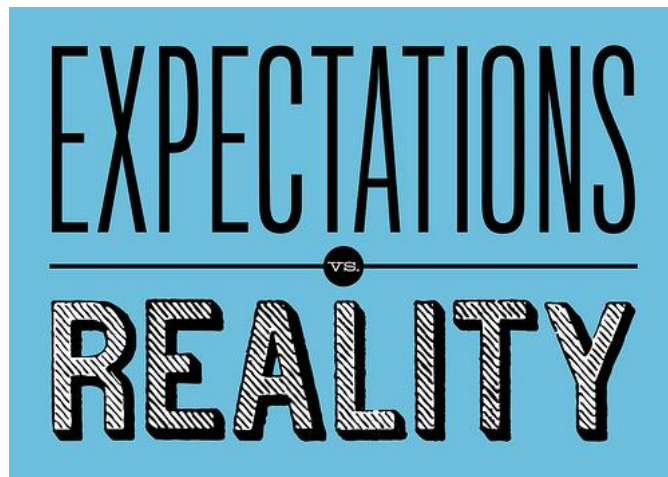


FAN & FANonline



voice of the families
anonymous fellowship
Spring 2013



Do what you can with what you have where you are.

Theodore Roosevelt

The best thing about the future is that it only comes one day at a time.

Abraham Lincoln

Families Anonymous is a self-help organization for relatives & friends
concerned about another's use of drugs or related behavioural problems



Greetings !

Dear All !

What have I included in this edition ?

- **Expectations** are forever a part of us but in our Fellowship we learn to keep them in check. Sometimes easier said than done!
- Contributions from the Groups, the **most important input** to this Newsletter – *your* response to the editor's requests for individual or group efforts
- The Service Office of Families Anonymous (UK, Eire and Gibraltar) Limited is successfully incorporated as our Limited Company by Guarantee
- Towards becoming a Charity
- BoardWalk – what is going on with the FA Board
- All set for the 2013 UK Convention in Birmingham
- Mini-Convention Corner
- Call for Volunteers for the coming FA year
- Selected Quotes and Clip Art

OUR COMPANY LIMITED BY GUARANTEE

It does not feel all that long ago when I was putting the Autumn 2012 FAN together. I must say that it should be inspiring to be able to put the spring-logo onto this page towards what should be the end of a dreary winter. But it seems that this weather is set to last until at least Easter! Dare I ask as usual, therefore, if you generally wintered well in the circumstances and whether you managed, at least some of the time, to enjoy yourself, in spite of unresolved matters hovering over some of us? Whilst preparing the Autumn FAN, I was watching my incoming e-mails especially carefully so as not to miss any news on our company registration front to be able to impart some good news in

the run up to Christmas. Well, just when I thought that I must send the FAN file to the printer to meet the promised availability already announced on the website, the news awaited with bated breath arrived. With much satisfaction and especially with thanks to Diane, I was able to use the phrase 'STOP PRESS' for my first time. I announced on the front page of the Autumn FAN that Families Anonymous UK had officially established its Company Limited by Guarantee. For those interested in the detail, the company is called The Service Office of Families Anonymous (UK, Eire and Gibraltar) Limited with Registration no. 8286152.

TOWARDS BECOMING A CHARITY

The feeling of elation was temporarily tempered, because a couple of weeks into January, at the time that I was starting this 'welcome page' in this Spring 2012 FAN, we received a demanding answer from the Charity Commission to our application for charity status. Well, I am glad to report now that the demands of the Commission are hopefully near the end of their processing through the good offices of our Treasurer, Diane, and our lawyers seeing the way through, together with the Charity Commission. A stumbling block was that the company name that we had chosen - which was as above, except that the words *Service Office* were originally *Board* - was unacceptable. The word *Board* turned out to be unsuitable for legal reasons within our formal

company name, although perfectly acceptable in the way we generally use it at present. Thankfully, that is now water under the bridge and the Commission and our lawyers have agreed on the wording of the Articles of Association of our company. Our Fellowship's By-Laws need updating to reflect the existence of our new company, and will be voted by the Fellowship's group delegates at the imminent AGM. How far advanced everything will be by the AGM 2013 date is, at present, impossible to say. I am sure that Diane will update us in Birmingham on 21 April. Meanwhile, I am sure that she has the appreciation, support and thanks from all of us. Very busy organizing the, hopefully, last steps in this operation, Diane has left me to tell you what is going on.

OTHER OPENING POINTS

This pre-Convention & AGM edition of FAN comes with the usual spring calls for volunteers, to cover many types of role including a call to bring new blood and ideas to the FA Board and to participate in the running of our Fellowship. This annual 'changing of the guard' gives others the chance of personal growth and to realize their untapped talent. Incorporated In this edition should be the role descriptions of all Board members who are rotating-off at this year's AGM, including my own role description as FAN editor. I thank all those who have contributed to FAN and assisted me during my editorship to make this job a pleasure. I will not be doing a sudden disappearing act from FAN but, as advised before, will be around for my successor. Peace and serenity to all my readers!

