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

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 WSB 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.
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, sub-committee 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. Policies & Procedures
   f. from these meetings 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 Sub-committee

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 sub-committee 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 sub-committee chair.

3. **Membership Responsibilities** Members will meet on a regular basis to create the guidelines. Once the document is posted on the web, the sub-committee will meet on a quarterly basis to review and update the document with frequently asked questions.

E. Policies and Procedures Subcommittee

The SGSC chair will appoint the Policies & Procedures sub-committee chair from the core group.

1. **Charge**
The policies & procedures subcommittee reviews the SGSC goals and procedures document annually and updates goals and procedures as necessary.

2. **Make-Up and Selection Process**
Subcommittee members are selected by the SGSC chair.

3. **Membership Responsibilities**
The Policies & Procedures subcommittee meets at least twice a year to review and update policies and procedures.
**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 leads conference calls.

*connection Vice Chair:* Works with core committee members to ensure timely magazine production. Also works with OC and printer to coordinate subscription data and resolve subscription 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*, *The Chicago Manual of Style* and Strunk and White’s *The Elements of Style* (Fourth Edition) as editing references. Creates headlines for articles and proofs magazine for publishing.

**Editorial Advisory Subcommittee:** Reviews each magazine once published and gives feedback. Available for editorial questions.

**Archivist:** Maintains and organizes a catalog of edited contributor articles. Pulls articles to be included in the upcoming *connection* issue.

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

**Design Subcommittee:** Oversees look of magazine, creates layout and prepares files for publication of magazine by printer.

**Designer:** Creates layout and prepares files for publication of magazine by printer.

**Writing Team Coordinator:** Works with Writing Team Leaders (WTLs) to help them gather articles for publication in accordance with the needs of the magazine.

**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.

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.

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.

Hotel Logistics Subcommittee: Most likely this will be one person who in concert with the Convention 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.

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.

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).

Activities Subcommittee: 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 Procedures

Charge

The literature committee (LC) oversees the ideation, creation, development and maintenance of pamphlets, books, CDs and other literature used, within the FA fellowship (except connection magazine, the PI Kit and any newsletter produced by a WSI committee). The committee 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 speaker CDs, 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 publication.

Committee Make-up & 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 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 is comprised of a committee secretary and chairs of the following Sub-committees: Speaker CD, Language Translation, Publication, and Writing/Editing. In collaboration with the LC chair, each sub-committee chair makes recommendations and seeks approval from the LC chair for its sub-committee membership.

C. The committee secretary and all Sub-committee chairs of the LC must have a minimum of six years 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 continue to be actively involved in AWOLs during their period of service. Sub-committee members’ membership requirements are detailed below under each Sub-Committee Make-Up and Selection Process section of the LC Procedures.

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1 Refer to FA/WSI Continuing Effects Motion Manual/Literature Process Policy/May 2009
Discussions & 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 which it addresses.
2. Unless an urgent response is needed, the chair of the LC, or 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 WSB secretary with most current name, address, telephone number and e-mail address.
2. Oversees all LC functions and projects.
3. Serves as an ex-officio member of all LC sub-committees.
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 Sub-committee members. The chair also distributes to the WSB secretary a separate running roster of all members (including past members) who have served and their dates of appointment.
8. Assigns the 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 quarterly and annual written report of LC activities to the WSB 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 (e) mailing.
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 to the webmail site (to manage and respond to email sent to literature@foodaddicts.org) and oversees the secretary who
checks email on a regular basis, responding to members within a timely manner (currently on a weekly basis). See Addendum G.

15. Creates secure password to access email site. Changes password if there is a change in secretary.

16. Communicates password to incoming LC chair when term of office expires.

17. Submits any expenses incurred for LC business to the World Service Board 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 of action, may be declared vacant by majority vote of the LC.

B. LC discussions are held in confidence by members of the committee.
Secretary and Sub-committee Chair Selection Process

1) Secretary

Membership Make-up & Selection Process

The LC chair appoints the secretary. S/he must have a minimum of six years 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 continue to be actively involved in AWOLs during his/her period of service.

2) Speaker CD Sub-Committee

Membership Make-up & Selection Process

The LC chair appoints the sub-committee chair. S/he must have a minimum of six years 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 continue to be actively involved in AWOLs during his/her period of service.

3) Language Translation Sub-Committee

Membership Make-up & Selection Process

The LC chair appoints the sub-committee chair. S/he must have a minimum of six years 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 continue to be actively involved in AWOLs during his/her period of service.
4) Publication Sub-Committee

Membership Make-up & Selection Process

The LC chair appoints the sub-committee chair. S/he must have a minimum of six years 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 continue to be actively involved in AWOLs during his/her period of service.
5) Writing/Editing Sub-Committee

Membership Make-up & Selection Process

The LC chair appoints the sub-committee chair. S/he must have a minimum of six years 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 continue to be actively involved in AWOLs during his/her period of service.

