GENERAL SERVICE BOARD OF ALCOHOLICS ANONYMOUS, INC.
475 RIVERSIDE DRIVE, NEW YORK, NY 10115 (212) 870-3400
(Bet. cen 119th and 120th Streets)

Please direct all communications to:

GRAND CENTRAL STATION
P.O. BOX 459
NEW YORK, NY 10163
FAX# 212-870-3003

December 19, 2014

To: Current and Past Trustees, Current and Past Directors, Delegates
Current and Past G.S.O. and Grapevine Staff
Central Offices/Intergroups

Re: **General Manager, G.S.O. Position**

Dear Friends,

At the October 2014 meeting of the General Service Board, Phyllis H[redacted] announced her wish to retire by October, 2015, and requested that the Board begin the search for a successor.

Consequently, we are beginning the search process with the hope that the new General Manager will be brought on board prior to Phyllis's departure in order to ensure an effective transfer of responsibility.

Following are qualifications for the position:

1. Ten years minimum sobriety.

2. Demonstrated leadership ability in A.A. and in a business/professional career.

3. Proven general management experience, preferably as General Manager of a multifunctional organization; understanding of organizational issues, planning and controls, financial reporting, human resources practices, and information technology applications and trends.

4. A.A. service experience; knowledge of General Service structure and A.A. history.

5. Effective communication skills, both verbal and written; ability to report clearly and concisely on G.S.O. operations to the appropriate boards, the General Service Conference and the Fellowship at large.

6. Demonstrated understanding of the unique nature of A.A., the structural limitations and balances of authority in A.A. services, and the ability to work with and resolve conflicting viewpoints.

Attached is a resume form which should be completed by the candidate and sent along with his/her business or professional resume to G.S.O., 475 Riverside Drive, Suite 1100, New York, NY 10015, marked for my attention. The deadline for the submission of resumes is April 15, 2015.

The Search Committee suggests that you look for possible applicants among current and past trustees and delegates, as well as other A.A. members with substantial area and service backgrounds. All applicants will be considered by the Search Committee of the General Service Board. Applications will be treated with the utmost confidence.

Thank you for your help.

Sincerely yours,

Terrance [redacted]

Terry B[redacted]
Search Committee Chair

TB/sdw
Enclosure: Resume Sheet

GENERAL MANAGER RESUME SHEET

NAME: _____
ADDRESS: _____
_____
_____

RESIDENCE PHONE: _____
BUSINESS PHONE: _____
CELL PHONE: _____
FAX: _____
E-MAIL ADDRESS: _____

DATE OF SOBRIETY: _____

EDUCATION: _____
_____
_____
_____
_____

A.A. BACKGROUND

_____
_____
_____
_____
_____

CURRENT A.A. ACTIVITIES

_____
_____
_____
_____
_____

CURRENT AND PAST ACTIVITIES OUTSIDE A.A.

_____
_____
_____
_____
_____

OCCUPATIONAL BACKGROUND

_____
_____
_____
_____
_____

SIGNATURE OF APPLICANT: _____
DATE: _____

PLEASE ATTACH BUSINESS OR PROFESSIONAL RESUME

Rev. 2/08