

How ACA WSO Serves Your Group and You

Members	Recovery & Service Tools	Awareness	Financial Sustainability	Global Engagement
<ul style="list-style-type: none"> • Provides meeting information support • Maintains group and meeting listings • Distributes the SMR Daily Meditation free via email to all who sign up for it • Responds to member inquiries • Supports Hospitals and Institutions' requests • Supports ACA Teen groups and encourages ACA members to serve • Maintains historical archives • Supports the ACA World Convention • Supports the Annual Business Conference and Quarterly Delegate Meetings 	<ul style="list-style-type: none"> • Collects member shares and publishes them in the ComLine blog • Prepares, edits, designs, and distributes <i>The Traveler Newsletter</i> • Translates, designs, and distributes ACA literature globally • Makes free and for purchase service and recovery recordings available from conventions on the ACA website • Develops service tools to educate the membership on the structure • Consolidates and maintains public outreach tools and service materials • Facilitates, coordinates, and publishes revisions to the OPPM Manual • Operates a collaboration platform that enables about 1,500 ACAs to work together and obtain information about everything from events to service committees to the inner working of ACA's service structure. 	<ul style="list-style-type: none"> • Prepares, designs, translates, and distributes ACA material to the public • Manages public outreach and service campaigns • Shares the ACA message with professionals, including providing complimentary materials • Supports and encourages members, ACA service arms, and service entities in public outreach efforts • Creates content for and manages the social media presence • Builds and actively maintains three websites, including international and service websites • Conducts internal research and collaborates with researchers 	<ul style="list-style-type: none"> • Manages ACA WSO financial and operational matters • Supports the annual financial audit by conforming to accounting standards and procedures • Receives, processes and reports contributions • Manages inventory and stocks global hubs. • Processes literature orders for members/groups • Processes reprint permissions for both the public and ACA membership • Maintains copyrights and trademarks • Recruits and retains WSO Staff to support our primary purpose • Maintains e-commerce sites in over 16 global marketplaces • Evaluates emerging technologies to determine benefits for ACA WSO and the fellowship • Prepares an Annual Report of ACA WSO activities and projects 	<ul style="list-style-type: none"> • Provides leadership and support to trusted servants including Delegates, Intergroups and Translation Teams • Coordinates the Annual Business Conference (ABC) and produces the ABC Minutes and Recordings • Provides leadership and support for trusted servants globally across national and evolving international structures • Recruits and vets Board of Trustees candidates • Supports local members with World Service Office (WSO) participation in events • Facilitates the WSO Volunteer application process to ensure consistency in candidate selection • Supports WSO Volunteers on committees and in executing oversight responsibilities