

Living in



Balance

Autumn 2003 The International Quarterly

Newsletter of Workaholics Anonymous

Fellowship and Frolics Highlight the WA World Conference

Over Fifty Delegates From Germany to Florida to California Convene

Elections To Be Held Early in 2004

Election of the new WA Board of Trustees will take place during the first six months of 2004. The time line runs like this:

On January 2nd, 2004, the board will send a message asking members to write letters nominating themselves for board positions. This message will go to all members whose email addresses we have and to all WSRs for copying and distribution to the members of their meetings. The nomination letters may be returned to the WA P.O. Box or to the WA email address. The deadline for the nominations to be postmarked is March 15th, 2004.

All board positions will be open, and present trustees also are eligible to nominate themselves for the same or another position. The positions are:

- Facilitator
- Treasurer
- Letter Answerer and Telephone Responder
- Recorder
- Email Responder
- Registrar
- Web Page Manager
- Literature Coordinator
- Newsletter Editor
- Outreach Person

Two other, "undesignated" trustee positions are available. (See last page of this issue for the job descriptions of these trustee positions.)

Within 30 days of receipt of all the nominations (by April 14, 2004), the present board checks the nominees' statements and selects the provisional new board. As soon as this is done, ballots are sent to all WSRs for copying and distribution to their members for approval or disapproval of each of the provisional trustees. The meetings have 45 days to return their ballots (by June 1st, 2004).

Results of the election will be sent to all WSRs as soon as the ballot count is completed. The elected trustees assume their offices on July 1st.

World Conference Highlights

Over fifty delegates and WA members gathered for three days of meetings and workshops on recovery from workaholism in mid-September this year at the Mercy Retreat Center in San Francisco, California.

Several speakers, including old-timers from Cleveland and Arizona, as well as the Bay's own Dr. Tom, brought decades of inspiring recovery to the speaker's meetings. Workshops included attention on Work and Relationships; Money, Prestige, and Power; and Time Debting and Work Addiction Recovery. Many members also shared with a Sunday afternoon online meeting.

Many tearful members expressed gratitude at the moving experience of being at WA meetings with so many dozens of recovering WA's. They were nourished by the powerful circle's experience, strength, and hope.

The conference site featured a peaceful garden-labyrinth for morning meditations. Guest twelve-step laugh-MC's brought fun and frolic to the Saturday night play time, with everyone enjoying laughing meditation, game-show style Truth or Consequences, and "Hurricane" musical chairs.

Representatives from the AAS (German-speaking WA equivalent) travelled to the conference to initiate cross-organizational pollination on topics such as procrastination, support for Work-Anon sufferers, potential literature sharing, and a discussion of how WA and AAS might collaborate and possibly interoperate. These delegates shared that there are over twenty German-language meetings in Austria and Germany, and they regularly have over sixty attendees at their annual conferences. . . . (Article continued on page 5)

Inside This Issue . . .

Tool Review: Asking

Fresh Answers From Members to Your WA Questions

Step Study: Step Five

Sharing Our Inventory and the Promises of Step Five

Board Notes: Preparing for Board Elections

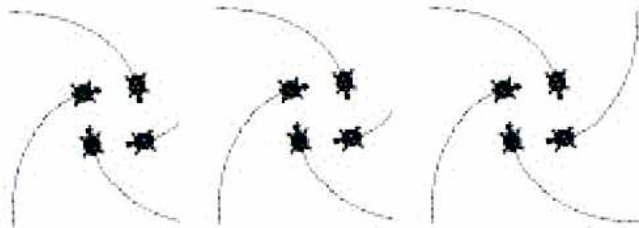
The Latest and Greatest From the WA-WSO Board

About Workaholics Anonymous

Workaholics Anonymous is a fellowship of individuals who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from workaholism.

The only requirement for membership is a desire to stop working compulsively. There are no dues or fees for WA membership; we are self-supporting through our own contributions. W.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stop working compulsively and to carry the message of recovery to workaholics who still suffer.

Views and opinions expressed in this newsletter are personal and belong to the person who shared them. Take what you like and leave the rest. They do not necessarily represent official opinions or policies of WA-WSO.



