

## FAMILIES ANONYMOUS, INC. COMMITTEE NARRATIVES

(Next Review - 3/2016)

### STANDING COMMITTEES

Standing committees are those mandated by the FA Bylaws. These committees are ongoing and may only be changed by a vote by the fellowship at the Annual Business Meeting. Standing committees may only be chaired by World Service Board members.

**LITERATURE** – Shall elicit, create, develop, and revise source material, including bookmarks, pamphlets, booklets, and books about the Families Anonymous program; prepare and submit new and revised literature pieces to the WSB for approval prior to publication; obtain price quotes and oversee printing/production; and monitor WSO inventory and re-order literature as needed.

**NEWSLETTER** - Shall be responsible for recruiting and selecting articles; editing and publishing the FA newsletter: The Twelve Step Rag. The committee is responsible for its printing and distribution to all FA groups and subscribers.

**INTERNATIONAL GROUPS** - Shall act as liaison between the World Service Board and all groups, Intergroups, and National Service Boards established in countries outside of the United States. This committee is responsible for verification of translations to ensure accuracy. The committee also maintains communication with these groups by initiating and answering correspondence.

**WORLD SERVICE OFFICE** – Oversees all aspects of WSO operations. Interfaces with the office staff and volunteers, manages the office (in lieu of paid employee). In tandem with the Group Outreach Committee, updates the Board with information relative to active and inactive FA groups, and oversees the administration by the DMC of the annual re-registration activities, and manages, under the direction of the Group Outreach Committee, the registration of New Groups.

**PARLIAMENTARY AND BYLAWS** – Shall serve as adviser to the Chair of the WSB on meeting procedures, Bylaws, and Robert's Rules of Order. This committee may also formulate and present proposed revisions to the Bylaws, policies, procedures, and guidelines.

**BUDGET** – Shall be responsible for establishing and monitoring compliance with an annual budget of the fellowship. The Treasurer shall chair this committee.

**SPONSORSHIP** – Shall foster an awareness of the importance of this tool in one's personal recovery. The committee shall assist the Literature committee in the development of source materials on the subject to assist individual members in accomplishing the Families Anonymous program goals of personal recovery. The committee will provide guidance for groups to establish sponsorship programs and shall serve as a resource for members and member groups.

**PUBLIC INFORMATION** - Shall foster public awareness of Families Anonymous and encourage “spreading the word” through development of PI materials for use by our groups, Inter-Groups, National Service Boards, and World Service Board to use these to “spread the word” about Families Anonymous. PI is also responsible for creating and communicating the quarterly World Service Board Newsletter.

**GROUP OUTREACH** - Shall encourage and support the healthy growth of the FA fellowship through establishment of new FA groups and provide guidance, mentoring and support to existing groups.

**FINANCIAL OVERSIGHT** - Shall perform quarterly reviews of FA financial operations on an ongoing basis, and will produce an annual report at the end of every fiscal year. This committee shall consist of three members, two from the World Service Board and one from the fellowship at large. The committee will perform quarterly reviews of FA financial operations on an ongoing basis, and will produce an annual report at the end of every fiscal year.

## **SPECIAL AND AD HOC COMMITTEES**

The Special and Ad Hoc Committees are established by the Bylaws or created by the WSB to perform specific, short-term functions. They are dissolved once they have completed their assigned mission.

**NOMINATING** - Shall nominate enough candidates to bring the number of World Service Board Members to no less than ten nor more than twenty-four. They shall publish and cause to be sent to each group, the annual slate of candidates for positions on the WSB. They shall be responsible for the publication of the annual ballot of WSB members.

**CREDENTIALS** – Shall be responsible for qualifying all voting delegates, proxies and counting ballots at the ABM and all special meetings.

**WEBSITE/INTERNET** – Shall explore technologies to provide and improve communication with the public and members of the fellowship using the Internet and internet-based strategies.

**CONVENTION LIAISON**- Shall mentor the current Convention Planning Committee and serves as liaison to the WSB appraising it of the committee's progress.

**LONG-RANGE PLANNING**– Shall prepare forward looking 5 and 10 year plans to help focus the activities of the WSB in meeting future needs of the membership.

**DOCUMENT REVIEW**– Shall review and recommends change, deletions or new documents as needed for all policies, procedures, and guidelines annually or periodically, per the schedule established by the WSB. These documents require board motions for approval and adoption.

**REVENUE GROWTH** – Shall evaluate existing and potential revenue sources for the fellowship in compliance with our traditions. They shall bring forward to the WSB suggestions for improving existing revenue streams and for developing additional revenue streams and the business procedures required to support those activities.

**INTERGROUP SUPPORT AND DEVELOPMENT** – Shall encourage the development of new Intergroups in geographic locations where more than three groups are in nearby proximity. The committee explains the benefits, services and activities Intergroups may engage in.