**LC Secretary Procedures**

**Charge**

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

**Secretary Selection Process**

The secretary is selected by the LC chair. There is no established limit to the number of terms h/she serves.

**Secretary Membership Responsibilities**

1. The secretary provides the LC chair with most current name, address, telephone number and e-mail address.
2. The secretary attends scheduled LC meetings.
3. The 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 World Service Board. The procedure for taking minutes can be found in *Addendum B*. 
4. The Secretary collaborates with the LC chair and LC sub-committee chairs in development and revision of LC Policies and Procedures.

5. The Secretary receives access from the LC Chair to the literature@foodaddicts.org webmail site. See Addendum G.

6. The 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 Secretary submits any expenses incurred for Sub-committee business to the LC chair using the approved reimbursement form.

8. The Secretary collaborates with the LC chair and LC sub-committee chairs to develop a budget.

9. The Secretary serves as the “gatekeeper” of parking lot issues (i.e. issues set aside for later).

**Speaker CD Sub-Committee Procedures**

**Charge**

The speaker CD sub-committee (SCDS) develops CDs to help carry the message of recovery to individual members, for FA members on the frontier where there are few or no meetings, and for groups who wish to play CDs at their meetings.

**Sub-Committee Make-Up and Selection Process**

The speaker CD sub-committee chair is selected by the LC chair, and the sub-committee chair appoints members in consultation with the LC chair. Members must have a minimum of five years 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 continue to be actively involved in AWOLs during his/her period of service. The committee functions best with between 3-4 people, with no established limits to the number of people or to the terms they serve.

**Sub-Committee Membership Responsibilities**

1. The sub-committee chair provides the LC chair with most current name, address, telephone number and e-mail address.

2. The sub-committee chair oversees all sub-committee functions and projects.
3. The sub-committee 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 sub-committee chair attends scheduled LC meetings.

5. The sub-committee chair recommends FA members to LC chair for sub-committee membership.

6. The sub-committee chair maintains a directory with names, addresses, email addresses, and phone numbers for all current members of the committee.

7. The sub-committee chair assigns a designee to take minutes at every meeting and to disseminate those minutes to Sub-committee members for approval at the next meeting. Minutes are sent to the LC chair for incorporation into reports for the WSB.

8. The Sub-committee chair collaborates with the LC chair and other LC sub-committee chairs in development and revision of Literature Committee Policies and Procedures.

9. The sub-committee chair submits any expenses incurred for Sub-committee business to the LC chair using the approved reimbursement form.

10. The sub-committee chair collaborates with the LC chair and other LC sub-committee chairs to develop a budget.

11. The sub-committee chair assures that the LC procedures are followed with respect to selection of speakers for CDs, including not using the names of members who record their stories in the recording of the CDs on the physical CDs or packaging.

12. The sub-committee coordinates recording of new speaker CDs at FA conventions with approval of the WSB executive committee on all speakers selected and titles for FA stories recorded to CDs. The WSB executive committee approves titles as grammatically correct and appropriate. They are not expected to judge whether or not they 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 speaker CDs can be found in Addendum C.

13. The vendor will process the recording, and provide provisional rough copy CDs to both the FA WS Office Director (one copy), and to the CD sub-committee chair (five copies). Once the recording has been approved by the sub-committee chair, the WS Office Director will initiate the distribution process.

14. The vendor will provide the sub-committee chair with digital links that will enable downloading of the recording directly from the vendor website.

15. Note: The Sub-committee works with the language translation sub-committee to review the CDs in languages other than English to assure that titles are correctly translated on the CD. The committee assures that the disclaimer on the bottom of the CD is translated into the language of the CD (The opinions and views expressed herein are the speaker’s only and do not represent those of FA as a whole).

16. The sub-committee 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 do so, the WSO may provide the FA member requesting such information with the name and phone number of the
speaker. A statement is on the CD which reads: Contact the FA office if you would like to call the speaker.

17. The sub-committee chair withdraws a CD when becoming aware that the speaker has had a break in abstinence, or has gone back to day one. The sub-committee chair consults with the LC when a CD needs to be withdrawn and notifies the FA office and the WSI Office Committee Chair (to ensure the CD is no longer duplicated and is removed from the website ordering system).

Language Translation Sub-Committee Procedures

Charge

The language translation sub-committee (LTS) works to fulfill the needs of the worldwide fellowship by facilitating the translation of written FA materials into languages other than English.
Sub-Committee Make-Up and Selection Process

The language translation sub-committee Chair is selected by the LC chair, and the sub-committee chair appoints members in consultation with the LC chair. Members must have a minimum of five years 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 continue to be actively involved in AWOLs during his/her period of service. The committee functions well with between 7-10 people, with no established limits to the number of people or to the terms they serve.

