a recommendation to the WSB that the document be accepted and be made into an official FA document.
8. If further editing is required, steps 5 and 6 are followed until no further editing is required.

9. After all approvals are completed, then the OS procedure commences as follows.

10. If the material is a pamphlet, the LTS forwards the WSB-approved translated material to the OS, which then performs its functions.

11. If the material is not a pamphlet, but a document that is to be posted on the website (such as the Spanish-language meeting format), the LC chair follows the posting guidelines outlined in the WSB Manual and sends the MS Word version (exception: post a PDF version if the document should not be edited by the user) of the approved document (the approved document contains the notation “Approved by the World Service Board October 5, 2017” [date for illustrative purposes only] on the bottom of the material, translated into the language of the document) with a request to post it in the appropriate location(s) on the FA website.

12. If the material is already published and needs a revision, steps 5 through 12 are repeated; however, the notation on the bottom of the approved document contains the notation (date for illustrative purposes only):
   
   Approved by the World Service Board
   
   Revised February 8, 2013
LC Addendum E – Informal Translation Policy and Assignment of Rights

1. Request for permission to translate the FA Book should be presented to the Language Translation Subcommittee (LTS) of the Literature Committee (LC). Requests should be made in writing by a Requesting Group. The Requesting Group must consist of three or more members with three years of continuous abstinence and fluency in the language of translation. Requests may be forwarded to the chair of the LC via email to the LC. The request will be forwarded to the LTS of the LC. The LTS will determine the priority in which it will fill translation requests.

2. Generally, unless an urgent response is needed, the LTS chair of the LC will respond to the Requesting Group within thirty days and may consult with the LC and the WSB.

3. The Requesting Group will be asked to translate an excerpt of the FA book. The translated excerpt will be reviewed by a translation service, either a professional service or a trusted and fluent speaker within the FA fellowship, for consistency with the original text.

4. The Requesting Group will be asked to defer further translation until the translated excerpt has been approved. Upon approval of the translated excerpt, permission will be granted to proceed with the translation. Suggestions, including repeated submissions, may be offered to the Requesting Group to assist them in achieving a satisfactory translation. If, after several submissions, the translating group is unable to provide an acceptable translation, then the LC will consider if any other options exist, considering the demand and expense of a formal translation. It should be kept in mind that the production of a non-English version of the FA Book would generally be prohibitively expensive.

5. Before permission to proceed with the informal translation of the FA Book is granted, the Requesting Group will be required to assign the copyright in the translated work to the Food Addicts in Recovery Anonymous World Service Board. This means that the copyright to the translated text of the FA Book will belong to the WSB not to the translators. COPYRIGHT ASSIGNMENT IS NON-NEGOTIABLE. Further, an electronic version of the final translated text must be made available to the LC. In consideration of permission to translate the FA book, each member of the Requesting Group must agree NOT to post it on Dropbox, or in any cloud or other computer storage service. The translated text may only be maintained on the computers of the members of the Requesting Group and distributed by them to those fellows who require the translated text. It must be understood by the members of the Requesting Group that NO OTHER DISTRIBUTION IS PERMITTED, nor is any other license granted in the text of the FA Book or the informally translated text. Further no individual member of FA or the Requesting Group may charge a fee for a copy of the translated text.
Informal Translation Policy - ASSIGNMENT OF RIGHTS

Request for permission to translate the FA Book should be presented to the Literature Translation Subcommittee (LTS). Requests should be made in writing by a Requesting Group (RG). The RG shall consist of three or more members with three years of continuous abstinence and fluency in the language of translation. Before permission to proceed with the informal translation of the FA Book is granted, the RG is required to assign certain rights to the Food Addicts World Service Board (WSB), as below.

This is an agreement between the Food Addicts in Recovery Anonymous World Service Board and the Requesting Group as defined above. The LTS and the RG agree to seek the decision of the Food Addicts World Service Board Executive Committee in the event of any dispute before seeking enforcement in any court.

The LTS is agreeing to permit the RG to translate the FA Book into the ____________ language. The RG agrees the copyright to the translated text of the FA Book (that is, the text of the non-English translation, or more specifically, the work done by the RG) is hereby assigned to the Food Addicts in Recovery Anonymous WSB. This means the translated work will belong to the WSB, not to the translators.

The RG acknowledges that copyright assignment is non-negotiable. Without this assignment, no permission will be granted. This is in order to permit the Food Addicts in Recovery Anonymous WSB to retain all rights in the FA Book, which holds the book in trust for the FA fellowship.

The RG further agrees an electronic version of the final translated text will be made available to the LTS.

Each member of the RG agrees NOT to post the text on Dropbox, or in any cloud or other computer storage service. The translated text will only be maintained on the computers of the members of the RG and distributed by them to those fellows who require the translated text. The RG acknowledges that no other distribution is permitted nor is any other license granted in the text of the FA Book or the translated text.

Further no individual member of FA or the RG may charge a fee for copies of the translated text.

Chair, LTC ___________________________ date _______

Requesting Group Members
________________________________________________________ date _______
LC Addendum F – Operations Procedures

1. The Operations Subcommittee (OS) is responsible for production of all FA literature. This is defined as all materials expected to be sold or distributed at meetings or through the FA website.
2. Text is not the responsibility of the OS, but of the WES.
3. The OS will be responsible for professional any necessary editing, and copyediting and for proofing of text in order to make the text print ready.
4. The LC will prepare all text for FA literature, but design is not in its purview. When a text has been approved by the WSB and/or WSC, the LC, including members of WES, will meet with the Design Committee (DC) to offer suggestions as to how the text should be physically presented. The DC will submit a design plan to the LC for approval and decision. Once both committees approve the design, it will be submitted to the WSB before it goes into production. The Operations chair works with the Design chair to execute the design.
5. It is critical that no piece of literature will go into production without design, review, or approval of the DC.
6. Literature must be approved by a majority of the LC and the Board before it goes into production.
7. Literature that calls for WSC approval will be posted on the website for comment per the FA bylaws.
8. Only the chair of the WSB or the office director can commit the organization to contracts for the production of materials, although this can be delegated.
9. All contracts for production must/will be coordinated through the office director. Responsibility for estimates, direct contact with vendors, and oversight of contracts will be the responsibility of the Design Committee chair in conjunction with the office director. The LC Operations chair will approve all estimates and quotes.
10. Distribution of literature through the website, including pricing, is in the purview of the office committee.
11. With regard to the FA Book, on occasion a storyteller may have a break of abstinence or leave FA. That is not a reason¹ to remove the story from the book, or to produce a new edition unless the World Service Conference so directs.
12. New editions of the FA Book will only be produced upon direction of the World Service Conference.
13. Storytellers in the FA Book were assured of confidentiality. They sacrificed their privacy and offered revealing stories of personal and family struggles. The identities of storytellers should never be revealed. They must remain anonymous.
14. Books offered for sale are required to have an ISBN number. These are numbers assigned to every book in specific format; the number is unique and assures the purchaser of the correct product. An ISBN can be purchased from Bowker Identification Services. In addition to the ISBN, a bar code that contains the ISBN must be obtained for attachment

¹ Stories were accurate when produced. Certain facts were changed in the published stories to protect the anonymity of the storytellers. Subsequent difficulties of the storyteller do not detract from the original experience. The stories have a narrative life independent of the individuals and live on even if the fellow falters.
to the book. FA has an account with Bowker, obtained under the email name fran.mcintyre@comcast.net and password fafafa (fa repeated four times). The ISBN assigned to Living Abstinently is 978-0-692-78614-7 and for the FA Book it is 978-1-932021-80-6. ISBN numbers must appear on the copyright page of any book FA publishes.