WLITF Richard, *Ed.*

Expectations as seen in 'Today a Better Way'



Expectations can get us into trouble. If we are inclined to expect the worse, we may become sick with worry or paralyzed with fear.

Unrealistic expectations lead to disappointment: for example, expecting a particular result when we leave "helpful literature" where someone else will read it. Expecting total recovery from an addict who's been clean and sober for three weeks, three months, three months or three years, can also set us up for a devastating plunge. Expecting too much from ourselves will often lead to grief; no one is perfect.

Perhaps the only safe expectation is that a Higher Power will bring about a correct solution, now or later, and that the answer to our prayers will be *Yes, No, or Wait*.

TODAY I WILL be open to the future rather than trying to create it by my expectations.

[February 18 reading in *Today A Better Way*, © Families Anonymous]

We learn in FA that expectations are something that can produce very adverse consequences, if they are not carefully kept within boundaries. Expectations are natural and have various roots. One of these roots could be our own false pride which might push us to aim for unrealistic or even unattainable goals, not only for ourselves but also for the person that brought us to this programme. The enemy here can be our concern about what the neighbours, boss or even unaware family members think of us. Our programme suggests that, rather than succumb to these pressures, we look seriously at ourselves and replace false pride with humility; not to grovel, but to see ourselves in a true light in which the pressure to heighten our expectations subsides. We also learn that to have expectations of others can be a futile exercise, and one which is likely to put us in line for disappointment. Attempting to control the situation, a right possessed uniquely by our Higher Power, puts us on the road to frustration. Setting up one's own expectations and encouraging others close to us to do the same, are both simply forms of fantasising or dreaming which are, by their very nature, likely to eventually fall victim to reality. Beware!

Imposing expectations on someone is tantamount to another old acquaintance of ours - manipulation! We can also see that a person who senses being manipulated is quite likely to react in exactly the opposite way to what was intended, producing frustration even anger in the manipulator.

We are starting to go around in circles because manipulation is futile and not imposable, as indicated to us in Step One, in which we are declared powerless over other people's lives.

Think on!

What we anticipate seldom occurs, what we least expect generally happens.

Benjamin Disraeli

**Expectations are
premeditated
resentments.**

Alcoholics Anonymous

TOUGH LOVE in action

As a member of Families Anonymous for many years, I have found many new ways of living my life: ' Let Go and Let God ' ; ' Detach with love ' ; ' Live a day at a time ' .

I have been on the roller-coaster of having an addict in the family. My daughter made many demands on my time and purse and was the person who brought me to FA in the first place. I found a fellowship where I was not alone, where I was not judged, where people understood my emotions and where I could be truly honest. It took me nearly five years before I learnt to say 'No' and stick with it. I found a really good tool was to keep silent and not get caught up in argument or discussion or trying to justify my action or non-action.

It took a lot of effort from both myself and my daughter, especially when children were involved. We cut off contact from each other and her healing began. I started to understand what Tough Love meant. She is now in recovery and I am learning to behave in that situation.

Recently I had to face the challenge of Tough Love again where the outcome has been very different.

My son got involved with drugs at University, thinking he could stop whenever he wanted to: how often have we heard that before? His first and only job was extremely stressful as he was caught between 'the devil ' (management) and ' the deep blue sea ' (the shop floor) as he helped them to get their Quality Assurance recognition. His reliance on drugs escalated over the next 20 years as

he struggled with his addiction to heroin and alcohol.

In May he went into Rehab. When his partner and I visited after two weeks I saw my son of old: relaxed; chatty; smiling and positive. It gave us such hope. I then saw him weekly and rejoiced at his progress especially the times spent with his sister and nephew. I knew not to raise my hopes too high and when I returned from holiday he had returned home. Regretting the action he was accepted back at the Rehab but never settled again and did not fully engage with the programme.

After three months he obtained funding for further treatment but could not stay where he was. His partner set the boundaries for his return to their home – no drugs and no alcohol. By the Monday he had started drinking again, so she and I practised tough love. He had meetings set up and we suggested people who would help him with accommodation. He could not cope with this and took his own life.

This is something we all fear, the death of a loved one but FA has taught me that it was his choice and that I had to release him with love. My consolation is that he is now at peace. ***From a Bristol member.***



Au Revoir

This is not GOODBYE!

Although I have decided to resign from my year-long post as "CHAIR", and previous three years as the board member for the post of "Helpline Coordinator" of the Families Anonymous UK and Eire Service Board, it definitely doesn't mean that I am turning my back on our marvellous Fellowship. That concept is alien to me. I cannot

envisage a return to the "old me".



The 12 steps, our FA messages and ethos will always be the benchmark for how I lead my life now. I am

grateful. To FA as a whole, to all the new friends I have made, and most of all to my Higher Power, who I thought I had lost before finding this wonderful fellowship.

