

## ACA WSO Trustee Nominating Process

The Nominating Committee and the WSO Board collaborated to devise the Nomination process flow (enclosure 1). We are continuing to work on improving our process. The Nominating process is open to the fellowship and we encourage members to submit recommendations to improve this process to [chairnomcom@acawso.org](mailto:chairnomcom@acawso.org).

We keep in confidence the identities of all applicants, their personal information, who their references are and information gained during interviews. It is only when we nominate a candidate to the ACA WSO Board of Trustees that we share their qualifications for Board service in a Board Nomination Packet- Letter for Nomination and Abstract for Board qualifications (Enclosure 2). The Board never sees the actual application rather the nominee's qualifications and strengths are succinctly stated in the Board Nomination Packet.

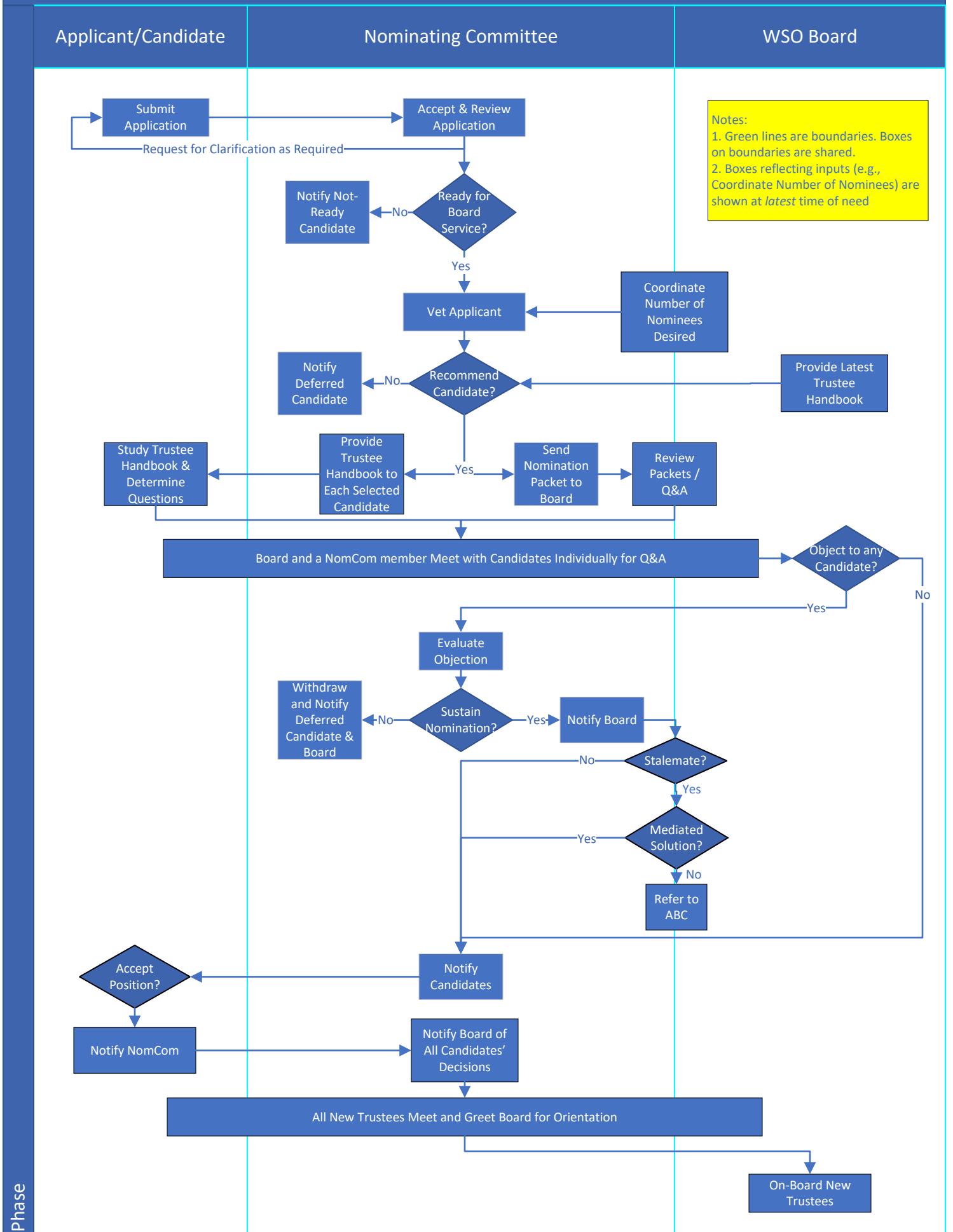
If we determine an applicant is not ready for ACA WSO Board service at this time, we will not release information about them. We will make recommendations for them on how to prepare for reapplying for the Board service in the future.

### **Enclosures:**

Encl 1. Trustee Candidate Vetting Process

Encl 2. Abstract Form for Sending Nominations to the Board.

# WSO Nominating Process



Phase

## ACA WSO Board of Trustees

Candidate:

Location:

### Qualifications Abstract

Rating <sup>1</sup>	Guidelines in OPPM	Specifics
	Years continuous attendance at ACA meetings (5 yr)	
	Years active service in a WSO committee (1+ yr)	
	Attended WSO Board Meetings with the Fellowship (2 in last 12 mo.)	
	Working knowledge of the ACA steps, Traditions, and Concepts of service, and the value of the group conscience process:	
	Does not hold a high-level volunteer position in another 12 Step Fellowship.	
	Demonstrated skill working in a group setting and completing projects.	
	Time availability to perform the required Board responsibilities.	
	Has signed the Commitment to Service, the WSO Conflict of Interest Policy and the Non-Disclosure Agreement (NDA).	
	Understands and agrees to protect confidential information during and after service on the Board.	
	Demonstrates emotional sobriety and effectiveness during conflict.	
	Strong organizational and communication skills	
	<b>Other Factors Considered<sup>3</sup></b>	
	Consistency in attendance and participation	
	Knowledge of service structure / network	
	Experience working with underprivileged/underrepresented groups	
Note 1: + Meets/exceeds, - Does not meet, E - Exception is being made, an opportunity for growth		

ACA SERVICE EXPERIENCE

PROFESSIONAL EXPERIENCE

OTHER STRENGTHS