About The WA Newsletter

This newsletter is published four times a year and is sent to all active WA groups in the US & abroad and to all "loners" who subscribe. Suggested subscription fee is \$8 to \$20 per year sliding scale payable to the WA World Service Organization. Meetings are also welcome to subscribe! Please keep your group's address and contact information current with WA-WSO. We are eager for your stories, articles, artwork, book reviews, and submissions. Electronic submissions can be sent via email. Submission timeline for the Winter Issue is November 30th, 2003, and for the Spring 2004 Newsletter, February 28th, 2003. Thanks!

**Workaholics Anonymous
World Service Organization**

**email: wso at workaholics-anonymous.org
web: www.workaholics-anonymous.org**

**WA-WSO
PO Box 289
Menlo Park, California 94026-0289
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Treasurer's Report

The treasury is very healthy at the moment, with one area of concern.

First, the bad news: our expenses for the year to date total \$1,077.59. Donations for 7th tradition, literature purchases, and newsletter subscriptions total \$905.43. Because there was money in the treasury from the previous board, we have had enough funds to cover expenses. I am concerned that a problem might arise if this pattern continues over a long period of time. The expenses of the current board are higher than previous World Service Boards because we have an almost fully-staffed board that meets via teleconference 4 to 6 times a year. The teleconference is the largest single expense of the Board, other than this year's conference.

I am happy to report there is very good news. Thanks to the bountiful attendance at the World Service Conference and Retreat and thanks to the generosity of the attendees, we ended the conference well in the black. The conference expenses totalled \$6397.50. Workaholics Anonymous took in, through reservations, silent auction donations and 7th tradition donations, \$8577.00, leaving us with a positive balance of \$2179.50.

Thanks to the conference and to contributions from the former board's term, WA-WSO has a current balance of \$6,061.79. We are looking forward to publishing WA's first "big book." The funds beyond what is needed to keep World Service running smoothly will go toward the initial publication costs of the book.

Thanks to everyone in the fellowship for your generous support of WA!

Newsletter Themes

The Theme for the Winter Newsletter is Recovery Planning and Step 6. The Topic for the Spring Newsletter is Serenity and Step 7. We are also recruiting contributions for a regular "Our Meeting," with highlights from different WA meetings. Please send us your ideas and articles!

WA Book Calls Members to Action

We are in the process of writing our own Book of Recovery from Workaholism. Please submit any and all stories and literature you think should be in our "Big Book." We will need to write our own literature including "The Promises," the only copying we are allowed from AA is using the twelve steps and twelve traditions which we have permission to use. In this newsletter (and future ones) is an excerpt of some possible WA promises. Kindly add your own and send to the Literature Committee at the WA-WSO address on the left.

Step 5 in Workaholics Anonymous *Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.*

For many of us in Workaholics Anonymous, this step can be a big stumbling block. Being perfectionists, we procrastinate. Many of us suffer from big egos. We use work as a way to distract ourselves from facing the reality of who we are and the pain of our past. To admit to God, to ourselves, and to another human being the exact nature of our wrongs can seem impossible. But if we have completed our 4th step inventory and have begun to apply the first 3 steps to our lives, this step will bring a sense of inner peace and self-acceptance never known before. We begin to feel truly connected to God and our fellow human beings. We will feel forgiven and experience a healing humility. We become more honest and realistic about ourselves.

Some of us have done our 4th and 5th step as part of a Workaholics Anonymous Step group. Or we picked sponsors from another programs to give our 4th step. Some of us have co-sponsored each other. Some have chosen a counselor or religious leader to give away our 4th step. Some of us have worked this step in other 12 step programs but have yet to do a 4th and 5th step in Workaholic Anonymous. We put it off without realizing we are delaying receiving the benefits that this step can provide.

For many of us the relief from this process is immediate and lasting. We find our relationships at work and outside of work improving as well as our relationship to ourselves. The negative thinking that drives so many of our relentless work and planning decisions is greatly healed by doing this step.

. . . The dammed-up emotions of years break out of their confinement, and miraculously vanish as soon as they are exposed. As the pain subsides, a healing tranquility takes its place. And when humility and serenity are so combined, something else of a great moment is apt to occur . . . even those who had faith already often become conscious of God as they never were before. . . .

From (Alcoholics Anonymous) Twelve Steps and Twelve Traditions, page 62

WA Promises Coming to Life

Promises, promises! How often we hear the incorrect phrase "The Twelve Promises" used in meetings when referring to the Ninth Step promises on pages 83 & 84. What about all the OTHER promises found in the Big Book, like the ones associated with working Steps 3, 4, 5, 10, 11, and 12? As a matter of fact, the Ninth Step promises are only SOME of the better ones! Well, Dave F. was taught to consider all statements of hope in the Big Book, which guarantee a result, through our sober actions, in the working of the steps, to be a "promise". Therefore, by this definition (although some of the groupings here may be a stretch), here are some of the 238 promises of the Big Book...