Membership Responsibilities

1. The sub-committee chair provides the LC chair with most current name, address, telephone number and e-mail address.
2. The sub-committee chair oversees all sub-committee functions and projects.
3. The sub-committee 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 sub-committee chair attends scheduled LC meetings.
5. The sub-committee chair recommends FA members to LC chair for sub-committee membership.
6. The sub-committee chair maintains a directory with names, addresses, email addresses, and phone numbers for all current members of the committee.
7. The sub-committee chair assigns a designee to take minutes at every meeting and to disseminate those minutes to sub-committee members for approval at the next meeting. Minutes are sent to the LC chair for incorporation into reports for the World Service Board.
8. The sub-committee chair collaborates with the LC chair and other LC sub-committee chairs in development and revision of Literature Committee Policies and Procedures.
9. The sub-committee chair submits any expenses incurred for Sub-committee business to the LC chair using the approved reimbursement form.
10. The sub-committee chair collaborates with the LC chair and other LC sub-committee chairs to develop a budget.
11. The sub-committee chair assures that the LC procedures are followed with respect to translation of written materials into other languages. See Addendum D.
12. The Sub-committee 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 sub-committee works closely with the publication sub-committee.
14. The sub-committee provides the current list of translated materials on an LC-approved spreadsheet and forwards same to LC chair, publication sub-committee chair, and FA office.

Publication Sub-Committee Procedures

Charge

The publication sub-committee (PS) 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).

Sub-Committee Make-Up and Selection Process

The publication sub-committee chair is selected by the LC chair, and the sub-committee chair appoints members in consultation with the LC chair. Members must have a minimum of three years of continuous current FA abstinence, knowledge of the Twelve Steps and Twelve Traditions of FA, 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 continue to be actively involved in AWOLs during his/her period of service. The committee functions well with between 3-5 people, with no established limits to the number of people or to the terms they serve.

Sub-Committee Membership Responsibilities

1. The sub-committee Chair provides the LC Chair with most current name, address, telephone number and e-mail address.
2. The sub-committee chair oversees all sub-committee functions and projects.
3. The sub-committee 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 sub-committee chair attends scheduled LC meetings.
5. The sub-committee chair recommends FA members to LC chair for sub-committee membership.
6. The sub-committee chair maintains a directory with names, addresses, email addresses, and phone numbers for all current members of the committee.
7. The sub-committee chair assigns a designee to take minutes at every meeting and to disseminate those minutes to sub-committee members for approval at the next
meeting. Minutes are sent to the LC chair for incorporation into reports for the World Service Board.

8. The sub-committee chair collaborates with the LC chair and other LC sub-committee chairs in development and revision of LC policies and procedures.

9. The sub-committee chair submits any expenses incurred for Sub-committee business to the LC chair using the approved reimbursement form.

10. The sub-committee chair collaborates with the LC chair and other LC sub-committee chairs to develop a budget.

11. The sub-committee 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 Publication Procedures, Addendum E.

12. The sub-committee works closely with the writing/editing sub-committee, the language translation sub-committee and the design committee.

13. The sub-committee provides the current list of all LC generated written, published materials on an LC-approved spreadsheet and forwards same to LC chair and FA Office.

Writing/Editing Sub-Committee Procedures

Charge

The writing/editing sub-committee (WES) reviews and develops new literature requests received from the LC chair. The sub-committee reviews existing literature periodically, makes recommendations to the LC regarding creation of new literature, and revision or withdrawal of existing literature.

Sub-Committee Make-Up and Selection Process

The writing/editing sub-committee chair is selected by the LC chair, and the sub-committee 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, 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 continue to be actively involved in AWOLs during his/her period of service. The committee functions well with between 3-6 people, with no established limits to the number of people or to the terms they serve.
Sub-Committee Membership Responsibilities

1. The sub-committee chair provides the LC chair with most current name, address, telephone number and e-mail address.
2. The Sub-committee Chair oversees all Sub-committee functions and projects.
3. The Sub-committee 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 sub-committee chair attends scheduled LC meetings.
5. The sub-committee chair recommends FA members to LC chair for sub-committee membership.
6. The sub-committee chair maintains a directory with names, addresses, email addresses, and phone numbers for all current members of the committee.
7. The sub-committee chair assigns a designee to take minutes at every meeting and to disseminate those minutes to Sub-committee members for approval at the next meeting. Minutes are sent to the LC chair for incorporation into reports for the World Service Board.
8. The sub-committee chair collaborates with the LC chair and other LC sub-committee chairs in development and revision of Literature Committee policies and procedures.
9. The sub-committee chair submits any expenses incurred for sub-committee business to the LC chair using the approved reimbursement form.
10. The sub-committee chair collaborates with the LC chair and other LC sub-committee chairs to develop a budget.
11. The sub-committee chair assures that the LC procedures are followed with respect to editing of written materials. See Addendum F.
12. The sub-committee 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 Motion Manual.
13. The sub-committee chair coordinates the process of reviewing existing literature.
14. The sub-committee chair collaborates with the publication sub-committee in withdrawing stories from the FA book when becoming aware that the FA member has had a break in abstinence.
Addendum A Literature Committee and Sub-committee Application Process

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

All members of the Literature Committee (the Literature Committee is defined as the chairs of its subcommittees and a committee secretary) must have a minimum of six years 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 must continue to be actively involved in AWOLs during their period of service. The Literature Committee defines the abstinence requirements for each of its sub-committees.

