

WELCOME TO THE WORLD SERVICE CONFERENCE 1991

We hope your visit to Van Nuys and participation in the World Service Conference will be comfortable and rewarding. The enclosed material is being sent in advance for the purpose of helping you prepare for the annual meeting. *Please bring this information with you.* Extra copies will *not* be available.

Your package should contain ten documents: 1991 WSC annual reports; this letter; service resume letter; service resume form; nomination form; procedures for making motions; procedures for having photocopies made; procedure used when the conference is meeting (WSC Rules of Order); election procedure; and 1990 WSC minutes. All forms should be filled out with black ink to facilitate reproduction. If questions arise as you familiarize yourself with this package, please feel free to contact any member of the WSC Administrative Committee for assistance.

Except for Sunday morning, the WSC registration table will be located in the hallway, outside of the entrance to the main meeting room, during the hours listed below. To help make the conference productive and efficient, the conference officers and the WSO board and staff are here to assist you in any way possible.

If you have not already made hotel arrangements, or have other questions related to the hotel facilities, Jeff Gershoff at the W.S.O. is the person to contact.

The World Service Office staff is here to assist you at the conference, as well as at the office. For your convenience, office hours are listed below. Tours will be given. We hope you will be able to visit all three buildings. If you want to take merchandise with you, it is important that you submit your order to one of the WSO staff members as early in the week as possible. Order forms will be available both in the photocopy room at the Airtel, or at the office. They can be returned to staff at either location. Your order can then be processed and packaged during the conference, and picked up at your convenience at the shipping building during regular office hours.

All RSR reports not included in the *March Fellowship Report* will be collected by a WSO staff member at the time of registration, reproduced, and distributed to the other participants. If any RSR needs his or her report typed, there are staff members located at the WSO administrative building who can assist you.

The conference is expecting an increasingly large number of visitors, both from the local N.A. community and from around the world. These non-voting members are welcome to attend, as observers, both the general meetings and the committee meetings. However, visitors will be asked not to sit in the areas designated for conference participants. Refreshments (coffee, soda pop, fruit, etc.) will be available for a small charge to help defray the costs of providing this convenience.

Registration times will be:

Saturday, April 20: 10:00 a.m. to 4:00 p.m.
Sunday, April 21: 8:00 a.m. to 11:30 a.m. (at W.S.O.)
Sunday, April 21: 12:00 p.m. to 4:00 p.m.
Monday, April 22: 7:00 a.m. to 12:00 noon

Office Hours at WSO Administrative and Support Services:

Saturday, April 20: 9:00 a.m. to 3:00 p.m.
Sunday, April 21: 9:00 a.m. to 3:00 p.m.
Monday-Friday, April 22-26: 8:00 a.m. to 5:00 p.m.
Saturday, April 27: 9:00 a.m. to 3:00 p.m.

Office hours for WSO Shipping:

Saturday, April 20: 9:00 a.m. to 3:00 p.m.
Sunday, April 21: 9:00 a.m. to 3:00 p.m.
Monday-Friday, April 22-26: 9:00 a.m. to 5:00 p.m.
Saturday, April 27: 9:00 a.m. to 3:00 p.m.

Dear N.A. Member,

Before you complete your service resume form, we would like to let you know a little more about service at the world level.

The position for which you may be nominated will require that you make a commitment of at least one year, with the possibility that your commitment could last for up to five years. This means that you may be asked to make a considerable investment of your time. You may be asked to travel and spend time away from your family, your job, and your home. For members and officers of some committees and boards, this means at least one weekend a month away from home. You may also be required to spend some of your personal funds in order to fulfill your responsibilities. Certainly you will have work to do at home in your spare time such as reading or writing reports, and discussing the plans and objectives of your work with other members of your board or committee. In addition, you may be asked to participate in conference telephone call with other trusted servants.

In order to provide our fellowship with the very best level of service possible, we ask that you carefully consider the responsibilities that go with the elected position for which you may be nominated. You may wish to consult your employer, your family and/or your sponsor. Talking with members who have served at the world level may also be helpful for additional insights. Service on this level has many rewards and may have a profound effect on your life and personal recovery. However, it does not come without hard work, long hours, dedication, and personal sacrifice.