15. Books that may go into libraries should obtain a Library of Congress classification number, so libraries know where to shelve it them. FA has a PCN (preassigned control number) account with the Library of Congress under account number pdb96666, and the password is Woburn01801. FA is ineligible to participate in the Cataloguing in Publication program because we are not a publishing house. Also, they will not catalogue any text with less fewer than 50 pages.

16. All publication should be professionally edited. Presently we work with two professional editors: Jill Mason of Mason Edit and Jordan Resnick of Stickler Editing. These resources can be located online.
LC Addendum G – Managing Email Accounts

Literature Committee

The FA office establishes an email account linked to the email address of the current LC chair. It is recommended that the LC chair not respond to emails from their personal email address, but use the webmail email account for committee work, to correspond with members of the fellowship. Please note: the checking of email may be delegated to the LC secretary. However, the email received will still be forwarded to the LC chair’s personal email. However, it can instead be forwarded to the personal email of the LC secretary if the LC chair wishes to set it up this way. The following procedures should be used.

Procedure

1. Email is forwarded from the literature@foodaddicts.org email account to the LC chair’s (or LC secretary’s) personal email account.
2. To reply without having it come from the personal email address, the LC chair or LC secretary will have to log in to http://mail.foodaddicts.org.
3. The username is: literature@foodaddicts.org.
4. The Password is: faith375. If the LC chair changes the password, it must be communicated to the next LC chair prior to the former chair leaving office.
Office Committee (OC)
The OC serves as a resource to the fellowship, world service board and world service committees. It maintains the website and the physical office, which keeps records of all financial transactions. The website houses all meeting information, informative material for the general public, and materials related to each service body of FA. It also 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 (literature, mp3s, etc.). The WSO serves as the central hub for communication with the fellowship as well as the 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 will be 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.

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. In addition, this subcommittee assists with conducting a census of FA members periodically, usually in conjunction with the re-registration of meetings.

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. It uses input from the PI Committee, the Design Committee, and the Finance Committee as needed. The OS reviews and evaluates requested projects and office planned projects for priorities and budgetary impact.

Telephone and Email Subcommittee (TES): The TES assists the WSO in returning telephone calls and replying to emails involving matters best handled by FA members as opposed to office employees who are not FA members.

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

A. Charge
The SGSC supports the maintenance of local service groups, chapters and intergroups, and the development of local service groups. It also enables global communication among all service groups including intergroups and chapters. All efforts maintain the overarching principle of supporting FA recovery practices, strengthening existing recovery, and helping others learn that recovery from food addictions exists.

B. Chair Responsibilities
The SGSC supports the maintenance of local service groups, chapters and intergroups, and the development of local service groups. It also enables global communication among all service groups including intergroups and chapters. All efforts maintain the overarching principle of supporting FA recovery practices, strengthening existing recovery, and helping others learn that recovery from food addictions exists.

C. Membership Responsibilities
The SGSC consists of members who carry out committee and subcommittee efforts.

1. The SGSC facilitates communication between chapters, intergroups, local service groups, and the WSI board. A conference call for all core members, (chapter chairs, intergroup chairs or their designees, subcommittee chairs, and the SGSC chair) occurs on an “as needed” basis defined by the core committee members.
2. The SGSC operates a monthly or bi-monthly conference call. Frequency of the call is determined at the beginning of each year by those in attendance on the July call. The conference call gives the opportunity for the following exchanges:
   a. Updates from all chapters, intergroups, and local service groups including present and future activities and concerns.
   b. Subcommittees (as listed below) are also given the opportunity to report on activity.
   c. Other WSI committees, such as the office committee, occasionally have time allotted to present ideas to the SGSC group, invited by SGSC chair, when topic is requested by SGSC. Concerns which need to be communicated to other WSI committees are discussed and subsequently shared with those committees.
   d. Topics relevant to the maintenance of all involved are presented and discussed at each meeting. Topics have included how to update meeting information and navigate the website; what is “weblinks” and how people can support their effort; what are the options in obtaining and maintaining an 800 number for their group; and best practices for meetings.
   e. Subcommittees:
      i. Local Service Group Guidelines and Recommendations
      ii. SGSC Policies and Procedures
      iii. Forum Planning Committee
   f. Minutes from the bi-monthly conference calls are sent to all on the SGSC distribution list and are also uploaded onto the FA website for member access.
3. The SGSC assists intergroups in assessing the need for new chapters and provides the process for their initiation. This includes working with the new chapter’s executive board in the development of their offices and working with areas in pre-chapter mode to help them develop into successful chapters. *Note that as of June 2014, the focus is the local service group. There is no area in a pre-chapter mode.
   a. The monthly conference call, noted above, that includes pre-chapter areas, is a key tool in success of communication.
   b. The committee provides stories of experience and recommendations to assist pre-chapter areas in determining when they will be ready to form a chapter.
   c. Members with at least one year of abstinence from pre-chapter areas are strongly encouraged to attend the monthly SGSC conference calls.
4. The committee assists any chapter or chapters interested in developing an intergroup.
5. The SGSC annually evaluates its effectiveness in supporting both new and existing chapters, local service groups, and intergroups. This is accomplished during the final meeting for the year at the annual business convention.

D. Local Service Group Guidelines and Recommendations Subcommittee
   The SGSC chair appoints the Local Service Group Guidelines and Recommendations subcommittee chair. Members must have 2 years or more of abstinence as a membership requirement. The chair must have 5 years or more of continuous abstinence. Members of this committee must also be committed to attending the SGSC conference call.

   1. Charge: This subcommittee creates and maintains the Local Service Group Guidelines and Recommendations document which will be placed on the website under the service group tab. As issues arise and clarifications are needed, the document will be updated with a section of frequently asked questions.
   2. Make-Up and Selection Process: Members are selected by the SGSC and the subcommittee chair.
   3. Membership Responsibilities: Members will meet on a regular basis to create the guidelines. Once the document is posted on the web, the subcommittee will meet on a quarterly basis to review and update the document with frequently asked questions.

E. SGSC Policies and Procedures Subcommittee
   The SGSC chair will appoint the SGSC Policies and Procedures subcommittee chair from the core group.