I remember my first Convention. At the very end of the day, (literally; the room was emptying!) I acted on that voice inside that kept saying "Go On. Do It!", and I approached the Chairperson and offered my services to the board. The rest is history as they say.

I feel that the difference in me since taking up this challenge is significant. It is one of my blessings. I have grown; in confidence, outlook and self-worth. How marvellous that this has happened, and at the same time I have been able to give back to FA by giving Service. It has been example of how feelings of fear and apprehension of the unknown, when faced, prove to be far less daunting in reality. I took the focus OFF my addict and thought about my own wellbeing for a change. I give my addict my love, and necessary detachment.

I gave myself a life. I value it. I am also aware that this is an on-going process of course. I have to be mindful that complacency can be detrimental.

I now plan to devote the time I have available to Public Information on a more local level and I

would like to say "Congratulations" to my successor.

Is anyone else hearing a niggling voice? Do yourself a favour and listen to it. You have NOTHING to lose!

Au Revoir! Wliff, **Chris**.

THANK-YOU TO FA

When I started attending FA, it all seemed rather complicated. Steps, Traditions, Sharing and Chairs, all these words had to be unravelled and understood. Eighteen months down the line and I think I am almost there.

It sometimes catches me out, but mostly I now get what is what. I have taken meetings on several occasions and invited an addict from another fellowship to give a share about their experiences.

I also helped find a new home for our meetings, when our venue became unavailable to us after many years as our 'home'. And now...after feeling settled in, as part of the group, I'm about to take over the role of group secretary.

I'm not a paperwork person or very happy on the computer, so this will be a challenge for me. If giving service is about belonging and giving back, if it is about my recovery and keeping momentum through the steps, then it is only right that I take on this role.

It makes me feel like a real old-timer amongst such established members, some of whom have been in FA for nearly thirty years.

I can't see a time when I won't want to, or need to come to meetings and it is now part of my weekly routine.

Friends and family know about my attendance and have stopped being so curious or questioning, but just accepting that this is now how it is for me. If I could thank the fellowship as a whole, I would like to do it now.

Thank you FA for being there, for saving my sanity and giving me a future with serenity and understanding.

Phillipa from Gants Hill Group

Thank You!

BoardWalk

BOARD MEETING HELD AT BATTERSEA OFFICE ON 2nd MARCH 2013

- This was the fourth meeting of the FA-year and the last one before the 2013 Convention/AGM.



It was a unique occasion because it was the first time that a member had taken up the offer of watching and listening to a Board meeting actually in progress. We were very pleased by the presence of the Secretary from the Hitchin and MWW groups, Sarah. Thank you for being a first Sarah! Your presence was a pleasure and hopefully a torch-bearer for others.

- We were very sorry to hear, that due to personal circumstances, Vera, of Queens Park Group has been unable to continue as a Board member, due to personal circumstances. We would like to take this opportunity to thank Vera for her extensive service for FA, this time being the second time that she has volunteered for Board service.
- Our office-manager, Jan, being in Australia, Diane reported that the ancient office-PC had finally given up the ghost. I believe that the new one will have the most recent Windows 8 as its operating system, giving us the longest possible future life-span and should be delivered around Easter. Despite the huge distance, office volunteers could still feel the virtual presence of Jan during her absence as essential services were maintained even with a dead PC. Thanks, Jan and the other volunteers!
- The establishment of our Limited Company and our Charity application are reported on page 2 of this FAN. Diane reported that she is hoping [?!] for completion in time for the AGM. She also gave the Board a preview of the FA Balance Sheet which will be presented at the AGM.
- Whilst it was agreed at the end of 2012, that Board post-descriptions would be 'published' for every Board post in this very FAN, it was subsequently thought that confusion might reign. Enclosed, therefore, are the flyers for the posts which are becoming vacant at this year's AGM. These flyers will be posted eventually in the volunteering section of the website.
- This report is a mere snapshot of the 8-page Minutes. Find out more, and what other Board members said, by asking your Group Sec. or the Office to get you a full copy.

Remember ! You are encouraged to ask for a Board discussion on any preoccupation you may have!

Future Board Meeting dates - 11/5/2013, 7/9/2013, 30/11/2013, 01/03/2014.

AGM - Sunday Morning: 21 April 2013

ALL SET FOR THE 2013 NATIONAL CONVENTION & AGM

**Hilton Metropole, National Exhibition Centre,
Birmingham.**

20 & 21 April 2013



This year again, tireless Michael agreed to organize this year's Convention. He has been chairing the virtual meetings of the Cross-Group Convention Committee and now sends us this message:

The 2013 FA Convention and AGM will take place in the Birmingham Metropole Hotel on April 20th and 21st. The Convention will take place on Saturday the 20th with the AGM on the Sunday morning.

This is an opportunity for meeting FA members from across the country, to listen to them sharing the meetings and workshops through the day.