Fifth Step Promises:

1. In actual practice, we usually find a solitary self-appraisal insufficient. (72:2)
2. If we skip this vital step, we may not overcome drinking. (72:2)
3. They took inventory all right, but hung on to some of the worst items in stock. They only *thought* they had lost their egoism and fear; they only *thought* they had humbled themselves. But they had not learned enough of humility, fearlessness and honesty, in the sense we find it necessary, until they told someone else all their life story. (73:0)
4. We must be entirely honest with somebody if we expect to live long or happily in this world. (73:4)
5. Once we have taken this step, withholding nothing, we are delighted. (75:2)
6. We can look the world in the eye. (75:2)
7. We can be alone at perfect peace and ease. (75:2)
8. Our fears fall from us. (75:2)
9. We begin to feel the nearness of our Creator. (75:2)
10. We may have had certain spiritual beliefs, but now we begin to have a spiritual experience. (75:2)
11. The feeling that the [work] problem has disappeared will often come strongly. (75:2)
12. We feel we are on the Broad Highway, walking hand in hand with the Spirit of the Universe. (75:2)

Please feel free to email the WA Big Book Committee with ideas, feedback, and stories.

N.'s Story--Choices: Hitting a Bottom And Connecting to the Queen of Everything

How it was

I grew up in a small, multi-addicted family in countries of extreme poverty. I was the adult child, and I grew up fast. Legally emancipated at fourteen, I was accustomed to using work to achieve self-reliance and freedom. After moving to an English-speaking country and learning English, I was lucky to encounter some kind people from whom I asked for help with a couple of things, including my addictions. When 12 step programs were suggested to me at seventeen years of age, I joined enthusiastically, and I immediately worked the program.

I have been fortunate to not relapse, and I have 22 years of clean, sober, and abstinent living. The first five years were a journey of self-discovery. Some random examples include: I had interests and talents in dancing and sports, I loved animals, I enjoyed travel, I was a lesbian, and I was a night owl. In terms of WA-related matters, I learned how much my parents' personal values affected their professional lives, and that I had adopted their values about education, freedom, and social equality. Both teachers, they had immense passion about their careers, and embodied their values fully at home and at work, despite their addictions. I learned that there was a career combination in which I could fulfill my own dreams of helping people in their personal and professional lives.

In order to achieve this goal, I worked fulltime to fund my studies, completed a Dual Ph.D., and I set up two businesses (a practice of clinical psychotherapy and a human resources consultancy). I enjoyed the work itself. I also liked my clients in both businesses, and we were able to accomplish their goals together. I enjoyed the fruits of my labor: I could afford nice vacations and a nice home, and I shared my wealth with friends and gave to charity. I also had rewarding relationships, danced, and exercised regularly. I worked and played hard. I was passionate about life, and I had a good time at and outside work. This was the case for years.

What happened

Then, somehow, the balance tipped. Passion turned to compulsion. Perhaps the guilt of being an immigrant caught up with me during the 2002 US recession; perhaps I hit a level of seniority in my work where gender differences increased and competing was harder; perhaps memories of extreme poverty in Africa resurfaced; perhaps a dormant disease of workaholism awakened. The way I worked changed markedly within months. Sprinkled in my usual enjoyment were episodes of worry and compulsion, both at work and on weekends. I then took on a sense of seriousness and pressure with projects—even household ones! I started to obsess about work in my free time, and soon enough I couldn't leave projects until they were finished (which meant I sometimes went to bed at dawn). This new compulsion/addiction impacted the amount and quality of time with my loved ones and my interests (such as art, dancing, running, foster-parenting kittens, etc.). I didn't stop any of these hobbies entirely, but they sure slowed down. My hours spent working might have increased a little, but it was the way I worked that really changed.

I have a great network of friends, and I asked some of them if they noticed anything different over a period of months. Most said no, but a close friend agreed that going to a WA meeting would be a good idea. I must say that, as a high bottom, I did not lose what many others did, such as health, relationships, time, or jobs. Instead, I am a workaholic who jumped off a fast descending elevator, and I am very grateful I took notice and action quickly. I had already lost work-life balance, peace of mind, perspective, and conscious contact with HP.