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 Literature Committee chair by emailing literature@foodaddicts.org.
4. As noted above, applications must be emailed to literature@foodaddicts.org. The Literature Committee chair will speak with all applicants by telephone prior to appointment.
5. Please note that all applications will be considered.
Literature Committee and Sub-committee 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.
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 Sub-committee 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 Sub-committee 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 (the two longer months being abbreviated “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:

Lit Com April Min 13 0408 [Literature Committee minutes for April, dated 4/8/13]

Lit Com Oct Agenda 13 1002 [Literature Committee Agenda for October, dated 10/2/13]
Addendum C Speaker CD 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 of the forms and information you will need.

Selecting speakers to record for the FA CD 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 sub-committee 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 sub-committee’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, completion of two FA AWOLs as defined in Article II, Section 3 of the Bylaws within the current term of abstinence, and demonstrate physical, spiritual and mental recovery, in that they:
   - Have a credible body size;
   - Bring a spirit of strength and good-will 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 SCDS members who have met the sub-committee’s membership requirements and who can understand the language of the speaker being recorded, need to listen to the CD afterward to approve. To this end, it would be important to let the speaker(s) know beforehand that their CD 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 SCDS who can understand the language of the speaker being recorded, the chair of the SCDS may appoint two speakers who have previously recorded a CD in the same language to listen to the newly recorded CD(s).
Note: The SCDS has the right - and responsibility - to use its own best judgment as to whether the story recorded on the CD will help reach a newcomer and enhance the work of FA. It is the responsibility of the sub-committee to inform the person being approached to record their story that the final decision of whether the CD is made rests within the auspices of the LC.

**CD RECORDING TIMELINE AND INSTRUCTIONS**

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 of the forms and information you will need.

**Recording speakers for the FA CD/Tape library (Timeline is For June Business Conference; for Fellowship use similar intervals of time)**

1. Fall of Prior Year: CD committee 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. 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 you can’t be there I think there should be 3 volunteers: one who is “in charge” of the recording, and 2 assistants. See duty breakdown below and on “Day of Recording Instructions” document.
7. April-May: Work out any kinks with Fleetwood/hotel/conference 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**

9. Day of: There should be an “in charge” person plus 2 volunteers: a timer and door watcher.

10. Arrive ½ 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.

11. Either yourself 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 signs, "Meeting is being recorded." (Note there may be more than one door)
   - Ensure that the speakers receive a copy of their cds, the disclaimer form, the title form and a stamped addressed envelope before leaving.
   - Provide email of speaker and CD committee chair to sound engineer so that speaker and chair also receive a link to the digital version of the recordings.
   - Remind speakers 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 you or the “in charge” volunteer during the convention or mail them in the envelope provided within 1 week from their recording. Inform the speakers that the forms must be received so that the process can be completed.

The Door keeper volunteer should:

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

The Time keeper volunteer should:

   - Have a reliable watch, preferably with a second hand;
   - Sit in the front row or other clearly visible please with the copies of the “5 minute” and “1 minute” signs.
   - Hold the signs up discreetly and make sure the speaker sees them at the appropriate times.
12. Each speaker qualifies for 35 minutes.

FA Literature Committee

CD 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: ____________________________________

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

Pricing and description for above section:

1. 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 CD 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 CD 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
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.
Quiet Please!

Recording

In Progress
5 MINUTES LEFT
1 MINUTE LEFT
LETTER TO QUALIFICATION SPEAKERS

Thank you for your commitment to having your qualification recorded at the upcoming convention. We are providing you with information about what you can expect at the session and some guidelines to help make a recording that will be most beneficial to the fellowship.

The recording will take place in the [name of room to be used for recording]) at the [name of hotel where recording will occur], the site of the [Year of convention] [Business or Fellowship] Convention. Please come 15 minutes ahead of your scheduled recording time so that you may ask any questions before the meeting begins.

You will have 35 minutes to tell your story. There will be a timekeeper who will signal you when you have five minutes left and one minute left to speak. There will also be a volunteer at the door to keep background noise to a minimum.

In order to preserve anonymity, the initial greeting in the meeting format will read as follows: “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.”