We are not a big fellowship. This is our main convention of the year. There may be some other smaller conventions in London and later on this year, in Glasgow, but this is the one opportunity we have to come together as a fellowship.

The first convention I attended was in Reading some twelve years ago. My wife and I and another member of the Aberdeen group made the long journey down and I have been coming along ever since. Coming down from Aberdeen is always bit of a trek but it has always been worth the effort. Attending that first convention made me realise that there was more to FA than my local group, listening to members from other

groups always seems to put a different aspect to things.

Over the years I have met many members from other parts of the country, I can honestly say quite a number have become good friends, who have helped me through the difficult periods of my life in FA.

The convention can be a roller coaster of a day emotionally, but I have always come away feeling recharged. I really would urge all our members to come along, you will not be disappointed.

We have negotiated a particularly good rate of £61 per person/per night with the hotel for dinner, bed and breakfast for both the Friday and Saturday night.

I look forward to meeting you all in Birmingham next month.

WLTF

Michael

The theme of this year's Convention is **"One Day at a Time"** and at the time of writing, we are looking for FA members who are willing to give a Share on this theme at the Saturday Convention. As in previous years, you could be a Parent, Partner or a Sibling sharing at different points of the proceedings during the day. If you would like to give some service back to FA by being willing to give one of the Shares, please contact the FA Office in London and they will contact the Convention Committee.

The Convention Committee urges those staying at the hotel on Saturday night, and all other voting and non-voting members, to attend the AGM on Sunday morning. But most of all, the AGM is the time for the membership, represented by it Group Delegates, to decide future policy and appoint the future Chair and Board members. Those who do not actively vote or make known their preferences to their Group Delegates, have no grounds for complaint at what is decided at the AGM.

" One Day at a Time "

MINI-CONVENTION CORNER

LONDON

A long-standing member of the Queen's Park Group explained, before actually making the arrangements, that the group felt passionately about staging this event as an important aspect of twelfth step work. And so it was decided to host the Mini-Convention at St Luke's Church, London W9 on 24 November 2012 with the theme 'Tools of Recovery'. In advance, contact was made with NHS-run drug facilities in surrounding boroughs. The



St Luke's Church

Mini-Convention became a great talking point, a good reason to get in touch with these organizations, and has subsequently opened up a dialogue with some of the units.

On a general note, the Mini-Convention was a great success, with around fifty people benefitting from and enjoying the event, including out-of-town speakers and four new-comers. With careful planning, Queens Park group made sure that no demands were made on central funds, i.e. your donations. In fact, the event made a modest profit which was added to central funds afterwards.

It was reported that, not only was there visible healing going on in the room, but it was further believed that this 'coming together' strengthened and revitalized the existing groups and certainly unified the host group in a common goal. Many Queens Park members had not done any wider service before, and the massive feedback from them witnesses how it feels to be of genuine 'use', or 'service' for the first time. The group feels that theirs is a model which might inspire others in different parts of the country. So, how was the event seen in the eyes of member of another London group who attended the event?

It was my first experience of a convention and I must say I was really touched by everyone's share, and was very pleased I made it there. My Westminster FA group is a very small and intimate group, which I love and that must be one of the reasons I've continued going there this long. Though it has its benefits of being small, it was an eye-opening experience to be in a room with lots of people sharing experience at the mini convention. I am ashamed to admit that I did not have courage to share mine at the time, but I learned a lot and very much encouraged to continue my recovery. Thank you for those who organized that mini convention.- from a Westminster group member.

A touching tribute to all the effort made by Queens Park Group! Thank you, Queens Park from us all. **Ed.**

SCOTLAND

Families Anonymous Scottish groups intend to stage their own Mini-Convention in Glasgow this year, and they suggest that those who are interested should note the date in their diaries:

Saturday 14th. September 2013

Venue to be announced

Aberdeen – Dundee* – Edinburgh – Fraserburgh – Glasgow – Inverness

[* stop-press!]

**We rejoice in the increase of Scottish locations,
But there is always room for more!**



FANonline to spread the word even more!



Your Service Board has decided that, with effect from the next FAN this coming summer, FAN online will be sent, as a matter of course, to all internet-connected Group Secretaries. This follows an idea already practised by one Group Secretary to whom FANonline has been sent on request. She forwarded it to members of her group by electronic means so that they all had their FAN free of charge and partly in colour. No need for any central email address list to be held; only your trusted local Group Secretary would need have it. This will be in addition to a year's-worth of FAN being accessible on the FA Website. The choice as to whether you order a hard-copy FAN in black and white or enjoy the colours, albeit not

too many of them, is here to stay. You may ask about the prospect of slumping hard-copy sales. Well, having spoken to our FAN-printer about this possibility, we are confident that this is not only possible but it will not have an effect of any significance on our costs. Real control of FAN-costs is in the hands of the Group Secretaries, who are asked to declare roughly how many hard-copy FANs they might order. Response to this question is poor in the extreme so that the number to printed has to be **GUESSED**. Unsold FANs are a drain which could become larger when FANonline is sent to Group Secretaries. There will be a reminder with the Summer 2013 advice of the importance of a small email to give an idea of intended number of copies to be ordered. Just to reassure everyone, the cost of running FAN is tiny, seen in overall FA finances. *Ed.*

CHANGING OF THE GUARD IS IMMINENT !