In fellowship,

WSC Administrative Committee

N.A. SERVICE RESUME
(Please print legibly in black ink)

Name _____ Clean date _____

Address: _____ Phone _____

Group Service (list position, approximate dates served) _____

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Area Service (list position, approximate dates served) _____

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Regional Service (list position, approximate dates served) _____

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

World Service (list position, approximate dates served) _____

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Have you failed to complete or been removed from a service position in the last 5 years? Please explain. _____

Have you read the attached letter and are you willing to make the necessary commitment? _____

Do you have the time, resources and skills necessary to complete the service position to which you may be nominated? Please explain. _____

Do you have any academic or professional training which may assist you in fulfilling the service position to which you may be nominated?

Nominated for (position):

Nominated by:

Seconded by:

NOMINATION FORM

NOMINEE: _____

NOMINATED FOR (position): _____

NOMINATED BY: (print) _____

AND SECONDED BY: (print) _____

SIGNATURE OF MAKER: _____

SIGNATURE OF SECOND: _____

SIGNATURE OF NOMINEE: _____

**(SIGNATURE OF NOMINEE SIGNALS ACCEPTANCE OF THE
NOMINATION)**

PROCEDURE FOR MOTIONS

For your convenience at the conference, motion proposal forms are included in this packet and additional forms can be obtained in the copying room at the annual meeting. Please have each motion copied before you present the motion. You will need two copies of each motion and/or amendment you wish to present on the floor of the conference: keep a copy for yourself, and prepare a copy to present to the WSO staff. Staff members in the copying room can help you with this.

MOTIONS WHICH WERE NOT IN THE CONFERENCE AGENDA REPORT

Motions Related to Old Business:

If a motion is specifically related to a motion presented in the *Conference Agenda Report* (i.e., an amendment), the amending motion should be introduced into business immediately following the presentation of the *Conference Agenda Report* motion. The maker of a motion is responsible for presenting it at the appropriate time. The committees will not present these motions for consideration.

The motions turned in on Sunday will be given to the WSC committees when they meet on Sunday evening for their consideration and recommendation (if any).

If you have a motion to present to the conference, please prepare your copies and hand them to the designated WSO staff members by 3 P.M. Sunday, April 21. It is helpful if you identify a specific WSC committee or board to which each motion should be assigned. If you do not indicate a committee or board, the WSC Administrative Committee will assign the motion.

Motions for New Business:

If a motion is not specifically related to any motions presented in the *Conference Agenda Report*, it should be introduced into business during the session for New Business, on Friday.

Please remember: each time you come to the microphone to speak, please clearly state your name, position, and/or region before you begin to speak. Members seconding a motion should also state their name and position or region. This will help us make an accurate recording of the WSC minutes.

HAVING PHOTOCOPIES MADE DURING THE CONFERENCE

The WSO staff will be operating a photocopier machine in the LAX Room across the hall throughout the conference. Although this service is intended specifically for conference participants to copy proposed motions, other copies may be made.

If you have any copying needs at any time during the conference, please read and observe the following procedures so that you can be served easily, fairly, and efficiently.

1. ONLY office employees will operate the copier. Please arrange all copying with the employee operating the machine, as far in advance as possible. Please complete the copy request form.
2. Motions or reports that are pending before the conference take priority over any other copying.
3. Official conference business, such as committee reports, committee motions, etc., will be billed to the conference. Other copying jobs requested by individuals will be charged at five cents (\$.05) per copy. Payment must be made before copies are made. There will be NO exceptions.
4. Requests for copies to be billed to the conference MUST be signed by either a WSO project coordinator or the committee chairperson or vice chairperson. Obtain signatures before requesting copies. There will be NO exceptions.
5. The WSO has two other copy machines in the office. These machines also are to be operated by WSO employees only. The employee operating the machine in the LAX Room will determine which machine will do the work, and will make all arrangements for copies to be made. Longer reports or projects which require a larger number of copies will be copied at the office.