



Qualifications and Responsibilities for EA Trustees

Qualifications of EA Trustees:

1. Must be a member in good standing and currently attend EA meetings.
2. Have attended EA or another Twelve-Step program for at least five years, preferably with the last two in EA.
3. Have completed a fourth and fifth step and have a working knowledge of the Steps, Traditions, and Concepts.
4. Must be computer literate and have an e-mail address they are willing and able to check once per week *at a minimum*. EAI uses the Google shared drive.
5. Are stable, competent, willing to take on tasks, have the ability to work well with others and comply with the terms and provisions of the bylaws and administrative concepts.
6. Strong preference for those having served EAI as a whole for one year through involvement in a committee, group or inter-group.

Responsibilities of EA Trustees:

1. Continue to work an EA program of recovery, which includes the Steps, Traditions, Concepts, Slogans and Just for Today's.
2. Allow use of their full name, address or PO Box, and telephone number for EAI-related purposes.
3. Be well-versed in the EAI bylaws, organizational structure, policies and basic parliamentary procedure according to Robert's Rules of Order.
4. Attend a minimum of eight Board meetings each year by phone or in person. The Board meets ten times per year.
5. Attend the Fall Board/Annual Business meetings in person. (Reimbursement for travel and lodging is provided by EAI providing such funds have been approved and are available in the annual operating budget.)
6. Be prepared to participate fully in board meetings by having studied relevant issues. This is done through involvement on committees, study of materials distributed in

advance of the meetings, and by doing or performing research as necessary.

7. Be an active board member.
8. Volunteer for special projects, write articles for publication, submit reflections for the newsletter and the website, and speak at both EA and non-EA events as available.
9. Be responsible for the financial health of EAI by minding expenses while finding creative ways to generate revenue and donations within the guidelines of the traditions.
10. Work with all EA members to encourage ongoing communication between the groups, trustees, and the EAI office staff.
11. Promote the nomination of qualified trustee candidates.
12. Work with group contacts to help resolve problems using the tools provided by the EA program.
13. Support EA members in doing service work including development of and participation in regional conferences, area events, or public information meetings.
14. Be responsive to the needs of the EAI staff; understand the roles of staff and trustees.
15. Step down if personal situations or changing time constraints make it impossible to contribute sufficiently to the Board.
16. Involvement in other ways including:
 - Help start new groups. (Trustees are notified when New Group Information Packets are mailed and asked to follow up with those requesting the information.)
 - Maintain contact with the membership through publications, committee reports, and other correspondence.
 - Keep groups and members informed regarding the work of the Board of Trustees.
 - Support literature sales and development.
 - Promote attendance at EA-related events.