



## **TOGETHER WE CAN**

### **NAR-ANON WORLD SERVICE CONFERENCE 2010**

#### **EXECUTIVE COMMITTEE**

The Executive Committee is comprised of the following members:

- the Chair of the Board of Trustees
- the Vice-Chair of the Board of Trustees
- the Treasurer of the Board of Trustees
- the Secretary of the Board of Trustees
- the Executive Director of the WSO, in a non voting capacity

The primary purpose of the Executive Committee is to uphold the duties of the Board of Trustees and oversee the general administrative duties of the WSO. They are responsible for interacting with the Executive Director between board meetings and evaluating the annual performance review of the Executive Director. They make necessary decisions affecting Nar-Anon world services as a whole.

The Executive Committee, with the exception of the Executive Director of the WSO, is elected by a majority vote of the Board of Trustees. The officers of the board can be removed from office by the board with a two-thirds majority vote.

#### **EVENTS COMMITTEE**

The Events Committee is sub-divided into two independent committees; the World Service Conference (WSC) and the World Convention. They are responsible for the logistical planning for WSC meetings, the World Convention and any other world service meetings. They also serve as a resource for region/area convention committees. The chair of the World Convention subcommittee is usually a Trustee who coordinates all planning with the WSO.

#### **WORLD SERVICE CONFERENCE (WSC) COMMITTEE**

The WSC committee is responsible for preparation and facilitation of the World Service Conference. The committee coordinates and distributes all conference-related material during the conference cycle, communicating with the Board of Trustees, World Service Committee Chairs, Regional Service Committees, General or National Service Offices, Regional Delegates and other members of the Nar-Anon fellowship. A Conference Agenda Report (CAR) containing the motions to be dealt with at the conference is compiled by the committee and made available to the fellowship in advance of the WSC.

Members of the committee are the Conference Chair, who is elected by the WSC; the Co-Chair; the Secretary; and members at large. The Executive Director of WSO supports the committee in an advisory capacity.

#### **FUNDRAISING COMMITTEE**

The Fundraising Committee was formed at the 2008 WSC. Its chair is elected by the committee members. Members may be from the Board of Trustees, Regional Delegates and Alternates, or the fellowship in general. The committee raises money to support the World Service Office by organizing fundraising events which follow the guidelines of our Traditions.



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#### LITERATURE COMMITTEE

The Literature Committee is comprised of a Chairperson designated from the Board of Trustees, with additional committee members from the fellowship. The Literature Committee is responsible for overseeing the development of our fellowship's new literature and any revisions of existing literature. The committee meets monthly via telephone conference call to review progress and also communicates between meetings via an online forum. Committee members work on editing, writing or both.

#### POLICY & GUIDELINES COMMITTEE

The core members of the Policy & Guidelines Committee (P & G) include volunteers from the Board of Trustees and other members from any of the following: delegates, alternate delegates, past delegates and alternates, or other Nar-Anon members who have served beyond the group level. The chair is elected by the committee. This committee meets regularly.

Additional members of the committee are the remaining trustees and chairs of the world service committees. These members are required to attend quarterly meetings held a month prior to the Board of Trustees meeting.

The P & G committee is responsible for updating and developing Nar-Anon policies and guidelines for the fellowship guided by our traditions and concepts. The committee may also review and comment on policy issues brought to their attention.

The committee proposes, but does not establish, policies and guidelines. The committee's recommendations are reviewed by the board, and if approved, submitted to the fellowship for review and approval at a WSC.

#### PUBLIC INFORMATION / OUTREACH

The Public Information Committee is comprised of a Chairperson, designated from the Board of Trustees with additional committee members from the fellowship. This Committee will guide the way that we inform the public about Nar-Anon, including all public relations with the medical profession, the justice system, educational and governmental organizations, including the media. The Public Information Committee is also responsible for carrying the message and interacting with Hospitals and Institutions. The Committee also oversees and alerts the Website (s) of any changes that affect our fellowship.

#### WORLD POOL COMMITTEE

The purpose of the World Pool Committee is to screen candidates who are applying to become members of Nar-Anon's Board of Trustees and to make recommendations regarding those candidates.

The following is a list of the type of qualifications to look for when reviewing the applications:

- A working knowledge of the 12 Steps, Traditions and Concepts
- Nar-Anon service history as either a Regional Board member, Delegate or Alternate Delegate
- Familiarity with the Nar-anon service structure
- Has attended at least (1) WSC
- History of both completing work independently and working well within a group
- Organizational and communication skills
- Willingness to initiate and facilitate new projects

*\*The Board of Trustees reserves the right to establish new committees as the future of Nar-Anon progresses. The ideas surrounding the inception of any new committees will be brought to the WSC with final approval from the World Board.*