Keep your focus on food addiction and share how you live your recovery in FA. Speak about what it was like before FA so your audience knows you “qualify” as a food addict, but also
allow time to share how you have used FA recovery and the twelve steps in your daily life. If your story includes other programs for weight control or eating disorders, it is suggested that you refer to them in a general way such as “another twelve step program for food” rather than “OA”; or “a popular diet program” rather than “Weight Watchers”. If your recovery includes coming off certain medications (e.g. diabetic, hypertensive or psychiatric meds) this may be useful to mention, but remember that we are not doctors and do not prescribe. If letting go of medication is part of your story, avoid giving the idea that you were able to do this without the guidance of a physician. Remember that your recording is aimed mainly at the newcomer. Please do not read FA conference approved literature or any other literature during your qualification. Be yourself, keep it simple, share experience, strength and hope.

After the recording session you will receive a copy of your recorded qualification, a Recording Library Disclaimer form, a Recording Title Generation form and a stamped addressed envelope to return the forms. Please review your recording, compose a title if you wish (this will be used instead of your name to denote your story), complete the disclaimer form and return the forms within two weeks. You may prefer that the Speaker Recording Sub-committee provide a title for your recording. If that is your choice, we will contact you before finalizing any title. The Speaker Recording Sub-committee will submit its recommendation regarding each recording to the Literature Committee, which has oversight of qualification recordings. The World Service Board has final approval of all titles and recordings. Recording of your qualification does not guarantee that it will be published.

If there are any changes to your address, email or phone number, please notify the Speaker Recording Sub-committee Chair at [insert Speaker Recording Sub-committee Chair email address] and FA Office, via email, so that we may keep this information up-to-date on our speaker recording database.

At any time in the future, if you have a break in abstinence or otherwise "go back to day one" please email the Speaker Recording Sub-committee Chair at [insert Speaker Recording Sub-committee Chair email address] or call the FA Office so that we can withdraw your recording from the website ordering system. In addition, please note that you may be contacted by the FA Office committee periodically, as they update their records. Please respond as promptly as possible to any inquiries about updated contact information, etc.

If you have any questions, please contact the Speaker Recording Sub-committee Chair at [insert Speaker Recording Sub-committee Chair email address].
In grateful service,

Speaker Recording Sub-committee Chair

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**Addendum D Language Translation Procedure**

**General Principles**

Any translation of the FA meeting format, meeting guidelines, FA conference-approved literature, FA web-site or any FA language used by WSI for FA members or for members of the general public requires a two-step process; initial translation by a professional translation service and a careful check of the translation by at least two FA members, each with a minimum of five years 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 that which is already approved by AA. If no such approved translation exists, the process will proceed to translate quotations from the Big Book as accurately as possible.

**Procedure**
1. The LC is responsible for considering requests for translations based on “need”:
   - 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 to another language.
3. The language translation sub-committee chair (LTS), obtains an estimate of the costs to prepare the material (please see Addendum E as the publication sub-committee 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.
4. Material is sent to translation company (currently NewTypeInc) for financial and time estimates.
5. Translated material is returned to the LTS chair who delegates review of the translated material to the LTS for final editing.
6. The LTS chair returns any necessary changes to the translation service which makes any needed corrections.
7. The LTS chair notifies LC chair that the translated material is ready for approval by the Literature Committee.
8. The LC makes a recommendation to the WSB that the document be accepted and be made into an official FA document.
9. If further editing is required, steps 5 and 6 are followed until no further editing is required.
10. After all approvals are completed, then the publication procedure commences as follows.
11. If the material is a pamphlet, the Language Translation Sub-committee (LTS) forwards the WSB-approved translated material to the publication sub-committee (LPS) who prepares the pamphlet for publication.
12. If the material is not a pamphlet, but a document that is to be posted on the website (such as the Spanish 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, 2013” [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.
13. 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
Addendum E Publication Procedures

Non-Pamphlets

1. The publication sub-committee chair (PS) works with the Design Committee through the FA office director to obtain an estimate of the costs to prepare the material (if any). 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.
2. If there is no cost associated and the work can be done by a qualified FA member selected by the PS (such as creating or updating the Meeting Tri-fold template in another language), the material is sent to the FA member who can create or edit the material.
3. If there is a cost associated with it, the material is sent to the Design Committee through the FA office director.
4. Material is returned to the PS chair who delegates review of the material to the PS for final editing.
5. The PS chair returns any necessary changes to the FA member or FA office director who requests the Design Committee make any needed corrections.
6. The PS chair notifies LC chair that the material is ready for approval by the Literature Committee.
7. The LC makes a recommendation to the WSB that the document be accepted and be made into an official FA document (or be approved if updating a currently approved FA document).
8. If further editing is required, steps 4 and 5 are followed until no further editing is required.
9. After all approvals are completed, then the publication procedure commences as follows.
10. 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, 2013’ [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. See Language Translation Procedure for materials that need to be translated into other languages.
11. If the material is already published and needs a revision, 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
Pamphlets

1. The WES is responsible for preparing and finalizing the draft content of the pamphlet and sending the draft MS Word document to the Literature Committee for review and approval.  