   1. Charge: The subcommittee reviews the SGSC goals and procedures document annually and updates the goals and procedures as necessary.
   2. Make-Up and Selection Process: Subcommittee members are selected by the SGSC chair.
   3. Membership Responsibilities: The SGSC Policies and Procedures subcommittee meets at least twice a year to review and update the SGSC policies and procedures.
F. Forum Planning Subcommittee
The SGSC chair will appoint a Forum Planning subcommittee chair from the core group.

2. Make-Up and Selection Process: The subcommittee chair will appoint subcommittee members as needed.
3. Membership Responsibilities: The subcommittee chair and the subcommittee members will plan the Forum agenda, develop a theme and topics for panel discussions and coordinate with the Convention Planning Committee chair for room and audio/visual logistics.
   i. 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.
   ii. The subcommittee will recruit speakers and provide conference calls for members participating in panel discussions.
   iii. 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.
Traditions Review Committee (TRC)

A. Charge

The TRC has been charged by the WSI to review and discuss how the Twelve Traditions might guide the consideration of specific issues and concerns raised by individuals, meetings, intergroups, chapters, local service groups, or the WSB. The TRC will share its thoughts with those who have sent inquiries and with the general fellowship when appropriate.

B. Committee Make-up & Selection Process

1. The TRC consists of a chair elected by the conference, plus a TRC secretary and members-at-large appointed by the chair according to our selection and application process (see TRC Appendix A). The bylaws chair serves as an ex-officio member by virtue of her/his office and has a voice on the committee.

2. In accordance with Article IX, Section 9, Item (B) of the WSI bylaws, all members of the TRC must have a minimum of five years of continuous current FA abstinence, completion of one FA AWOL (as defined in Article II, Section 2 of the bylaws), and knowledge of the Twelve Steps and Twelve Traditions of FA.

3. The committee consists of four to eight members excluding the chair.

4. Quorum consists of the majority of the members (excluding the chair).

5. Members operate in two writing teams and one subcommittee, the Communications/Education Subcommittee, which is responsible for selecting a Traditions topic for inclusion in the Gratitude in Action newsletter and coordinating with that subcommittee to ensure its publication.

C. Chair Responsibilities

1. The TRC chair coordinates the review and discussion of Traditions questions received via email from the worldwide FA fellowship.

2. The chair sets the agenda, facilitates meetings, selects members for the TRC, acts as an information resource, prepares reports and serves as a member of the WSI board.

D. Membership Responsibilities

1. The TRC secretary takes minutes at every meeting and disseminates those minutes to committee members for approval at the next meeting. Final, approved minutes are sent to the TRC chair for incorporation into reports for the WSB. The TRC secretary maintains a directory with names, addresses, email addresses, phone numbers and dates of appointment for all current members of the committee. The directory is shared with
committee members and the WSI secretary. The TRC secretary (or the chair’s designee) also compiles and maintains an index of all Traditions issues and committee responses.

2. The TRC meets bi-monthly, unless there is no business to discuss. In order to provide continuity to discussions and to continue to develop clear thinking, all members are expected to attend every meeting, barring unexpected emergencies and major vacation time away. It is suggested that no member miss two consecutive meetings. A member who, without good cause and prior notice to the chair, fails to attend two consecutive meetings, or who fails to respond to two written communications of the TRC regarding a request for action, may be removed by the committee chair.

3. TRC deliberations are held in confidence by members of the committee.

E. Communication

1. Questions or issues presented to the TRC must be in writing and sent to the chair of the TRC via email only to traditions@foodaddicts.org. The chair responds to inquiries via email thanking the inquirer for their submission, informing the inquirer of the date of the next TRC meeting, and letting them know they will receive a timely response, usually within thirty days of the next regularly scheduled meeting.

2. Incoming inquiry calls regarding “Traditions Issues” are not preferred. However, when calls do come in, the chair fields them in order to learn more about the inquiry. Such phone calls often help clarify the inquiry. Although these calls do not always generate “Traditions” issues to be reviewed by the TRC, they occasionally yield healthy conversations within the TRC. If it is determined that the phone inquiry should be reviewed by the TRC, the chair will request the caller to email the inquiry, per above, which will then be discussed at the next TRC meeting.

3. The committee first determines whether the Traditions are relevant to the submitted inquiry. If it is determined by the TRC that the inquiry is not a “Traditions” inquiry, the TRC chair will forward the inquiry to the relevant WSI committee chair, Inquiry Response Committee (IRC) chair, Meeting Effectiveness, Safety & Accessibility Subcommittee (MESA) chair, the Executive Committee, or, if applicable, point the member to the appropriate documentation on the FA website.

4. The TRC will determine the priority of the various inquiries received and will address them accordingly. If the issue has been addressed by the committee previously, the chair or chair’s designee will respond by providing the previous opinion(s) to the inquirer. Unless an urgent response is needed, the TRC chair will slate the issue on to the next TRC meeting agenda for discussion.

5. After an inquiry has been considered by the full TRC and a resolution or response determined, one of two writing teams will draft a response to the inquirer. The TRC chair or chair’s designee will then contact the person who sent the inquiry, by phone.
(or email if the situation warrants) and provide them with the feedback based on the TRC discussion within thirty days following the meeting. At its discretion, the TRC discusses responses with the WSB.

6. The TRC chair presents a semi-annual and annual report to the WSB detailing all responses to Traditions issues.
TRC Appendix A

Traditions Review Committee Application Process

We want to extend our very warm thanks to all who are interested in serving on the Traditions Review Committee. Outlined below are the instructions for applying to the committee and how the application process will proceed. If you have any questions or concerns regarding the committee or the application process, please do not hesitate to send an email to the email address below.

Thank you for your willingness to be of service.

Yours in service,
Traditions Chair
Email: traditions@foodaddicts.org

Process:
1. The application form can be requested from the Traditions Chair by emailing traditions@foodaddicts.org.
2. Completed applications should be emailed to traditions@foodaddicts.org.
3. All applications received will be held until committee positions become available.
4. When TRC positions become available, all applications on file at that time will be considered.
5. The Traditions Chair will speak with all applicants by telephone prior to appointment to the committee.
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.

**Chair Responsibilities**

The 12th Step chair oversees the Twelfth Step Service Core Committee and subcommittees, sets the agenda for 12th Step Core Committee monthly calls, facilitates meetings, selects members for the core committee and subcommittees, acts as an information resource, maintains and distributes a list of FA Thank-a-thons every November (see 12th Step Appendix G for procedures), prepares reports and serves as a member of the WSI board. The Chair is elected by voting members at the annual convention and must have seven years of abstinence and have completed an AWOL.

