Dear Nar-Anon Members:

The Human Resource Committee is looking for qualified members to apply for the trustee positions. Qualified members will have been active in Nar-Anon service for a minimum of six years and have served as an area/regional officer, delegate, or alternate delegate.

In accordance with Concept Four, effective leadership qualities such as humility, integrity, trustworthiness, and a strong commitment to open communication, are essential to becoming a member of the BOT. The following qualifications for nomination and election are written to express the variety of skills and experience necessary to the board’s optimum operation. A single individual may not have all of the qualifications listed below. These qualifications should not be viewed as a list of absolute requirements, but rather as an expression of the qualities and experience that will help the board to best serve our fellowship:

- 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.

As trustees you would have the following 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 and 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 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.

We are looking for truly dedicated members of our fellowship who wish to practice the Twelfth Step by giving back to the fellowship what was so freely given to us.

Application forms are available at www.nar-anon.org and upon request by contacting the World Pool Committee at wshrcommittee@nar-anon.org. We ask that you complete this form in a thorough and thoughtful manner which will be helpful to the Human Resource Committee in its review of your application.