In the Autumn 2012 FAN, I informed you that there would be four vacancies to be filled at the 2013 AGM in April because the present holders of these posts will be rotating-off, having completed their three years' service. They are Fellowship Secretary (Angela), Treasurer (Diane), New Group Liaison (Kate) and FAN Editor (myself: Richard). Unfortunately, as reported in BoardWalk on page 6, Vera, responsible for Literature has been obliged to give up her place on the Board for personal reasons. This means that FA needs five new Board volunteers. There are flyers tucked into this FAN showing the role-descriptions of the posts that will become vacant.

Running the risk of boring you, let me remind you once again what our present Secretary, Angela, wrote in the last spring: "To some it still seems a bit grand (which it certainly is not) to join the board, and the insecurity associated with taking on a role - which people have no experience of - can also put FA members off from standing for board membership".

The phrase –WE ARE YOU, and YOU ARE US – springs to my mind yet again. A local group member becomes, at the same time, a Board member, after which he/she reverts to being solely a group member, but one with a fine experience under his/ her belt. So, if you are under the impression that Board members are any different to you, please think again.



PLEASE READ ON

YOUR CHAIR IS NOW WAITING FOR YOU!

Just phone the office to be put in touch with one of the present role-holders and have an informal chat without obligation!

PS. The available role-descriptions are right at the end of this online version of FAN.



BE INSPIRED TO BUILD ON YOUR FA
EXPERIENCE AND FULFIL
YOUR POTENTIAL ON THE FA BOARD!

The friendly UK Service Board would very much like to welcome YOU, yes YOU, into its midst. Your FA depends for its survival on continued service. We are looking for members like you who would like to consider one of the options listed below. If you feel overwhelmed by the idea, why not express an interest in sharing a post? Talk to us about it without any commitment. We meet on Saturday mornings just four times a year. Hardly onerous! Positively enjoyable and supportive!

This year we need five new Board members to replace the out-going five. The available roles are Secretary, Treasurer, Literature, New Groups Liaison and FAN Editor. There are Role Description flyers within this FAN for these roles to let you know what is entailed. If you feel that you could offer service on the Board, in any other capacity, please let it be known.

Needless to say, our fellowship is always thirsty for all sorts of volunteers. Every hour given repays what FA is doing or has already done for you! Why not simply stay at home and answer the FA phone, if it rings between 6 and 10pm weekdays, or 2 and 10pm at weekends. Or 1-4pm weekdays when nobody is available to go into the Office? Or, if you live within sensible distance from London, why not give an afternoon or two each month to your fellowship? Your travel expenses are naturally reimbursed. And if you are computer literate, there are tasks that you can perform at home to give support to the Office.

TODAY I will do my part to keep Families Anonymous alive and well, so that others who need this program can recover, too. TABW, page 81.

Are you doing your bit, however small?

Blessed is he who expects nothing for he shall never be
disappointed -
Benjamin Franklin

This is a short statement from some of our FA members in the Gants Hill Group when I asked what was their understanding of DETACHMENT .

- Letting go of my guilt when my daughter makes disastrous choices.
- A good habit that will replace my bad habit of worrying.
- Stop being the provider for my adult children. I cannot live their lives. I continue to love them dearly and do my best without enabling them.
- When I let go and allow myself to allow life to do its thing without attempting to control the outcomes of everything that goes on around me.
- Helping my child to stand on her own two feet, without trying to buy her shoes forever.
- Declining to tell my friend what to do, and instead, supporting her in whatever decision she makes.
- When I recognize the situations over which I truly have no control and let them be and accept the outcomes as they are, not based on what I want them to be.
- Taking a hands-off attitude and letting the person defend himself.
- Minding my own business when she procrastinates, on important business matters.
- Letting go of another person to be and do as that person chooses in all areas of his life.
- When I see my attempts to control are inappropriate and when things are best left alone.
- Support and love my children without telling them what to do and instead allow them to learn from their own mistakes and natural consequences.
- Being able to contribute, simply by observing my loved ones, without any attempt to give advice or criticise.

TODAY I WILL PRACTICE DETACHING WITH LOVE.

Love & Peace - Lilly from Gants Hill group

More on Expectations !