**Membership Responsibilities**

The Twelfth Step Service Core Committee consists of the committee chair, the chairs of the subcommittees, the 12th Step Editor, the 12th Step Secretary, and includes *ex officio* the chairs of the Intergroup 12th Step committees, the chair of the Chapter 12th Step committees, and the previous WSB 12th Step chair. The 12th Step committee consists of those members who carry out the committee’s work. Meetings of the Service Council are held monthly on the first Sunday at 10 am EST. Committee meetings are held annually at the WSI business convention and as needed. Typically, the Service Core Committee functions well with up to 12 people.

**Subcommittee Chair Selection Process**

Twelfth Step subcommittees include *Gratitude in Action* (GIA), Frontier, and Meeting Effectiveness, Safety & Accessibility (MESA)

**1) Frontier Subcommittee**

The 12th Step chair appoints the subcommittee chair who must have five years of continuous FA abstinence, completed one AWOL, continue to participate in FA AWOLs, and be working with an FA sponsor. The subcommittee chair appointment must be approved by the WSB.
2) Gratitude in Action Subcommittee

The 12th Step chair appoints the subcommittee chair who must have five years of continuous FA abstinence, completed one AWOL, continue to participate in FA AWOLs, and be working with an FA sponsor. The subcommittee chair appointment must be approved by the WSB.

3) Meeting Effectiveness, Safety & Accessibility Subcommittee (MESA)

The 12th Step chair appoints the subcommittee chair who must have five years of continuous FA abstinence, completed one AWOL, continue to participate in FA AWOLs, and be working with an FA sponsor. The subcommittee chair appointment must be approved by the WSB.
Frontier Subcommittee

Charge

The Frontier subcommittee develops procedures to help members on the frontier to maintain and grow in their recovery through service. By definition, the frontier includes members far away from an established FA meeting.

Subcommittee Make-Up and Selection Process

The Frontier subcommittee chair is selected by the 12th Step chair and approved by the WSB; the subcommittee chair appoints members in consultation with the 12th Step chair. In addition to the subcommittee chair, the subcommittee consists of the following people: 12th Step Chair, Frontier Phone List Coordinator, Frontier Sponsor List Update Coordinator and Long-Distance Sponsor Update & Distribution Coordinator, Universal Language List Coordinator, Frontier Resource Call Committee, E-Communication Coordinator, Intergroup 12th Step chairs, and other members appointed to provide geographic representation and experience living in outlying areas. The committee functions well with between 7-12 people, with no established limits to the number of people or to the terms they serve.

Members are required to have at least 2 years of continuous abstinence in FA.

Membership Responsibilities

The subcommittee chair is responsible for notifying members of upcoming meetings, distributing minutes, conducting meetings, be a member attending monthly Twelfth Step Service Core Committee meetings, reporting on the subcommittee’s activities, and preparing a written report for the 12th Step chair for the mid-year & end-of-year reports, and for reporting at the business convention.

Meetings are usually held at least 3 times a year on the fourth Sunday of the designated month from 7-8 pm ET. This schedule may be changed at the discretion of the subcommittee chair, in consultation with subcommittee members should the need arise for more meetings. The specific responsibilities and procedures for the Frontier Phone List and the Frontier Sponsor List appear below.
**Frontier Phone List Procedures**

**Charge**

The Frontier Phone List (FPL) is a phone list of FA members who live far away from an established FA meeting, and who have requested to be on the list.

**Subcommittee Make-Up & Selection Process**

The FPL is managed by the FPL Coordinator who must have at least 3 years of continuous abstinence in FA, have completed at least one FA AWOL, continues to participate in ongoing FA AWOLs and is working with an FA Sponsor. The E-Communications Coordinator works with the FPL Coordinator to manage a newsletter connecting members on the Frontier with the FA Fellowship. He/she must have the same qualifications (abstinence, etc.) as the FPL coordinator.

**Membership Responsibilities**

**A. Formatting of the Frontier Phone List (FPL)**

1. The FPL is stored on an MS Excel spreadsheet by the list administrator. The email addresses for the members on the list are stored at frontierlist@foodaddicts.org. The password for the website is kept by the following people: the list administrator, the chair of the Frontier subcommittee, the chair of the WSI 12th Step committee, and the chair of the WSI office committee.

**B. Process for Adding New Members/Updating List/Reconfirmation of List Members’ Continued Membership in FA**

1. Members wishing to have their name listed on the FPL contact the administrator of the list directly by email via the [www.foodaddicts.org](http://www.foodaddicts.org) website by going under the Members tab and then under the Twelfth Step tab and then click on [frontierlist@foodaddicts.org](mailto:frontierlist@foodaddicts.org) to email a request for a copy of the current FPL. The website should briefly describe what “the Frontier” means, what the FPL is, and how to be listed. The FAFPL request from the website launches an email to: frontierlist@foodaddicts.org. Members can also request being added to the list simply by emailing their request directly to that address or by calling (845) 283-0289.

2. Members provide their first names and last initial, city/town, state or province, country, up to two phone numbers, and their email address. The FPL will display this information and the number of hour’s difference from eastern, pacific and GMT.

**C. List Management**

1. The committee makes clear that the FPL is not to be used for any contact other than for FA-related recovery. Promotion, news, announcements of AWOLs, etc. are specifically prohibited.
2. As the list is intended to be an accurate list of members currently in program who are willing and available to take calls, approximately three times per year, the email will state and require each person on the list to declare their intention to stay on the list. A follow-up reminder is then sent. Those who do not respond within the month that they want to stay on the list are automatically removed. Members without email addresses are phoned. Those not returning calls stating their intention to stay on the list are removed.

D. Distribution

1. Persons on the list receive an updated copy of the list on or about the first of each month by email or, if they have no email, by post. The email list is sent with the emails in the blind cc field in order to protect members who want their email address unlisted.

2. Blind copies of the email are sent to the Frontier subcommittee members, the WSI 12th Step chair and the WSI Office Chair.

3. On or about the first of each month, the Western Area Intergroup 12th Step chair, the Eastern Area Intergroup 12th Step chair and the Maine Chapter 12th Step chair receive an updated copy of the FPL. At the same time the updated list is also provided to the WSI contact person for each meeting for distribution on meeting literature tables.

4. The email that accompanies the FPL attachment simply states the purpose of the mailing. The email is not signed by any particular individual, but instead by the committee, i.e. signed FA Frontier subcommittee of the WSI Twelfth Step Committee.

5. To be removed from the list, members contact the list administrator by email or phone and indicate their desire to be removed from the list, i.e. they are no longer in FA, etc.

E. Frontier E-Communication

1. With each monthly phone list, the Subcommittee provides information to those on the Frontier to help decrease isolation and to help them feel a sense of being a part of the fellowship. This is done by providing information regarding the FA fellowship, i.e. past newsletters, stories of individual members, information on how to navigate the FA website, how to get connected with others in fellowship, how to grow FA in your area, news of upcoming conventions, or other similar articles. These articles are placed in the body of the email accompanying the monthly list.

