QUALIFICATIONS & RESPONSIBILITIES OF TRUSTEES

Qualifications of a Trustee

In addition to the qualifications outlined in the Bylaws, other desirable qualifications that may be considered are:

• Nar-Anon service history as either an area/regional officer, delegate or alternate delegate;
• Clear understanding of Nar-Anon’s Twelve Steps, Twelve Traditions and Twelve Concepts of Service;
• Familiarity with the Nar-Anon service structure;
• Familiarity with Nar-Anon’s bylaws and policies and guidelines;
• History of both completing work independently and working well within a group;
• Organizational and communication skills;
• Management or financial knowledge;
• Ability to prepare and present motions (proposals), plans and management policies and procedures for Nar-Anon’s growth;
• Willingness to initiate and facilitate new projects;
• Ability to spend sufficient time attending meetings and serving on a world service committee; and
• Ability to accept criticism and flexibility to acknowledge other ideas.

Roles and Responsibilities

1. Act as guardians of Nar-Anon’s Twelve Traditions, Twelve Concepts of Service, and policies and guidelines.
2. Comply with Nar-Anon’s bylaws, policies and guidelines.
3. Implement decisions of the World Service Conference according to the minutes of the Conference.
4. Attend six BOT meetings per year, and any other special meetings that may be called.
5. Be an active member of at least one world service committee and attend its scheduled committee meetings.
6. Oversee the activities of all world service committees.
7. Elect the Executive Committee and establish sub-committees as deemed necessary.
8. Be familiar with the activities of the World Service Office and delegate to the Executive Committee the authority to manage its routine operations.
9. Prudently manage all the financial assets of Nar-Anon Family Group Headquarters, Inc.
10. Authorize hiring of specialized services.
11. Elect 2/3 of the trustees from the World Pool and fill any vacancies as per the bylaws.
12. Oversee the Executive Committee.
13. Remove or request the resignation of any BOT member who fails to fulfill their duties as trustee, and/or fails to participate in two consecutive meetings without previous notification, or when the notification is deemed inadequate within a 12-month period, or three meetings in total during such 12 month period.

Trustees are members of the World Service Conference. They also serve on world service committees and may chair these committees. Trustees cannot hold office within an area or region, but may serve within an area or region. They may also serve within a group, but not as group service representative or alternate GSR. Once elected, the interests of the trustees shall be focused on Nar-Anon as a whole.