- *Today I know that change comes slowly. By keeping my expectations realistic, I minimize my disappointment in myself and others. April 21.*
- *By attending two meetings a week and founding a new group in our town, I found the serenity necessary to carry on my own life and make the changes I needed for me, not for anyone else. Today I have expectations for myself alone. May 12.*
- *Whether our chemically dependent ones are recovering or still suffering, we can make sure that we don't try to control another person's behaviour by our expectations. For if those expectations are not met, we will be setting ourselves up for anger, hurt and resentment. June 17.*
- *'Keep it simple' means, neither looking back nor burdening myself with expectations beyond my own abilities or the abilities of another. September 14.*
- *Thanks to the Families Anonymous program, I've changed most of my earlier expectations. I no longer have to be perfect to be OK. December 24.*

All the above are quoted from *Today A Better Way* with its daily helpful and supportive thoughts. © Families Anonymous Why not order yourself a copy?

This issue has focused on Expectations

The content, unless specifically identified as from another source, is written entirely by FA members and represents each author's personal experience, strength and hope as part of their individual Twelve Step journey. Every editorial effort is made to ensure that the articles present a positive attitude "in spite of unsolved problems". Once again, if you read something that does not agree with your viewpoint, please try to apply what we read at meetings: "take with you that which you can accept and leave the rest. As before, active feedback is welcomed about any changes you, the membership, would like to see in this newsletter. You may, for instance, want the focus to be on particular aspect of our recovery?

In the next Summer Issue

The focus will be on Blame. All contributions will be more than welcome! They certainly do not have to be about our focus subject. The more topics on offer the better! Write a letter to the Editor, get something off your chest, or offer - perhaps the most valuable and important element in our fellowship - a share. And, as usual, I will ask specific groups to take their turn to contribute - using the alphabetical system, starting with the first and last in the alphabet and two groups in the middle. My calculations make this, for the Summer issue: Brighton, Harrow, Shard End, Glasgow (Tues.). If you can't think what to write about, I'll give you some suggestions. Together, we can work it out!



George Square, Glasgow and the statue of James Watt

OUR GLASGOW MEETINGS ARE THE WESTERNMOST FA MEETINGS IN GREAT BRITAIN

Whichever part of the country we come from, the challenges that we share are the same

Families Anonymous
The Doddington & Rollo Community Association
Charlotte Despard Avenue
London SW11 5HD
Tel: 0845 1200 660 (Lo-Call)
Fax: 020 7498 1990
E-mail: office@famanon.org.uk
Web: <http://famanon.org.uk>

& in: USA (HQ), Canada, Gibraltar, Greece, India,



Italy, Mexico, Portugal, Russia, Spain, S. Africa.



Hilton Metropole, National Exhibition Centre,
Birmingham.

FAMILIES ANONYMOUS

UK CONVENTION & AGM 20-21 APRIL 2013

Cross-Group Convention Committee

Volunteer Nomination Form

*Please complete this form if you are interested in giving valuable service for this event
Alternatively telephone or email the FA Office to declare your interest*

Member's Name (first name only) _____

FA Group Attended _____

E-mail Address _____

Contact Phone number _____



2013

Phone: 0845 1200 660 Email: office@famanon.org.uk

FAMILIES ANONYMOUS UK

ROLE DESCRIPTION - SECRETARY

This is an opportunity for an FA-member to become our next Secretary and for the applicant to repay what FA has done for him/her; a chance to find enjoyment, creativity and support as an FA Board Member.

Useful Skills and Attributes:

- Above all, enthusiasm, commitment and willingness to have a go at doing the job. Support and help will be available.
- Familiarity with Microsoft WORD and email.

Location:

Attendance at board meetings in London and the AGM, wherever it is held.
There is no requirement beyond this to attend the office for this role.

Role details:

Ask for board meeting agenda items 4 weeks prior to the meeting, to include this in the agenda and circulate it in advance of the meeting via email.

Take the minutes at board meetings.

Prepare minutes as draft as soon as possible after the meeting and circulate them to all board members for comment prior to issuing final a copy.

Ensure any proposed amendments to the By-Laws are sent to Groups prior to the AGM.

Collaborate with the committee planning and hosting the FA convention and AGM to prepare and distribute key letters in accordance with the By-Laws.

Take the minutes at the AGM.

Prepare AGM minutes as draft as soon as possible after the meeting and circulate them to all board members for comment prior to issuing final copy.

Submit all minutes to the office for filing and circulation to group secretaries.

Prepare any letters as requested by the board

.

Role-sharing option: It might be possible for two volunteers to share the Secretary role and taking turns at board meetings. This would have to be scheduled and all board members would need to be made aware of it.

General duties of Board members:

Attendance at 3-hour Board meetings at our office in Battersea about 4 times a year, normally on Saturday mornings. Availability of phone-conferencing for those living far from London.

Participation in general Board business, mostly by email, as and when necessary, and occasional contact with groups allotted to you.