2. The Frontier E-Communication Liaison writes the newsletter or arranges with fellows to have the pieces of it written. The chair of the frontier subcommittee includes a note to frontier members. The newsletter is first sent to the Frontier subcommittee chair. Following review by the Frontier chair, it is then forwarded to the FA 12th Step Editor, and then finally to the chair of the 12th Step Committee, who approves it on behalf of the Committee before it can be distributed.
Universal Language List Procedures

Charge

The Universal Language List (ULL) is a phone list of FA members who speak a language other than English and are willing to support FA members for whom English is a second language and who have requested to be on the list. The Universal Language is an excellent resource for members speaking a foreign language. There is no abstinence requirement to be on the list. All that is required is a desire to make and receive outreach calls and conversational fluency in a language other than English.

A. Formatting of the ULL

The FA ULL is maintained on an MS Excel spreadsheet by the list administrator. Prior to distributing the list, it is converted into Adobe PDF for universal access and to avoid the spread of viruses.

B. Process for Adding New Members/Updating List/Reconfirmation of List Members’ Continued Membership in FA

Members wishing to have their name listed on the ULL should contact the administrator of the list directly by email to languagelist@foodaddicts.org

Members provide the following information:
- Language
- First name and last initial
- Location
- Primary Phone Number
- Secondary Phone Number (if applicable)
- Skype
- Email Address (for validation purposes only; emails are not shown on the list)

C. List Management

1. The committee makes clear that the ULL is not to be used for any contact other than for FA-related recovery as the list is intended to be an accurate list of members currently in program who are willing and available to take calls from other members in FA with conversational fluency in a foreign language.

2. Approximately every quarter an email will be sent to members on the list requiring the member to declare their intention to stay on the list (see 12th Step Appendix D). A follow-up reminder is then sent. Those who do not respond are automatically removed. Members without email addresses are phoned. Those not returning calls stating their intention to stay on the list are removed.
D. Distribution

1. Persons on the list receive an updated copy of the list upon completion of the list validation. The email is sent with all emails in the blind cc field in order to protect members who want their email address unlisted.

2. Each quarter the list manager will email the updated ULL to the WSI office chair and office director as a work request (in accordance with the “Procedure for requesting mass email sent from the FA Office” dates 04/14/10) (see 12th Step Appendix E &F)

3. To be removed from the list, members contact the list administrator by email or phone and indicate their desire to be removed from the list, i.e. they are no longer in FA, etc. Email: languagelist@foodaddicts.org
Frontier Sponsor List Procedures

Charge

The Long-Distance Sponsor List (LDS) is a list of potential sponsors and/or members who are willing to help newcomers find sponsors. The intention is that this list be used by those who live far from an established FA meeting and in areas with few meetings and a small fellowship where there are not yet enough local sponsors available to support their local fellowship.

Subcommittee Make-Up & Selection Process

The LDS is managed by the LDS Coordinator who must have at least 3 years of continuous abstinence in FA, have completed at least one FA AWOL, continues to participate in ongoing FA AWOLs and is working with an FA Sponsor. The E-Communication Coordinator works with the LDS Coordinator to manage a newsletter connecting members on the Frontier with the FA Fellowship. He/she must have the same qualifications (abstinence, etc.) as the LDS coordinator.

The subcommittee is made up of two members, an “Update Coordinator” and a “Distribution Manager.”

The Update Coordinator is responsible to update the list on a quarterly basis and liaise with intergroup 12th Step Chairs to add new members to the list on an ongoing basis. The Distribution Manager ensures that people who are requesting the list by email receive it immediately by sending it from their smart phone as an attachment to an email (within 24 hours).

Both positions require superior computer skills. The Update Coordinator position requires superior Microsoft Excel skills (i.e. sorting, formatting, print layout), Adobe Acrobat (PDF creation) and experience working with Webmail (formatting, uploading of attachments). The Distribution Manager position requires the possession of a Smartphone (i.e. Blackberry, iPhone, etc.) with the ability to attach files to emails.

The Update Coordinator position requires a minimum of 3 years of continuous abstinence, completion of an FA AWOL, continues to participate in FA AWOLs and is working with an FA Sponsor.

The Distribution Manager position requires a minimum of 3 years of continuous abstinence, completion of an FA AWOL, continues to participate in FA AWOLs and is working with an FA Sponsor.

The Update Coordinator may request assistance to finalize the update process, when needed. The Distribution Manager may request the Update Coordinator to cover their responsibilities when on vacation.
Membership Responsibilities

A. Formatting of the LDS

1. The list is created using Microsoft Excel and includes several other columns that do not appear on the distribution version including: email address, re-confirmation date, added date, the source of the addition (how the LDS Update Coordinator found out about the new member), and other phone numbers not to be shown on the LDS.

2. The list includes the FA logo at the top of the page, the list of criteria for inclusion, columns for name, city, state, country, time zone, other languages spoken and phone number.

3. Most members of the list include only one number, but there is room for two numbers, if necessary.

4. Email addresses are not included on the distributed version of LDS.

5. The LDS is distributed in PDF format only.

B. LDS Member Requirements

To be included on this list, members must meet the following requirements. They:

1) Have at least 2 years of continuous abstinence, have completed at least one FA AWOL, and are working with an FA Sponsor.
2) Are willing to respond to a caller who is looking for a sponsor within 48 hours, and if they do not currently have time available, are willing to assist the caller in finding an available sponsor who also meets the requirements.
3) Are willing to be on the list for a minimum of 3 months and are willing to respond by email within 48 hours to confirm renewal of their membership on the list on a quarterly basis.
4) Are willing to email sponsorlist@foodaddicts.org or contact the World Service office at 781-932-6300 if they want to be removed from the list or if they move or change their phone number.

C. Process for Adding New Members / Updating List / Reconfirmation of List Members’ Continued Membership in FA

1. The LDS is updated quarterly, and every list member must confirm that they continue to meet the four criteria listed in the above section. See 12th Step Appendix A for the sample email that is sent quarterly. Members are given 48-72 hours to reply by email and must reply by indicating “Yes” or “No.” The email is sent to all members listed on the “Ongoing” version of the list. This list of email addresses should be uploaded to the FA Webmail site (using the sponsorlist@foodaddicts.org username and password) as a “group”. The list of email addresses should be inputted in the “bcc” field. A second reminder email is sent after 72 hours and any
remaining non-responders should be called or removed from the list at the discretion of the Update Coordinator.

2. The date of reconfirmation is tracked for each member. If members are continually late to respond, they are called and asked to be more responsive in the future. If they don’t check email regularly, a note is made to re-confirm by phone in the future. If they continually are late to respond (two quarters), they are removed from the list.

3. After the reconfirmation period had expired, non-responders or “No” responders are removed and tracked on a separate tab of the spreadsheet indicating why the person was removed from the list. (i.e. “Left FA,” “Had a break,” “Too busy,” etc.). If members request to leave because they are “already full,” List Updater should remind member that their commitment is not to always be available themselves but that they are willing to assist callers in finding an available sponsor who is also able to meet the requirements.

