UKG23

Guidelines

The Shared Experience of Al-Anon Members

Thought and Task Forces

(including work groups/ad hoc committees/service roles)

Thought Forces and Task Forces are like committees but only meet for a set time to work on a specific project. Previously we have used them to look at several things - setting up our Facebook page, reviewing our Literature and updating the Service Manual are some examples. Parts of these Guidelines could also be used for other groups – Helpline volunteers, eResponders, etc.

WHAT IS A THOUGHT FORCE?

A group of experienced Al-Anon members brought together to consider what can be done about a specific issue or subject, usually reporting to the GSB via a Trustee.

WHAT IS A TASK FORCE?

A group of experienced Al-Anon members who put into action the work of a Thought Force or who review a specific issue or subject, usually reporting to the GSB via a Trustee.

WHERE TO START?

A Terms of Reference (ToR) document is a good place to start and a way of putting a framework and objectives in place. It is likely that the General Service Board will have given some direction about the aims and objectives. Things to be considered will be:

- Who will chair the meetings? Each Thought/Task Force will generally be chaired by either a Trustee, former Trustee or a member of the Executive Committee.
- What are the aims and objectives? What do you want to achieve by when? Each aim will have a different focus, but they will all need to be clear about what the objectives are, so they know what they need to achieve.
- How long will it be in place? It is also a good idea to agree the length of time the Thought/Task Force will last for with the flexibility of an extension if necessary.

TERMS OF REFERENCE

The ToR needs to be agreed by the Executive Committee and the GSB. It will set out the framework for the Thought/Task Force and should include:

- **Who can be members?**
  - Any experienced Al-Anon member who is interested in the subject being reviewed and frequently attends Al-Anon meetings.
  - Has attended Al-Anon for at least a year or has relevant skills.
  - Is not a member of AA.

- **Meetings**

- Where will the meetings be held?
- GSO, online, at a member's house or a combination?
- How often?

- **Costs**

  Each Thought/Task Force needs an outline budget to enable the Treasurer to budget for any expenses correctly.

- **Reporting**

- Each Thought/Task Force will write an Interim Report for GSB meetings as required.
- Once each Thought/Task Force has finished its work, a written report stating the main findings, recommendations and next steps to be considered by the Executive Committee and the GSB to take actions forward will be produced.

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