FA will repay all agreed outlays that are necessary to perform all Board functions

Duration of Service: A satisfying and creative three-year period, a chance to serve the FA Fellowship and to be an integral part of its decision making process. *For the duration of service, an invitation will be extended for the applicant to become a Trustee of the FA charity and a Director of the FA Company limited by guarantee.*

Could be interested?: If you could be interested and would like to know more, why not get the phone number from the Office of the present role-holder and have an informal chat without obligation? The reality of learning gradually can be pleasing and is much less daunting and demanding than this role-description might suggest! Surprise yourself!

March 2013

FAMILIES ANONYMOUS UK

ROLE DESCRIPTION - TREASURER

This is an opportunity for an FA-member to become our next Treasurer and for the applicant to repay what FA has done for him/her; a chance to find fulfilment and support as an FA Board Member.

Useful Skills and Attributes:

- Above all, enthusiasm, commitment and belief in self to do the job, given support and help until confident.
- Very basic book-keeping skills – to record and pay cheques into our account, pay incoming bills, volunteer travel expenses, printing etc, and keep filed copies of all transactions, bank statements and other invoices.
- Basic computer skills - Microsoft EXCEL to update the monthly spread-sheet of income and outgoings. When we have PayPal up and running much more will be done online.

Location:

- It would be an advantage for the applicant to be able to access the office on a fairly regular basis, but no more than once or twice a month, to pay bills, volunteer travel expenses and such like.

Role details:

The main role entails keeping accurate records of our income and expenditure. Income is from literature sales, including FAN, and donations. Much of this will become online, once PayPal is set up, but cheques will continue to be used by those who do not have computer access. Expenditure is by cheque and Bank mandates for regular expenses, rent, electricity, insurance etc.

The role includes communicating with the bank to update signatories to the account, set up or change bank mandates.

Also, it includes taking all the account books and documents to our Accountant currently in Chobham, Surrey to be scrutinised once a year.

Finally the Treasurer will need to take responsibility for preparing the Annual Reports for both Companies House and the Charity Commission – since this includes the scrutinised Accounts.

Getting started: I am happy to help go through how the books are kept (it is very straightforward) as Norman did for me when I took on the role in 2011. I am also happy to help with drafting the Annual Reports, first time round and this will make the take-over more gradual and manageable.

General duties of Board members:

Attendance at 3-hour Board meetings at our office in Battersea about 4 times a year, normally on Saturday mornings. Facility for phone-conferencing for those living far from London.

Participation in general Board business, mostly by email, as and when necessary, and occasional contact with groups allotted to you.

FA will repay all agreed outlays that are necessary to perform all Board functions

Keeping the accounts can sound a bit dry and unimaginative, but I have found being Treasurer a really rewarding experience – and when the columns add up at the end of the month it is a great feeling – especially when our income is greater than our outgoings! Being responsible for the Annual Reports can seem daunting, but having done it once, and with help from the templates provided by Companies House and the Charity Commission, updating each year will be easy.

Duration of Service: A satisfying three-year period, a chance to serve The FA Fellowship and to be an integral part of its decision making process. *For the duration of service, an invitation will be extended for the applicant to become a Trustee of the FA charity and a Director of the FA company limited by guarantee.*

Could be interested?: If you could be interested and would like to know more, why not get the phone number from the Office of the present role-holder and have an informal chat without obligation? The reality of learning gradually can be pleasing and is much less daunting and demanding than this role-description might suggest! Surprise yourself!

March 2013

FAMILIES ANONYMOUS UK

ROLE DESCRIPTION - FAN NEWSLETTER EDITOR

This is an opportunity for an FA-member to become our next FAN-editor and for the applicant to repay what FA has done for him/her; a chance to find enjoyment, creativity and support as an FA Board Member.

Useful Skills and Attributes:

Above all, enthusiasm, commitment and belief in self to do the job, given support and help until confident. Basic computer skills will be needed from the start but willingness to learn is paramount. Familiarity with Microsoft WORD 2010 an advantage, but not a requirement.

Location

Where the applicant lives is irrelevant, as the preferred and experienced FAN-printer can deliver anywhere; access to a Post Office, large envelopes and sellotape are necessary - but are on hand in the Office in Battersea.

Role details:

Production of three editions of FAN per year, in spring, summer and autumn. The role falls into two more or less natural parts – firstly the **editing and printing** of each FAN with members' contributions, fellowship news and the like, and secondly the **administration** of FAN-orders, physical distribution and FAN-matters on the FA website.

Role-sharing option: Because of the natural division of tasks just mentioned, it might be possible for two volunteers share the FAN role. However, in the absence of a role-share arrangement, familiarization with the administration role before actual editing and printing, can make the total take-over more gradual and manageable. Familiarization with software in the months before taking on the editing and printing is possible.

General duties of Board members:

Attendance at 3-hour Board meetings at our office in Battersea about 4 times a year, normally on Saturday mornings. Facility for phone-conferencing for those living far from London.

Participation in general Board business, mostly by email, as and when necessary, and occasional contact with groups allotted to you.