4. The list is then finalized, spell-checked, sorted, converted to .pdf and sent out via the distribution process as described below. The list sorting order is changed quarterly (i.e. sorted by first name, last initial, city name) to ensure that the same people are not always at the top of the list (assuming they would then receive the most calls). The names in the same time zones are kept together as a group on the list (the sorting is done within the group) as it is recommended that sponsees try to find sponsors in their time zones.

D. Sources of Generating New List Members

1. Sign-up tables at conventions – a Twelfth Step table is set up at FA conventions with signs and sign-up sheets. A notice encouraging members to sign up to be added to the list is included in the registration packages of the conventions.

2. Sign-up lists are passed around at Intergroups (See 12th Step Appendix B). These lists are collected and coordinated by the Intergroup 12th Step committees. Periodically names and other information collected is emailed to sponsorlist@foodaddicts.org and the LDS Update Coordinator will add the new names to the “ongoing” list.

3. The FA office sends contact information for interested potential LDS members to sponsorlist@foodaddicts.org.

4. FA Members can volunteer to be on the list by emailing sponsorlist@foodaddicts.org or by going to the FA website (www.foodaddicts.org) under “For Members” then under the “Twelfth Step” tab then by selecting “Frontier Sponsor List” in the drop-down menu, then “Volunteer to do service” by clicking on the link provided, http://bit.ly/1mJaBkT. (This is for signing up to be on the list ONLY. This is not for requesting a copy of the list.) This will open the link which includes information that will define what being “on the Frontier” means, the importance of having a sponsor, how to get the list, and the criteria for committing to serve by being listed and what is asked of you as a member on the list.
5. All new additions are added by the Update Coordinator to an “ongoing” version of the LDS that is kept up between quarterly distributions. When the time comes to distribute list, all members, including newcomers are sent the reconfirmation email in 12th Step Appendix A.

E. Distribution

1. The LDS is distributed monthly in the same email as the LDS. The LDS is updated monthly so the two list dates are often not the same.

2. Upon completion of the quarterly update, the FSL is sent out through “Procedure for Requesting Mass Email Sent from FA Office” as described in 12th Step Appendix E & F (see LDS email example). The Update Coordinator will send an email request to the WSI Office Chair and Office Director as a work request. Please allow 2-3 business days for mass email to be sent out.

3. Upon completion of the quarterly update, the list is also sent to all members of the new list along with a list of “Guidelines and Suggested Practices for Long Distance Sponsor List Members”. A sample of these guidelines can be found in 12th Step Appendix C. This document is a live document that can be refined over time by the Frontier Subcommittee.

4. A link on the www.foodaddicts.org website under “For Members” allows members to click and create an email to request a copy of the Long-Distance Sponsor List. These emails are directed to the LDS Distribution Manager at sponsorlist@foodaddicts.com and the Distribution Manager replies immediately with a .pdf copy of the list attached to a reply email, as outlined above.

5. When the FA World Service office receives calls or emails regarding the LDS, or if a new member is looking for a sponsor, they provide a copy of the list or direct them to the website, so they can email request a copy.
Gratitude in Action (GIA) Subcommittee

Charge

To encourage service within FA and to bring the circle of FA fellowship closer through a quarterly e-newsletter that focuses on how to inspire FA members to engage in service and to carry the message of FA recovery to those who still suffer from food addiction.

Gratitude in Action Subcommittee Make-Up and Selection Process

The GIA subcommittee publishes the Gratitude in Action electronic newsletter. The 12th Step committee chair appoints the Gratitude in Action subcommittee chair who then appoints members to the subcommittee, in consultation with the 12th Step committee chair, to help with content, generation and distribution.

Membership Responsibilities

A. Formatting of the Gratitude in Action (GIA) e-newsletter

The Gratitude in Action subcommittee is responsible for developing deadlines for the drafts and distribution of the GIA e-newsletter. They determine topics for each issue and contact people to write if needed. The subcommittee also locates a reliable proofreader and provides the chair with needed support. The chair is responsible for making decisions about specific content for each issue and forwarding the finalized GIA e-newsletter to the 12th Step committee chair and through him or her to the WSB for approval. The newsletter is sent to the FA office for email distribution to FA members who subscribe to GIA and to WSI contacts.

B. Content development

The GIA subcommittee generates the GIA e-newsletter which highlights FA service positions and other resources that are designed to support members in carrying the message of FA recovery to others. The e-newsletter also requests input from subscribers to contribute to future editions by submitting personal reflections on the value of service and on FA service positions.

C. Approval Process

1. The GIA newsletter is prepared by the Subcommittee using themes and suggestions they receive from the Committee Chair and Committee members as well as the Fellowship at large.

2. The completed GIA is sent to the 12th Step Committee Editor for approval.

3. The editor-approved GIA is sent to the Gratitude in Action Subcommittee Chair to confirm final edits and forward the final version to the 12th Step Committee Chair for approval on behalf of the Committee and the WSB.
D. Distribution

1. The GIA newsletter is distributed solely via email and is distributed periodically 3-4 times a year.

2. The e-newsletter is emailed to all members registered on the website who have requested to receive it by “checking” the box at the bottom of the screen in their user profile, people on the Frontier Phone List, the WSB, and WSI contacts.

3. The GIA newsletter is also occasionally distributed in print at FA conventions.

4. The GIA is also photocopied by WSI contacts and placed on meeting literature tables.

5. The GIA newsletter is also posted on the FA website under foodaddicts.org under the For Members tab and then under the Twelfth Step tab.
Meeting Effectiveness, Safety & Accessibility (MESA) Subcommittee

Charge

The Meeting Effectiveness, Safety & Accessibility (MESA) subcommittee develops procedures to help members create and maintain an effective, safe and accessible meeting environment for all FA members.

Subcommittee Make-Up and Selection Process

The MESA subcommittee chair is selected by the 12th Step committee chair, and the subcommittee chair appoints members through an application process in consultation with the 12th Step chair. The committee functions well with between 4 and 8 people, with no established limits to the number of people or to the terms they serve.

In accordance with Article IX, Section 9, Item (B) of the WSI bylaws, all members of MESA must have a minimum of five years of continuous current FA abstinence, completion of one FA AWOL (as defined in Article II, Section 2 of the bylaws), and experience actively participating in FA business meetings.

Membership Responsibilities

The committee encourages organizers of FA Meeting Groups to choose sites that are accessible and welcoming to all and represents the interests of those whose physical condition makes access to meetings difficult or impossible. In addition, the committee encourages FA Meeting Groups to use practices that make them effective as tools against food addiction and to preserve FA's reputation as an effective program to counter food addiction. Meetings are held as needed to meet the needs of the international FA fellowship.
12th Step Appendix Section

12th Step Appendix A

Frontier Sponsor List Update/Confirmation Email

If you are receiving this email, you are currently listed or have requested to be added to the FA WSI Frontier Sponsor List.