(Note: The FA logo and standard text on the cover, the Twelve Steps and Twelve Traditions and text on the inside last pages, the “What is FA”, “Who Joins FA” and “Does the program really work” text, FA logo, “FA World Service Conference-Approved Literature” and date (formatted sample: Revised January 2012) printed on the back cover of the pamphlets are retained). WES ensures that the FA address, phone, website and email information are current. Once the LC has approved the draft document, then the publication procedure commences as follows.

2. The Publication Sub-committee (PS) in collaboration with the Design Committee (DC) prepares the pamphlet for publication. The FA office director is the coordinator of communication between the PS and DC. The DC is involved in all design decisions:
   - PS and DC choose a size, layout and font size for the pamphlet. This should be the standard size unless there are other circumstances.
   - PS and DC choose a color for the pamphlet and make a recommendation to the Literature Committee for approval. If it is a new pamphlet, a new color should be chosen that stands out from the others.
   - The PS chair sends the board-approved MS Word document to the Design Committee via the FA office director.
   - PS and DC, in collaboration with the LC chair, obtain an estimate of the costs to prepare the pamphlet as a print-ready master. If this cost is within the budget already established for this project, the LC chair will approve it. Otherwise, the LC chair follows the standard procedures for WSI committees regarding financial matters (see WSB procedures).

3. When the layout proof is ready, the PS chair, the WES chair (WES), the DC chair and two others chosen by the PS chair and WES chair (cc the LC chair) proof the document (if the document is in a language other than English, the PS chair forwards to the LTS chair who will delegate review to a designated subcommittee member). The document is also sent for review to two Board members, which may or may not be two members of the Executive Board.

4. If further editing is required, the PS chair sends the layout proof to the WES chair who coordinates the revision, using the procedure in Addendum F. Once the changes are incorporated into the layout proof, the PS chair sends it back to the DC who creates a new layout proof.

5. When the new layout proof is ready, the reviewers identified in step 3 proof this revision.

6. If further editing is required, steps 4 and 5 are followed until no further editing is required.

7. If no further editing is required, the PS chair requests an Adobe and Word document version of the pamphlet from the Design Committee and sends both versions of the approved document electronically to the LC chair.
8. The LC chair sends the final proof to the Board for review and approval. If further editing is required, then it is returned to step 4, 5, 6, and 7.
9. If no further editing is required, the LC chair sends the final revision to the Board, unless the Board deems unnecessary. Once all approval have been obtained, then the PS chair sends the approved document to the WSI office committee chair, the FA office and the FA office director for publishing.
10. The office committee is responsible for the production, pricing and sale of the pamphlet.
   - The office coordinates sending the document to the printing company (currently: JosephMerritt & Co or JMCo) for a print proof.
   - When the print proof from the printer (JMCo) is ready, the office, the Executive Committee (President, VP, Secretary, Treasurer) the PS chair, and a designated LC member complete the final print-proof (receive mailed versions of the draft pamphlet). When finished, the document is approved for printing.
   - The office negotiates with JMCo to determine cost (depends on the number of pages, the layout, and color). The office works with the Treasurer to recommend a list price to the finance committee. The finance committee reviews the background information and provides their recommendation regarding pricing to the Executive Committee. The Executive Committee gives final approval for pricing. It’s ideal to keep the price of the new pamphlet the same as the prices of the existing pamphlets.
   - The office, the online sub-committee and treasurer work together to get the pamphlet integrated into the online order system and into the office financial records and tested, so that the pamphlet may be ordered on the FA website. This includes setting up the software so that the printer (JMCo) is notified when an order is placed. It also includes setting up the financial system to include the new pamphlet.
   - The office committee chair coordinates the drafting of an email letter, with input from the LC chair, to the fellowship to notify them of the new pamphlet. The letter is reviewed by the Executive Committee. The office sends the letter to the fellowship.
FA Book

Pre-publishing:

1. Before the book is published, if the writer of a story breaks his or her abstinence, the story will be withdrawn. There is no set procedure for identifying writers who have had a break. For example, we did not ask people who submitted stories to contact the LC if they had a break. Therefore, our committee will rely upon voluntary notification from the writers who broke their abstinence or the fellowship.
2. If a person is identified as having a break, the LC chair, the WES chair, and the PS chair should be notified.
3. Usually, the story will simply be omitted before the book is published. However, if the WES chair or the LC chair thinks there is a compelling reason to replace the story (for example, both bulimics broke their abstinence and we want bulimics represented in the book) they will make a recommendation to the Executive Committee for a replacement story.