How it is now

I am new to WA, and I attacked the WA program with some perfectionism and compulsion for the first month, but I have settled into a healthy pace now. I balance my work and personal time by asking my Higher Power to remove my money worries and work obsessions. You'd think this would come naturally to me, since I have been turning my life and my will over to The Queen of Everything (my HP) for so many years—but it is a daily, conscious effort. Practically speaking, I have also set boundaries on maximum hours worked a week, weekends, lunch breaks, etc. Additionally, I find that carving out gaps in my work and personal schedules for spontaneity yields nice surprises—how can little miracles and fun things happen to me if I am always rushing around?

Another thing that works for me is to make amends immediately to folks around me at work when I get compulsive or impatient, as per the Tenth Step. I have let a couple of close corporate colleagues know about WA, and they support me when I fall off the turnip truck. Sometimes, they laughingly ask me to read my daily meditations, and I can't help but notice how closely they listen to the meditations when I read them out loud.

I believe that it is Q of E's will for me to continue my lines of work, and to maintain my work-life balance. I believe that, just like my parents and grandparents, I was destined to be of service in the world. I believe many of us are, particularly we addicts. I find that, just like my other addictions, my journey of recovery from workaholism enriches my existence and increases my ability to serve others. God knows, the planet needs more socially responsible world citizens who give back as much, or more, than they take.

I might be suffering from a huge case of projection, but it does seem to me that workaholism is a common, underdiagnosed, socially reinforced disease. . . .

WORLD SERVICE NEWS



Exciting Service Opportunities:

One Empty Board Position Filled: Two To Go

At the recently consummated WA World Conference, the announcement was shared that three Board positions need to be filled for the rest of the present term, which ends June 30, 2004. **Someone stepped up for the new position, the Recorder.** He will begin at the Fall Board meeting. The board's present system of teleconferencing its meetings will continue, and D. will be our first minutes writer to perform by telephone link. Welcome, D., and thank you!

That leaves only **two positions unfilled.** They are being covered on a pro tempore basis, and members wishing to do this service are asked to call to be (1) **the Email Responder**, who gets 2 to 5 messages per week at the WA email box, or (2) **The Telephone Answerer and Letter Responder**, who gets 0 to 4 letters per week and an average of 2 voicemail messages per week. (See brief descriptions at the back of this Newsletter.) You can do it! Please contact World Service to sign up and or to find out more.

World Conference Highlights *cont'd page 1*

... Their next conference is at the end of October 2003 in Dusseldorf. Plans for swapping newsletters, newcomer's packets, and translating major literature as well as exploring how to be organizationally connected with WA are underway, inspired by their presence (see related article on WSO Board Highlights).

Efforts at literature expansion include recruiting more material and stories for the upcoming WA Book of Recovery, a working group tuning a draft brochure on abstinence planning and bottom lines, a working group reviewing the Newcomer's Packet contents, sharing of WA conference-approved literature on the topic of "Turning Work into Play," and a call to review and expand the WA Recommended Reading List.

The conference was so successful that participants were inspired to convene again in San Francisco in 2004, with the next biennial WA World Conference in 2005 having the proposed location of Portland, Oregon.

DECISIONS OF THE WORLD SERVICE CONFERENCE SEPTEMBER 2003

- Motion is to distribute WA newsletter by email by A. Unanimously approved. Board to have a discussion on how to put email distribution of the newsletter into practice at their next meeting.
- WA-WSO Board was Ratified, including welcoming D.W. as the Recorder.
- Unanimous decision to send newsletters and meeting minutes to German-speaking AAS.
- Unanimous support to consider issues that would prevent or support an affiliation of the two organizations, WA-WSO and AAS. The issues would be documented between now and the next conference. First action step is an exchange of starter kits. P. is the point person from WSO.
- WA Book of Recovery contents solicitation and permissions are underway. Still time to send in materials to the editor.
- Literature Task force will review Starter Kit contents. M. is the point person.
- Proposal passed to create a board position of Internet Meeting Liaison. Widespread support for the online meeting registering through the WA website as an official meeting.
- Unanimous approval of having a WSO Conference in 2004 at the Mercy Retreat Center. Conference Chairperson: M.
- Unanimous approval of having the WSO Conference in 2005 in Portland, Oregon.

Overheard at the Sunday Online Meeting

.... Potential sponsors and a step study group!