We are currently finalizing the "MONTH YYYY" list so please reply to this email by Month Date to confirm that:

"YES"

you would like to remain on the list and you still meet the criteria listed below (HIT REPLY AND STATE "YES")

OR

"NO"

you would like to be removed from the list or you no longer meet the criteria listed below (HIT REPLY AND STATE "NO")

Requirements for a sponsor to be included on the FA WSI Sponsor List for Members in Outlying Areas:

1. Have at least 2 years of continuous abstinence, have completed at least one FA AWOL, and are working with an FA Sponsor.

2. Are willing to respond to a caller who is looking for a sponsor within 48 hours, and if they do not currently have time available, are willing to assist the caller in finding an available sponsor who also meets the requirements.

3. Are willing to be on the list for a minimum of 3 months.

4. Are willing to email sponsorlist@foodaddicts.org or contact the FA WSO office at 781-932-6300 if they want to be removed from the list or if they move or change their phone number.

Also, please check below that we have your correct information (see below):

(If the information below is not correct, out of date or information is missing (YELLOW), please hit reply and send your correct information along with your YES confirmation email) [NOTE: Update Coordinator to Paste Ongoing List Below]

As always…thanks for your service!!!!
12th Step Appendix B

Sample Frontier Sponsor List Sign-Up Sheet

FA WSI Sponsor List for Members in Outlying Areas
SIGN UP SHEET

TO BE INCLUDED ON THIS LIST MEMBERS MUST MEET THE FOLLOWING REQUIREMENTS: YOU:

1. Have at least 2 years of continuous abstinence and have completed at least one FA WSI, and are working with an FA Sponsor.

2. Are willing to respond to a caller who is looking for a sponsor within 48 hours, and if they do not currently have a sponsor, are willing to assist the caller in finding an available sponsor who also meets the requirements.

3. Are willing to be on the list for a maximum of 3 months and are willing to respond by email within 48 hours to confirm renewal of your membership on the list on a quarterly basis.

4. Are willing to send sponsor@frontiersociety.org or contact the FA WSI office at 361 430-6303 if you want to be removed from the list or if you move or change your phone number.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Initial</th>
<th>City</th>
<th>State/Prov.</th>
<th>County</th>
<th>Time Zone</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>Other Language</th>
</tr>
</thead>
</table>
To Members of the Frontier Sponsor List,

SPECIAL NOTE: We have been notified by the WSI office committee indicating that they have received several phone calls from people not able to get a reply from messages they left with members on the FA WSI Sponsor List. This is just a friendly reminder to all on the Frontier Sponsor List that you have agreed to get back to people within 48 hours.

Guidelines and Suggested Practices for Frontier Sponsor List Members

• Prioritize call backs to members calling you from the Frontier Sponsor List ahead of other call backs from your local fellowship to ensure that you are returning their call within 48 hours, per your commitment. New “frontier” members can be easily discouraged when they read the commitment at the top of the page and then find that they do not get call backs from members on the list.

• Even if you are not available to sponsor at this time, be sure to still call members back to let them know that, although you’re not available yourself, you can be their “sponsor finding buddy”. If possible, take them on temporarily or just encourage them to call 5 more members on the list and then call you back to check in (“book-ending” the task). Get their phone number and check in with them for a few days to ensure that they have found a “Frontier Sponsor” who also meets the requirements (2 years abstinence and 1 AWOL).

• Before agreeing to sponsor someone from a distance, be sure to confirm that they are either “on the frontier” (100 miles / 161 km. or more from the nearest FA meeting) OR in an area where they do not have local sponsors available due to very few meetings / a small fellowship. The Frontier Sponsor List is meant to assist members in finding a strong, experienced sponsor from elsewhere if they live in areas with either no sponsors or a shortage of sponsors. If a member is living in an established FA area with many sponsors, suggest that they attend several different meetings and use local meeting phone lists to find a local sponsor.

• It is suggested that you consult with your sponsor prior to committing to be on the Frontier Sponsor List.

• When at meetings, make a written list (or email/text yourself) of the people who are available to sponsor who also meet the Frontier Sponsor requirements (2 years and 1 AWOL). Get their phone numbers after the meeting from the local meeting list and keep that list with you so when people call you and you “buddy” with them, you can suggest that they call one of these people. Sponsoring from a distance requires that members
have more experience than the standard suggested 6 months of abstinence so it’s important to differentiate between new sponsors and sponsors that should be passed on to members on the Frontier.

- Encourage your fellows and sponsees who meet the requirements to add their name to the Frontier Sponsor List.

- Get an international phone plan for your home phone and an international calling card or other service for your cell phone. Many of the members using the Frontier Phone List are from Canada, Europe, Australia and other countries. Calling to these countries can be very reasonable (under 5 cents per minute) with the right calling card/plan. There are new cell phone services that allow you to dial direct, rather than tediously dialing call in & pin numbers to make life even more convenient and safe when using a cell phone. When calling from home, using your computer; there are voice over internet calling services available that provide free national and international calling that can help further to save long distance costs.

- Calling from your cell phone to international destinations can be very expensive without a calling card/plan. Members in your local groups should be able to point you towards cost saving calling card/plan services that operate in your local area.

- Use a website like www.timeanddate.com or a smartphone app to determine the time difference between your city and the city to which you are calling so you don’t end up calling too late or in the middle of the night.
12th Step Appendix D

Universal Language List Update/Confirmation Email

Dear Fellow,

You are receiving this email because you are currently listed or have requested to be added to the FA Universal Language List for members with conversational fluency in a language other than English. We are currently finalizing the {insert date} version of the list. Once the list is updated, a copy will be sent to all members on the list with a valid email address.

ACTION NEEDED:
Please REPLY TO THIS EMAIL by {insert date} to confirm that:

"YES" you would like to remain on the list (HIT REPLY AND STATE "YES") or
"NO" you would like to be removed from the list (HIT REPLY AND STATE "NO")

Those who do not respond will be removed from the list.

Also, please check that we have your correct information (see attached). If the information is not correct, out-of-date, or information is missing (YELLOW), please hit reply and send your correct information along with your YES confirmation email.

As always…thanks for your service!!!!
12th Step Appendix E

Procedure for Requesting Mass Email Sent from FA Office

When the List Manager needs to send a mass email to FA members, the List Manager will send a mass email request to the WSI office chair and office director as a work request. Please allow 2-3 business days for mass email to be sent out. The updated List should be provided to the Office for distribution to the World Service Contacts. The updated List should be provided by the first of the month (monthly (Frontier Phone List) or quarterly (Frontier Sponsor List, Universal Language List), depending on the list) for distribution on the fourth.

