June 19, 2020

Re: Class A Trustee Vacancies – April 2021

Dear Friends,

On behalf of the Trustees' Nominating Committee, I would like to inform you that three Class A (nonalcoholic) trustee vacancies will occur on the General Service Board at the conclusion of the 71st General Service Conference, held in April 2021. In seeking applications for vacancies in Alcoholics Anonymous, the Fellowship is committed to creating a large file of qualified applicants that reflects the inclusiveness and diversity of A.A. itself.

The committee suggests that Area Delegates, G.S.O. and Grapevine Staff, Directors, and current and past trustees submit the resumes of any friends of A.A. they believe would be interested in serving as Class A trustee.

As you know, the General Service Board consists of 21 trustees. Fourteen are alcoholic, elected from the membership of A.A.; and seven are nonalcoholic, who are generous enough to serve on our Board as volunteers. Class A trustees are chosen from a variety of professional backgrounds including finance/accounting, corrections, medicine, law, clergy, social work, education and military.

**Time Commitment** – Trustees are expected to attend: three quarterly Board weekends, with meetings running from Saturday morning through Monday noon;

- A quarterly meeting combined with the General Service Conference (seven days) in April 2021;
- A regional forum weekend approximately once every eighteen months; and any special meetings of the Board.
- It is possible that a Class A trustee may be invited to serve two years on either the A.A. World Services Board or the A.A. Grapevine Corporate Board, which meet more frequently than the General Service Board.
- Trustees serve on committees of the General Service Board and may also serve on trustees’ subcommittees or corporate board subcommittees; and in orientation, leadership and planning meetings, whose work often involves conference calls.
- Trustees may be invited to attend regional, area or local A.A. events.

Class A Trustees serve six one-year terms. Applicants are encouraged to discuss this time commitment with their family and employer. I would like to stress the importance of your applicant’s availability to attend all of these meetings. Trustees are reimbursed for travel, hotel and meal expenses.
Attached is an explanation of the procedures for election of Class A trustees. Please submit your applicants’ business or professional resumes by email to the attention of: Trustees’ Nominating Committee at nominating@aa.org by July 24, 2020.

In addition, please provide information detailing why the applicants are interested in serving the Fellowship of Alcoholics Anonymous. All applications will be considered by the trustees’ Nominating Committee.

**Trustees’ Nominating Committee**

Attachment:  Procedure No. 4
PROCEDURE № 4

PROCEDURES FOR ELECTION OF CLASS A TRUSTEES

1. The Chairperson of the General Service Board notifies the Fellowship of a vacancy for a Class A trustee by means of a letter to Area Delegates, G.S.O. and Grapevine Staff, A.A.W.S. and Grapevine Board Directors, appointed committee members, current and past trustees, and Central and Intergroup Offices for the U.S. and Canada. The opening is also announced in the next issue of Box 4-5-9 and, whenever possible, in the next available issues of Grapevine and La Viña magazines. In the year of an International Convention, announcement letters will be sent to the non-alcoholic professionals chosen to participate in the International Convention. The announcement requests the business/professional resumes or curricula vitae of “friends of A.A.” who are willing to serve as Class A (nonalcoholic) trustees – along with information as to why each applicant is interested in serving the Fellowship of Alcoholics Anonymous.

2. The resumes are submitted to the trustees’ Committee on Nominating. Upon learning of a Class A Trustee vacancy, the trustees' Committee on Nominating shall request that the General Service Board take an inventory of the skills and backgrounds of its current members and identify areas which may be lacking in order to provide that information to the trustees’ Committee on Nominating.

3. After reviewing the resumes, the Nominating Committee chooses up to four applicants to be considered for each vacancy. The committee asks the Delegate from the area where the applicant resides or works for any available feedback on the individual prior to authorizing an invitation for a visit. These persons are then invited by the Chairperson of the General Service Board to attend a Board weekend, during which they are interviewed by the members of the Nominating Committee. Prior to the Board weekend, resumes of these applicants should be circulated to all General Service Board trustees.

4. In the interview process, the Nominating Committee is responsible for providing extensive information about the time commitments involved in service as a Class A trustee. Because Boards function differently, and service on other Boards may involve a limited time commitment, the committee should emphasize that Class A trustees are expected to attend all Board meetings.

**Time Required of Trustees:**

Trustees are expected to attend a minimum of: three quarterly Board weekends, with meetings running from Saturday morning through Monday noon; a quarterly meeting combined with the General Service Conference (seven days) in April; a regional forum weekend approximately once every eighteen months; and any special meetings of the Board. While it is up to the corporate board to determine the term of service, it is possible that a Class A trustee may be invited to serve up to three years on either the A.A. World Services Board or AA Grapevine Corporate Board, which meet more frequently than the General Service Board. Trustees serve on committees of the General Service Board and may also serve on trustees’ subcommittees or corporate board subcommittees, whose work often involves conference calls. Trustees may be invited to attend regional, area or local A.A. events. Trustees serve two consecutive three-year terms. Applicants are
encouraged to discuss this time commitment with their family and employer. Trustees are reimbursed for travel, hotel and meal expenses.

5. Following the interviews, the Nominating Committee recommends the election of one person for each vacancy to the Board of Trustees. After approval by the full Board of Trustees, the nominee and the Delegate from the Conference area in which the nominee resides or works should be notified of his/her selection – indicating that the decision is subject to confirmation by the General Service Conference.

6. One nominee's name (for each vacancy) is presented to the General Service Conference with copies of the nominee's resume being made available on the Conference floor to all Conference members – prior to recommendation of the nominee to the Conference.

7. The Board of Trustees elects the Class A trustee nominee (for each vacancy) at their meeting following the Conference.

8. For expected vacancies, due to normal rotation, the process should begin immediately following the Conference which begins the trustee's last year of service.

9. For unexpected vacancies, this process should start at the time the vacancy occurs, if there is sufficient time before the next Conference.