FA will repay all agreed outlays that are necessary to perform all Board functions

Getting involved in FA activities, becoming familiar with the membership and groups induce thoughts as to what might go into the next FAN. Persuading members to write something for FAN takes some time but an effort has to be made in thinking what the main theme of the next edition will be and, subsequently building-up the document, page by page. This is an on-going process, ideas coming at unexpected times, such as in the shower, doing the shopping and the like. Because of this, the use of the virtual FAN-template is advisable, filling in the new edition, as and when ideas develop. Imagination will come into play, trawling the internet for relevant quotations and images to fit in with the emerging contents of the emerging FAN. It may also be the bringer of new and different editorial ideas.

Duration of Service: A satisfying and creative three-year period, equal to nine editions of FAN, a chance to serve The FA Fellowship and to be an integral part of its decision making process. *For the duration of service, an invitation will be extended for the applicant to become a Trustee of the FA charity and a Director of the FA company limited by guarantee.*

Could be interested?: If you could be interested and would like to know more, why not get the phone number from the Office of the present role-holder and have an informal chat without obligation? The reality of learning gradually can be pleasing and is much less daunting and demanding than this role-description might suggest! Surprise yourself!

March 2013

FAMILIES ANONYMOUS UK

ROLE DESCRIPTION – LITERATURE

Useful Skills and Attributes:

- Basic computer skills, Microsoft Word and Publisher an advantage. Excel useful for keeping a record of sales on computer for stock taking purposes.
- An interest in the content of FA literature and enthusiasm for encouraging its use as a tool for recovery.

Role details:

- Maintain stocks of existing literature by ordering items from the printers as necessary and helping with and overseeing in-house printing.
- Develop new literature with the agreement of the World Service Board, USA, or by the introduction of new material from the WSB.

Stock control: After an initial stock-take, it is useful to record subsequent sales on the FA Office computer at regular intervals in order to maintain a picture of stock levels. All sales are recorded on receipted invoices and these can be the point of reference.

Ordering: The office volunteers send out free literature packs to people enquiring about FA – demand can fluctuate quite considerably. Some items are printed in house and others have to be carefully monitored and ordered from the printers in sufficient quantities to ensure permanently adequate supplies.

In-house production: Supplies to be checked of leaflets, slogans and other items produced in-house.

CDs to be copied.

The literature list (paper and on line) to be kept up to date.

Sub committee:

Should a new item of literature appear, it may be helpful to recruit another member for general discussion and/or 'translation' from US material and for proof reading purposes.

Keeping track of the stock can be done by whatever means – the office can be visited when convenient, a fortnightly or monthly visit should suffice – a London base, of either a sub-committee member or the applicant his/herself would be advantageous.

General duties of Board members:

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Participation in general Board business, mostly by email, as and when necessary, and occasional contact with groups allotted to you.

FA will repay all agreed outlays that are necessary to perform all Board functions

Duration of Service: A three-year period. *For the duration of service, an invitation will be extended for applicant to become a Trustee of the FA charity and a Director of the FA Company limited by guarantee.*

Could be interested?: If you could be interested and would like to know more, why not get the phone number from the Office of your group's representative on the Board and have an informal chat without obligation?

The reality of learning gradually can be pleasing and is much less daunting and demanding than this role-description might suggest! Surprise yourself!

March 2013

FAMILIES ANONYMOUS UK

ROLE DESCRIPTION – NEW GROUPS LIAISON

This is an opportunity for an FA-member to continue the vital task of helping any interested person or persons to enact their wish to form a new FA group. Performing this role, the applicant will be repaying what FA has done for him/her; and have a chance to find enjoyment, creativity and support as an FA Board Member.

Useful Skills and Attributes:

Above all, enthusiasm, commitment and willingness to have a go at doing the job. Support and help will be available.

Familiarity with basic computer operating would be helpful for the keeping of records.

Location:

This role can be operated totally at your phone- and email connected home.

Role details:

Communicate with and be the initial contact for any concerned person or persons wishing to spearhead a new group.

Explain in general what might be expected in taking on this valuable commitment and the joys & tribulations which may be encountered.

Give help by advising about suitable types of venue to set up a new meeting.

Arrange for Starter Packs to be prepared by the Office in Battersea and to be sent to emerging groups, containing the required five basic readings, some FA literature and everything needed to supply those establishing the new group. Keep basic internal accounting records for the costs of providing Starter Packs

Provide additional information, if required, on conducting a meeting and, in fact, answer any questions that any person embarking on this venture may have.

Maintain a geographically based-list of people who contact FA and, if they have no local group, wish to advised if /when a meeting opens in their area. Make subsequent re-contact if a local group is, in fact, established.

Keep an eye on the *New Meetings Starting Up* section of the FA website Forum and act if and when appropriate.

General duties of Board members:

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Duration of Service: A three-year period. *For the duration of service, an invitation will be extended for the applicant to become a Trustee of the FA charity and a Director of the FA Company limited by guarantee.*

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March 2013