The work request should include

1. Subject Line (exactly as it will appear in the mass email)
2. Text or Body of the email (exactly as it appears in the mass email)
3. All Attachments should be provided in its final format. (Note: the ULL final format is PDF)
4. Indicate who should receive this email (i.e. WSI contacts). Include your name and email address if you would like to receive a copy when it goes out.
5. Please send request to Office Director officedirector@foodaddicts.org and copy WSI Office Chair
12th Step Appendix F

Mass Email Sent from FA Office:
Sample Emails

**Updated FA Universal Language List**

Email: officedirector@foodaddicts.org; officedirector@foodaddicts.org
Cc: lpnewman5@yahoo.com
Subject: WORK REQUEST: Universal Language List

EMAIL SUBJECT: Updated FA Universal Language List
DISTRIBUTE TO: WSI Contacts

EMAIL BODY:

WSI Contacts,

Attached is the updated Universal Language List. The Universal Language List contains phone numbers of FA members with conversational fluency in a language other than English and who have requested to be on the list. Please make copies available at your meetings. For questions, email languagelist@foodaddicts.org.

**Updated Frontier Sponsor List**

Email: office@foodaddicts.org; officedirector@foodaddicts.org
Cc: lpnewman5@yahoo.com
Subject: WORK REQUEST: Updated FA WSI Frontier Sponsor List – Month Year

EMAIL SUBJECT: Updated FA WSI Frontier Sponsor List – Month Year
DISTRIBUTE TO: WSI Contacts

EMAIL BODY:

WSI Contacts,

You are receiving this email because you are listed as the WSI contact for your FA meeting. Attached please find the updated [Month Year] WSI Frontier Sponsor List.

WSI meeting contacts should print and maintain copies of the list on their meeting literature tables. Please discard any remaining copies of the [Month Year of Previous List Update] list or other prior lists.

For questions, email sponsorlist@foodaddicts.org
12th Step Appendix G

Thank-a-thon Timeline Procedure Manual

Description of a Thank-a-thon:  A two-hour minimum meeting held on Thanksgiving Day with two or more speakers each having at least two years of abstinence, with a theme of gratitude.

At August Intergroup:  The Intergroup 12th Step Committee Chair or Thank-a-thon Coordinator makes initial announcement to fellowship regarding Thank-a-thons; what they are, how they are organized, and the abstinence requirement for the Contacts and Speakers for each Thank-a-thon.  Suggest that those who have held Thank-a-thons in the preceding year at “regular” meeting locations/times, check in with their meetings to see if they want to hold one again for the current year.  Indicate that the contacts must be willing to have their name & phone number on the FA website and will need to provide their contact information, including their email address to their Intergroup Thank-a-thon Coordinator.  Announce that Thank-a-thon time, location and contact information will need to be received by the Intergroup Thank-a-thon Coordinator.  Announce that Thank-a-thon time, location and contact information will need to be received by the Intergroup Thank-a-thon Coordinator before the September Intergroup meeting.

Immediately Following August Intergroup:  The Intergroup Thank-a-thon Coordinator emails all Thank-a-thon Contacts from previous year Thank-a-thons, requesting they check with their fellows about holding one again, and if so, to determine who the contacts will be, the location and time.  EAI Thank-a-thon Contacts are sent the EAI Thank-a-thon Guidelines by the Coordinator.  Request Contacts reply before September Intergroup.

At September Intergroup:  Make second announcement to fellowship.  Review details of a Thank-a-thon.  Please include the following:

- Thank-a-thon Contacts need to be willing to have their name & telephone number posted on the FA website.

- Ask that the logistics be arranged before October Intergroup: Thank-a-thon Contacts, Speakers, Location, Time

- Intergroup Thank-a-thon Coordinator will be forwarding all flyer information regarding Thank-a-thons to Intergroup 12th Step Chair by October 15

- On November 1, the Web Deadline, U.S.-wide Thank-a-thon Flyer will be emailed to WSI Contacts and posted on the FA website.  Emphasize that a Thank-a-Thon coordinated after the Web deadline of November 1 will not be posted on the FA website.
• Review instructions for publicizing Thank-a-thons, making meeting announcements, and working with the PI Committee to obtain media coverage

**October Intergroup:** Intergroup Thank-a-thon Coordinator announces the *draft* list of all Thank-a-thons. Emphasizes that the deadline will be October 15th for all Thank-a-thons that are to be included in the World Service mailing and the U.S.-wide Thank-a-thon Flyer to be posted on the FA website. (This could be a good opportunity for the Intergroup Thank-a-thon Coordinator to ask their fellowship if there are any additional Thank-a-thons that have not yet been brought to his/her attention.) Coordinators are responsible for verifying the accuracy of all Thank-a-thon information.

**On or before October 15:** Intergroup Thank-a-thon Coordinator emails the *finalized* list of Thank-a-thons to their Intergroup 12th Step Committee Chair for review and approval. Before the U.S.-wide Thank-a-thon flyer can be finalized, all Intergroup 12th Step Committee Chairs must sign off on the list of Thank-a-thons to be held within their respective Intergroup. This is to ensure accuracy of the list before it is forwarded to WSI 12th Step Committee Chair for posting on the FA website. All criteria must be in place for each of the Thank-a-thons listed (i.e. location secured, contacts & speakers confirmed).

**October 18:** Last day for Intergroup 12th Step Committee Chairs to confirm the final list of Thank-a-thons to be held within their Intergroup. This confirmation is to be done by email to the WSI Thank-a-thon Chair. Intergroup lists are then submitted to WSI 12th Step Committee secretary who will combine the list to create the U.S.-wide Thank-a-thon flyer.

**October 23:** WSI Thank-a-thon Chair submits work order with the U.S.-wide Thank-a-thon Flyer to WSI Office to meet the November 1st deadline to send the flyer to WSI meeting contacts and have it posted on the FA website.

**Four weeks prior to Thank-a-thons:** Intergroup Thank-a-thon Coordinator emails the Thank-a-thon Meeting Format to all contacts. EAI contacts are also sent the EAI Thank-a-thon Guidelines and the local Thank-a-thon meeting template for literature table. If there are any additional instructions for the contacts, they should be sent at this time.

**One week following Thank-a-thons:** The Intergroup Thank-a-thon Coordinator sends follow-up email to all contacts, requesting information regarding number of attendees, newcomers, newcomers who obtained sponsors, and confirming that the 7th Tradition is to be handled in the regular manner.

**December Intergroup:** Thank-a-thon follow-up report is given to each fellowship by the Intergroup Thank-a-thon Coordinator or Intergroup 12th Step Committee Chair. The report should include the number of Thank-a-thons held, number of attendees throughout their local fellowship, number of newcomers and how many got sponsors that day, if known. This is a great time to review what worked and what didn’t work. It would be great if a follow-up email could be forwarded by the Thank-a-thon Coordinator to the Intergroup 12th Step Committee Chair, sharing “what worked and what didn’t work”, so that ideas could be noted for the following year.