.... It was such an exciting meeting, and wonderful to have people from the conference join us. It felt like our [online] group was part of WA, and now we are officially, too.

.... Although I couldn't go to the conference, I really appreciated being able to be there, in a way, during our meeting.



Play is a four-letter word. As an adult I often experience the feeling of play as uncomfortable, it implies a child-like attitude anathema to appropriate adult behavior, especially if one yearns for a life of success. As a workaholic whose disease displayed symptoms as a young teenager, I became angry and self-righteous at the frolicking behavior of my peers who enjoyed laughter and a good party.

These are but a few symptoms I have shared with my WA friends at our meeting here in Northern Virginia. Others in the meeting experienced similar feelings that led to burnout and isolation. So we decided to have a meeting set aside every several weeks to explore the solution of play in our lives, as an antidote to our disease.

When I hit bottom eight years ago, I worked a forty-hour plus week with my weeknights filled with spiritual work in and outside of church. The next year, a friend offered to accompany him and others to a weekend at the beach. The ocean, three hours from my front door, invited me into discovering something new about myself. The pleasure of running up and down the shoreline, being chased by waves, throwing myself into water. I constructed sand castles and accepted the stares and comments of children as they observed my handmade creation, something I hadn't aspired to in over thirty years. Lying in the sun with the sound of waves crashing upon the shore put me in a succession of naps throughout the afternoon, the cadence of the waves simmered through my body well into the night and as I awoke the following morning. Speaking of mornings, I rose prior to the sun's ascending in the east above the ocean. Standing on the beach, I witnessed the dolphins voyage along the coastline. With their presence ten yards offshore, I accepted their playful energy into my heart.

I carried this experience back to my home in Northern Virginia where workaholism runs rampant among government workers and technological gurus. I attended sporting events with an attitude of enjoyment. I enrolled at a local recreation center and played in the pool, turning somersaults underwater and participating in a water aerobics class dancing with hits from the sixties. Approaching these activities, I got out of my head and into my body. Feeling the heart's lightness as my response to the world rather than the intellect's "why." Yes, I experience slips in this endeavor when I find my days and weeks overloaded. However I accept this aspect of my recovery, like other aspects, one day at a time.

Play is a four-letter word and a behavior where God wants us to experience her pleasure.

Go forth and enjoy!



Members Write Back

A new feature, with questions and answers offered from the membership. The first features questions and answers from the chalkboard during the Conference.

Q. How do you play?

A. I go back to being my inner child

A. Ask Higher Power!!

A. At the Florida meeting of WA which meets on the sand of the Gulf of Mexico (the most beautiful WA mtg?) we sometimes swim, (before the meeting) float on our noodles, play Kidima paddle ball (no scoring) walk the beach and enjoy sighting of sting rays (skates).

A. Walk in the woods or nature, anywhere.

Fly a kite.

Creative activity painting/drawing

Q. How do you tell the difference between healthy work and addicting work?

A. Do I check in with my body to see if it needs attention or if it's hurting?

A. Call your sponsor.

A. Are you using work as a substitute for intimacy or dealing with emotions?

A. Can you breathe? Do you eat regularly (between working)? Are you aware of the time? Or do hours go by? Are you rushing? Do you go home at a reasonable time?

A. If I feel sharp when I stop.

A. If you are unwilling to tell your sponsor it is probably addictive - also if you "forget" to tell your sponsor.

Q. What are the symptoms of an adrenaline rush?

A. Feeling real excited. You feel it bodily, because adrenaline is affecting all your organs, to put you into high gear. Best cure is physical movement as soon as possible - this uses it up so it doesn't hurt organs (stress damage)

A. Compelled - on a mission my head moves forward ahead of my body. Not grounded.

A. Racing thoughts. Trembling. Shaking. Tightness in face, eyes, jaw, scalp. Queasy stomach. Headache. Heart palpitations. Tunnel vision. Irregular, shallow breathing. Chills and/or sweating

A. Ask self "am I staying busy to:"

(1) Feel better about who I am? (low self esteem)

(2) Avoid facing a troubling situation? (family, a decision that needs to be made, a recognition that something is no longer working in my life, etc.)

(3) Avoid being alone with myself and my emotions or thoughts.

(4) Am I anxious about something that being busy helps keep me from dealing with?

The WA Tool of Asking
We admit our weaknesses and mistakes, and ask our Higher Power and others for help.