Post-publishing:

The WES chair will be maintaining notes on possible revisions for the next edition. These notes will include any members who have broken their abstinence. The notes will be passed on to the next WES chair so that s/he can withdraw the stories before the publication of the next edition.
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 his/her 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 or secretary, if the LC chair wishes to set it up this way.* The following procedures should be used.

Procedure

1. Email received in your personal email account which has been forwarded from the [literature@foodaddicts.org](mailto:literature@foodaddicts.org) email account.
2. To Reply, you will have to log in to [http://mail.foodaddicts.org](http://mail.foodaddicts.org)
3. The username is: literature@foodaddicts.org
4. The Password is: wsi901. If the LC chair changes the password, it must be communicated to the next LC chair prior to 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, materials related to each service body of FA, and offers interactive transactions pertaining to online ordering, convention registration, and intergroup/chapter event registration. The WSO interfaces with the WSI treasurer to determine pricing for items that are sold by WSI (literature, CDs, 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 Area/Frontier representatives to ensure meeting and meeting contact information on the website is accurate.

Online Subcommittee (OS): The OS reviews requests for changes to the website. It is responsible for prioritizing projects and providing recommendations regarding the use of the website budget. Uses input from PI Committee, Design Committee, and Finance Committee members as needed. Reviews and evaluate requested projects and Office planned projects for priorities and budgetary impact.

Secretary & Documentation Subcommittee (S & DS): The S & DS records information for Office Committee meetings, sends emails to committee members as needed, maintains a committee membership list with contact information and role. Assists the Office Committee Chair in documentation work (including coordinating and writing policies and procedures). Assists the WSO office with phone and email response to the general public, maintains an updated CD Speaker Contact list, and establishes and maintains a meaningful archive of FA Historical information.

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.

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 WSI internet website at www.foodaddicts.org.

Fact File Subcommittee: The charge of the fact file subcommittee is to create, publish and maintain a current “FA Fact File” which will be FA Conference-approved literature and will serve as a quick and easy reference to provide basic informational material on the FA Fellowship to all interested parties.

Census Subcommittee: The charge of the fact file subcommittee is to create, publish and maintain a current “FA Fact File,” a WSB-approved document, which will serve as a quick and easy reference to provide basic informational material on the FA Fellowship to all interested parties.

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.

Mediawatch Subcommittee: The charge of mediawatch subcommittee is to provide a mechanism for FA to respond to relevant stories in the media in order to educate the media community of the existence of FA.

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 2-3 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 of the breadth of membership and the length of abstinence within the FA fellowship.

Weblinks and Employee Assistance Program (EAP) Subcommittee: The charge of the weblinks and EAP subcommittee is 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. The result of an increased number of FA links posted on the web will increase the presence of the FA website in search engine search results.

Healthcare Subcommittee: 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 national conferences and major health fairs and by contacting prominent doctors and experts in the field of food addiction.
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, 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, a vice chair, 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. Quorum consists of the majority of the members (excluding the chair).

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

4. 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.

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 vice chair of the TRC assists the chair and assumes responsibilities designated by the chair.

2. The TRC secretary takes minutes at every meeting and disseminates those minutes to committee members for approval at the next meeting. Minutes are also sent to the WSI chair and archived in the FA Office. The TRC secretary compiles and maintains an index of all traditions issues and responses. The secretary also maintains a directory with names, addresses, email addresses, phone numbers and dates of appointment for all current members of the committee. The secretary also keeps and distributes a separate
running roster of all members (including past members) who have served and their dates of appointment.

3. The TRC meets monthly, on the first Sunday of the month, unless there is no business to discuss. It is suggested that no member miss two consecutive meetings. 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. 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.

4. 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 sixty days.

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, 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. Unless an urgent response is needed, the chair of the TRC will respond to the initiating person/group within sixty days after the meeting at which the committee reviews the issue. At its discretion, the TRC discusses responses with the WSB.
5. After an inquiry has been considered by the TRC and a resolution or response determined, the TRC chair or chair’s designee will 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.

6. The TRC chair presents a quarterly and annual report to the WSB detailing all responses to traditions issues. Responses to all inquiries are sent to the WSB via the minutes sent to the WSI chair.
Twelfth Step Committee (12th Step)
The 12th Step encourages service among FA members and helps meetings and individuals to implement strategies to carry the message of recovery through personal contact. The committee serves as a resource to support those within the fellowship who ask for help. We provide outreach to FA members who are isolated due to distance, language barriers or physical constraints. The Twelfth Step Committees include Frontier, Communications and Meeting Effectiveness, Safety & Accessibility (MESA).

Chair Responsibilities
The 12th Step chair oversees the Twelfth Step Service Council and Committee, sets the agenda for 12th Step calls, facilitates meetings, selects members for the committee and subcommittees, acts as an information resource, 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 must have completed an AWOL.

