

GAMBLERS ANONYMOUS
TRUSTEE
RESPONSIBILITIES
and GUIDELINES
for International Trustees of
Gamblers Anonymous

**TRUSTEE RESPONSIBILITIES and
GUIDELINES for INTERNATIONAL
TRUSTEES of GAMBLERS
ANONYMOUS**

1. **Attend all physical Board of Trustees meetings.** For Trustees who are from areas outside of the United States, they should attend as many Board of Trustees meetings as financially possible. For assistance with financing a Trustee's trip, outside of the United States, refer to: "*Procedures for the New Area/New Trustee Accommodation Fund*" (passed in Kansas City) ; and for U.S. Trustees, refer to the Trustee Website for "funding" suggestions as well.
2. **Answer all mail and emails; return all telephone calls and "quick response" board meetings.** Many members rely on Trustees for answers to questions, dilemmas, etc. and a quick reply readily indicates your concern. If you do not have an immediate answer, advise you will get one as soon as possible - but do not

delay the first reply because you are afraid you "do not know the answer."

3. **Be a living example of the precepts of Gamblers Anonymous.** In other words, "practice what you preach." Be honest, follow Step 10 and admit you have made a mistake when you are wrong. You do not sit on a pedestal, but you are responsible and accountable to those you serve. Walk the walk.
4. **Personally work the Steps of Recovery and Unity.** It is difficult to be a senior advisor to other members in the program, if you, yourself, have not worked the 12 Steps of Recovery and the 12 Steps of Unity and practice them in your daily lives.
5. **Uphold and implement the Guidance Code, and all decisions made by the Board of Trustees.** Not fulfilling the responsibilities called for in the *Guidance Code* and other BOT decisions affects *GA* as a whole.
6. **Attend various group meetings within your area.** You should try to attend as many group meetings as possible as visibility of their

Trustees gives members the feeling that their Trustees do care what happens in their groups. Where physical attendance is not possible, keep in regular communication through the mail, telephone and/or e-mail.

7. **Be available.** All members, groups and Intergroup meetings in your Trustee area should know that you are available for advice and guidance.
8. **Attend Gamblers Anonymous functions.** This includes, but is not limited to, open meetings, mini-conferences, dinner dances, picnics and other functions deemed important to your area.
9. **Offer assistance.** Any group should know that they may come to you if they have a problem and have been unable to reach a solution themselves. You may also rely on other Trustees in your area, or any international Trustee to assist you if you need their help.
10. **Serve.** Trustees should serve actively on committees within their Intergroups as well as on the Board of Trustees.

11. **Be a Lifeliner.** Encourage groups and the membership to support the International Service Office (ISO) through *LifeLine* and group contributions.
12. **Regularly attend Gamblers Anonymous meetings.** Trustees - for their own recovery - as well as setting examples for others, must attend at least thirty-nine Gamblers Anonymous meetings per year.
13. **Gamblers Anonymous Tools.** Make area groups aware of and encourage use of tools of Gamblers Anonymous such as Pressure Relief Pamphlets, Group Handbook, Sponsorship Pamphlets, the red book, "*A New Beginning*," and blue book, "*Sharing Recovery through Gamblers Anonymous*," the "*Day at a Time*" book, Public Relations material, 90-Day Plateaus, New Member Letter, etc.
14. **Approved/acceptable Gamblers Anonymous Literature.** Trustees should ensure that all groups are displaying, using, and distributing only GA-approved or GA-acceptable literature and materials.

15. **Attend Regional/Intergroup meetings.** If such meetings are available in your area, a Trustee should be certain to attend these as often as possible.
16. **Actively participate.** Whether it is to the Board of Trustees, individual members, groups, intergroups, etc., Trustees should actively participate in any program which will assist Gamblers Anonymous and keep unity intact.
17. **New GA Groups.** A Trustee should offer assistance to any members starting a new Gamblers Anonymous group. Advice may include such items as room choices, day of the week (to avoid conflicting with other groups if possible), public relations methods to attract newcomers, etc. If deemed inadvisable, Trustees should also be prepared to counsel a group on the potential pitfalls of choosing the wrong place, wrong time, or other criteria which may adversely affect that group or Gamblers Anonymous as a whole.

18. **Trustee Happenings.** A Trustee should regularly write his/her area happenings and any other thoughts to the *Lifeline Bulletin* and encourage other members to do so as well.

19. **Board of Trustee Meetings - Agenda Items.** A Trustee should actively obtain agenda items for the Board of Trustees with individual members, groups or intergroup. Part of this selection process should include the following:

- A review of Past Trustee Decisions to ensure that this item will be well received at a Trustee Meeting. We want to encourage success, not failure.
- A review of the Combo Book Items that have Failed - again, to ensure that the agenda item will not have been previously presented and defeated.
- Counseling to the person/group submitting an agenda item for its accuracy, intention, and our ultimate goal of assisting Gamblers Anonymous in a very positive way, keeping in mind that "Gamblers Anonymous has but one primary purpose - to carry its message

to the compulsive gambler who still suffers."

- Ensuring that the new submission is not one that has not been presented within the past two years - nor is it cleverly re-worded to achieve the same purpose.

20. **Guide Members.** As situations arise, Trustees should be prepared to council members on agenda additions, abuse and harassment, approved and acceptable GA literature (and the differences therein); attraction vs. promotion for Public Relations (and the differences therein); encouragement for Pressure Relief Group Sessions; working the Steps, Sponsorship or any other tenet of the Gamblers Anonymous Program as called upon to discuss.

21. **Read and Review all Gamblers Anonymous Literature.** It is important to become familiar with all GA literature, pamphlets, leaflets, workbooks, etc. to be able to refer to them when necessary, and to be able to quote them exactly and precisely.

22. **Read and Participate in the Trustee Line and Trustee Website.** Staying in touch with other Trustees and keeping open-minded about other trustee's suggestions and opinions can make a difference. Download committee reports to become familiar with their ideas and procedures. Download attachments for all agenda items to be important to *GA* as a whole. Provide other trustees with your ideas and thoughts on issues pertinent to *Gamblers Anonymous*. Be able to provide members and groups the location of information on the Trustee Website to provide assistance when seeking help and information.
23. Become familiar with Article VIII of the *Gamblers Anonymous Guidance Code* containing statements of the aims, purpose and structure of the Board of Trustees.

Trustee Meeting Rules and Procedures:

All Trustees (both new and established) should become familiar with the Trustee Meeting Rules and Procedures as well as updates to said document. These include discussion and direction on the following:

1. Absentee Ballot
2. Agenda
3. Attendance
4. Challenge the Chair
5. Changing a Procedure
6. Collection
7. Committees
8. Conference Bids
9. Discussion on Item
10. Disruptive Members
11. Executive Board
12. Good and Welfare
13. Head Table
14. Items to be heard that are not on the agenda
15. Literature Approval Process
16. Mail Meetings
17. Meetings
18. Minutes
19. Motions
20. Past Trustee Decisions
21. Point of Information
22. Point of Order
23. Proxies
24. Quick Response Meetings
25. Recording Secretary
26. Robert's Rules
27. Straw Vote
28. Tabling an Item
29. Time
30. Voting