Next Questions for the Winter 2004 Newsletter

(Please respond via email or mail by November 30, 2003)

* What does your Higher Power look like?

* What would one (or more) of the WA promises be?

* What are your bottom lines?

* How do you define your abstinence in WA?

* What is your plan for recovery?

Also feel free to answer any of this issue's Q's.

. . . But today, in well-matured [W.A.'s], these distorted drives have been restored to something like their true purpose and direction. We no longer strive to dominate or rule those about us in order to gain self-importance. We no longer seek fame and honor in order to be praised. When by devoted service to family, friends, business, or community we attract widespread affection and are sometimes singled out for posts of greater responsibility and trust, we try to be humbly grateful and exert ourselves the more in a spirit of love and service. . . . Service, gladly rendered, obligations squarely met, troubles well accepted or solved with God's help, the knowledge that at home or in the world outside we are partners in a common effort, the well-understood fact that in God's sight all human beings are important, the proof that love freely given surely brings a full return, the certainty that we are no longer isolated and alone in self-constructed prisons, the surety that we need no longer be square pegs in round holes but can fit and belong in God's scheme of things--these are permanent and legitimate satisfactions of right living for which no heap . . . of material possessions could possibly be substitutes. True ambition is not what we thought it was. True ambition is the deep desire to live usefully and walk humbly under the grace of God.

--Twelve Steps and Twelve Traditions of Alcoholics
Anonymous, *Step Twelve*, pages 124-125



**Dynamic Service:
Brief WA Board
Job Descriptions
for the 2004 Elections**



Did you know?

If one third of all the currently elected trustees consider an action to involve matters of principle or basic policy, it will be referred to a vote of the membership (delegates).

—Article 10, sections 16D and 16G, Bylaws

The officers of WA-WSO are those trustees who are elected to perform the day to day functions of the organization. They are the Facilitator, the Telephone Answerer and Letter Responder, the Email Responder, the Recorder, the Treasurer, the Registrar, and the Outreach Person. Fifty-one percent of these officers constitute a quorum for conducting the business of the organization.

Brief Job Description—Facilitator

Term of office: 30 months (July 1 to June 30 two years later, plus 6 month overlap of new Facilitator's term for training & support as needed)

The Facilitator shall:

- Coordinate and monitor activities of the WA board, including coordinating communication and (at least) quarterly Board meetings.
- Organize the biennial election of the Board and welcome new Board members.
- Call and preside over a WA world conference every alternate year.
- Require the Treasurer to submit a written report showing Income and Expenses.
- The Facilitator may not hold concurrently either the position of Telephone Answerer and Letter Responder or the position of Treasurer.

Brief Job Description—Newsletter Editor

Term of office: 2 years, July 1st to June 30th two years later

The Newsletter Editor shall:

- Gather and/or write items of general interest to the membership and produce and assemble for mailing a newsletter (at least quarterly), including labels, for distribution to the entire membership on a regular basis, including Treasurer's reports, announcements related to the Board elections,
- Establish a plan for the newsletter editions and inform the Board of the status of publication.

Brief Job Description—Recorder

Term: 24 months, July 1-June 30 two years later

The Recorder shall:

- Pick up the U.S. Mail once a week from the post office box or arrange for another WA member to do so and deliver it, by the fastest feasible means, to the Recorder.

- Deliver or forward letters addressed to specific board members to the appropriate persons.
- Open letters addressed nonspecifically to "Workaholics Anonymous," and distribute according to an available detailed work flow to the appropriate WSO Board member (Letter Responder, Registrar, Treasurer, Outreach, etc.).
- Write the minutes of WSO board meetings and the business portion of WSO conferences, and distribute copies to all board members as soon as possible after each meeting. File copies in the archive.
- Assist the Facilitator as needed to communicate about board matters, the biennial elections, and organizing the conference.
- Be responsible for keeping the correspondence and other records of WA intact and available as a basis for future operation. Maintain an up-to-date index for this archive so that actions of the boards and conferences can be revisited by members in the future.

Brief Job Description—Registrar

Term of Office: 24 months, July 1 - June 30 two years later

The Registrar shall:

- Maintain and update an accessible computer file of all the meetings, World Service Representatives, Registered Ioners.
- Promptly enter additions, deletions, and changes in the above lists.
- Provide mailing labels for the newsletter and forwarding labels for the PO Box mail.