Membership Responsibilities
The Twelfth Step Service Council 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, 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 bi-monthly on the third Sunday at 7 pm ET. Committee meetings are held annually at the WSI business convention and as needed. Typically the Service Council functions well with 12 people.

Subcommittee Chair Selection Process
Twelfth Step subcommittees include Communications, FA 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) Communications 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 Procedures**

**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 is 100 miles / 161 km. from an 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 Frontier Sponsor Distribution Manager, Communications 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 7-10 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 bi-monthly Twelfth Step Service Council meetings and reporting on the subcommittee’s activities, and preparing a written and oral report for the 12th Step chair 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 100 miles / 161 km. or more from the nearest 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 1 FA AWOL, continues to participate in ongoing FA AWOLs and is working with an FA Sponsor. The Frontier Communications Liaison works with the FPL Coordinator to write a short article 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 website by going under the Members tab and then under the Twelfth Step tab and then click on 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. Members without access to email provide their last name and mailing address so the list can be mailed out to them. Members without email addresses are shown as “no email” in the email column on the list. Members also have the option of not listing their email address. These are shown as “unlisted” in the email column.

2. 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 so as to protect members who want their email address unlisted.

3. Blind copies of the email are sent to the Frontier subcommittee members, the WSI 12th Step chair and the WSI OC.

4. 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.

5. 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.

6. 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 Communications

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 Communications Liaison writes the article, or arranges with fellows to have the article written. The article 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.
Frontier Sponsor List Procedures

Charge

The Frontier Sponsor List (FSL) 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 on the frontier (100/161 km from an 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 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 5 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 FSL

1. The list is created using Microsoft Excel and includes a number of 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 FSL Update Coordinator found out about the new member), and other phone numbers not to be shown on the FSL.
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 FSL.

5. The FSL is distributed in PDF format only.

**B. FSL 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 FSL is updated quarterly, and every list member must confirm that they continue to meet the four criteria listed in the above section. See 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 – Twelfth Step tables are 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 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 FSL Update Coordinator will add the new names to the “ongoing” list.

3. The FA office sends contact information for interested potential FSL 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 FSL that is kept up between quarterly distributions. When the time comes to distribute list, all members, including newcomers are sent the reconfirmation email in Appendix A.

E. Distribution

1. The FSL is distributed monthly in the same email as the FPL. The FPL 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 Appendix E & F (see FSL 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 Frontier Sponsor List Members”. A sample of these guidelines can be found in 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 Frontier Sponsor List. These emails are directed to the FSL 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 FSL, 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.
**Communication Subcommittee Procedures**

**Charge**

To encourage service within FA and to bring the circle of FA fellowship closer via an e-newsletter.

**Communications Subcommittee Make-Up and Selection Process**

The communications subcommittee publishes the Gratitude in Action email newsletter and oversees the compilation, maintenance and distribution of the Universal Language List (a list of FA members who have conversational fluency in language other than English and who have requested to be on the list). The 12th Step committee chair appoints the communications subcommittee chair who then appoints members for the communications subcommittee, in consultation with the 12th Step committee chair, to help with content, generation and distribution.
Gratitude in Action Procedures

Membership Responsibilities

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

The Communications 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 either write if needed. The subcommittee also locates two reliable proofreaders and provides the editor with needed support. The editor is responsible for making decisions about specific content for each issue, choosing stories 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 registered FA members and WSI contacts.

B. Content development

The communications subcommittee generates the GIA e-newsletter. The GIA includes introduction of a specific topic for each issue as well as tips and guidelines. The e-newsletter also includes stories on the designated topic, questions from readers about the topic, and questions for members in outlying areas and on the frontier on how they can write stories for future issues, i.e. on their experiences with how they used the topic from the previous issue.

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 12th Step Committee Chair who approves it on behalf of the Committee and the WSB.

C. 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.

**Universal Language List Procedures**

**Charge**

The Universal Language List (ULL) is a phone list of FA members who have conversational fluency in a language other than English 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 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 so as 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 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
Meeting Effectiveness, Safety & Accessibility Subcommittee (MESA) Procedures

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 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.

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.
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!!!!
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:

1. Have at least 2 years of continuous assistance, have completed at least one FA-AWSCL, and are working with an FA Sponsor.
2. Are willing to respond to a caller who is looking for a sponsor within 8 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 6 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 email spotters@frontierstatistics.org or contact the FA WSI office at 260-422-6100 if you want to be removed from the list if you move or change your phone number.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Initial</th>
<th>City</th>
<th>State/Province</th>
<th>Country</th>
<th>Time Zone</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>Other Language</th>
</tr>
</thead>
</table>

FA WSI 20h Sign Committee
Appendix C

Sample Guidelines and Suggested Practices for Frontier Sponsor List Members

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.
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!!!!
Appendix E

Procedure For Requesting Mass Email Sent From FA Office

List manager to 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
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