

Al-Anon Service Experience for Officer Position

Name			
Mailing address			
City		State	Zip
Phone		Cell Phone	
Home Group		E-Mail	
Officer Position: Delegate _____ Chairperson _____ Secretary _____ Alternate Delegate _____ Treasurer _____			
List your Al-Anon/Alateen experience beyond the group level. Example: District Representative, District Coordinator, Area Officer, etc. List most recent first.			
Position	Dates(from...to)	Position	Dates from...to)
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

I understand that serving as an Area Officer requires more than just a “willingness to serve”.

I am an active member of the Al-Anon Family Groups and attend Al-Anon meetings regularly.

I am not a member of Alcoholics Anonymous (A.A.).

I will be able to attend Area Committee meetings and Area Assemblies twice a year during my three year panel.

I will be able to participate in Area Committee Conference calls at least once a month or more.

I can devote sufficient time to complete all assignments on Task Forces, Committees, and Work group, projects in a timely matter. I understand these assignments require a computer and will require work between Area Committee Meetings, by phone or e-mail, individually, or on a team.

What skills and knowledge will you bring to the Area Committee? Please mark with an “x” your experience in the following (leave blank, if you have no experience in an area.	Basic Experience	Working Experience	Expert
Leadership: organizing events and facilitating meetings			
Personal communication: (rate each)			
*writing			
*Speaking			
Electronic communication (rate each)			
*Using e-mail with attachments			
*Accessing and navigating websites			
*Accessing and navigating HAWSC Groups.io/Area Communication Hub			
Proficiency with basic computer programs: (rate each)			
* Word			
*Power Point			
*Excel			

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Critical thinking and analysis			
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1. Please provide background relating to the most important skills you would bring to the Area Committee.

2. What has motivated you to consider a position as an Officer on the Area Committee?

3. Give an example of your leadership skills in addressing a problem in our Area.

4. What have you learned about yourself when working with others in service?

5. Other comments the Group Representatives should know about you.

This resume is a true and accurate representation of my experience and skills.

Signature_____

Date_____