Brief Job Description—Telephone Answerer and Letter Responder

Term: 24 months, July 1-June 30 two years later

The Telephone Answerer and Letter Responder shall:

- Pick up telephone messages no less often than once a week and respond to them in a timely manner. (Protocol for doing this provided.)
- Receive all U.S. Mail requests for information or materials and respond to them in a timely manner. (Protocol for doing this provided.)
- Receive new and revised information on WA meetings from the Registrar, and maintain an updated list of all currently active, registered WA meetings and the first names and telephone numbers of their contact people, for referral of newcomers.
- Refer newcomers to meetings if available in their area, using the Meeting and Contact List. Reply to Work-Anon information requests (Protocols for doing this provided.)
- Assemble and maintain copies of Meeting Starter Kit packets (Protocol for doing this provided.)
- Keep detailed receipts of all expenses for WA purposes and submit them to the Treasurer for reimbursement.

Dynamic Service

Opportunities in the 2004 Nomination and Election Process for the WA-WSO Board

(Continued from Page 8)

Brief Job Description—Treasurer

Term of office: 24 months, July 1-June 30 two years later

The Treasurer shall:

- Establish and maintain a WA-WSO checking account in an established bank, with two board members' signatures on file, with one signature required to sign checks.
- Receive all donations and any other receipts and deposit them in the WA-WSO checking account in a timely manner.
- Disburse payment of telephone and post office box statements, filing fees, and reimbursement for the newsletter and other authorized expenses.
- Maintain a current written account of all moneys passing through WA-WSO and provide quarterly reports for the newsletter.
- Submit periodic "Statement of Domestic Non-Profit Corporation" to the California Secretary of State.
- Submit periodic Certification to the Internal Revenue Service of WA-WSO's nonprofit status.

Job Description — Literature Coordinator

Term of office: 2 years, July 1st to June 30th 2 years later

The Literature Coordinator Shall:

- Gather in stories of "what it was like before and what it is like now after practicing our program" for inclusion in a book for distribution to members and possibly for publication in the newsletter.
- Keep a permanent file of newspaper and magazine and other published articles about work addiction, especially if they are based on interviews with WA members.
- Update WA's Reading List of approved and recommended reading materials, publish titles of new additions in the newsletter and notify the Webmaster to add the new titles to the WA web page.
- Maintain a library of approved audiotapes and videotapes of stories of workaholics and make these available to members through ads or articles in the newsletter.

Brief Job Description—Outreach Person

Term of office: 2 years, July 1st to June 30th 2 years later

The Outreach Person Shall:

- Respond when the recorder passes on a request for interviews from the media for television, print, or radio.
- Respond to requests for information on workaholism from students and researchers.
- Maintain a simple record of inquiries and responses and reports to the Board periodically.

Brief Job Description—Email Responder

Term: 24 months, July 1-June 30 two years later

The Email Responder shall:

- Pick up all incoming WA email messages once a week and respond to it by email in a timely fashion. (Protocol for responses provided, including response templates.)
- If the message is addressed to a particular board member, forward it to that person.
- Receive new and updated information on WA meetings from the Registrar and maintain an updated Meeting and Contact List.

Brief Job Description—Web Page Coordinator

Term: 24 months, July 1-June 30 two years later

The Web Page Coordinator shall:

- Maintain and update the WA official website upon content consent of the WA-WSO Board, including meeting information updates, event links, approved literature, etc.
- Serve as a technical liaison for web publishing and electronic information distribution for the WA-WSO Board.

Remember—The Election Process Starts January 2004

Have you had a spiritual awakening? If you have, let the fellowship know. Do you feel grateful for the recovery you've experienced? If you do, share the good stuff with the rest of us and especially our newcomers. Do you have what suffering workaholics want? If you do, soon it'll be time to move into action.

Our full board this two-year term is putting the 1st and 5th Traditions into action with the newsletter, development of the WA Book, closer contact with the members, and service to newcomers. We need a deep bench in order to keep up the good work.

One of the ways you can make the 12th Step come alive is to send in your name or that of a fellow member (with her/his concurrence) to run for a WSO Trustee position.

Start now thinking of yourself as a candidate for Facilitator, Recorder, Telephone Answerer and Letter Responder, Email Responder, Treasurer, Registrar, Newsletter Editor, Literature Coordinator, Web Page Administrator, or Outreach person in case the position is open when NOMINATIONS BEGIN IN JANUARY, 2004. (See cover story for details.)