

***Procedure for Submitting Resumes for
CT Area LDC Assistant Office Manager Position***

CREATED 8/16/17

Approved by CT Al-Anon Family Groups Services, Inc. Board of Directors 1/31/18

- 1. An announcement of an opening for the position of LDC Assistant Office Manager, a paid position, will be sent out by the Board of Directors to the Area and posted on the CT Al-Anon website.*
- 2. Qualifications for the position of LDC Assistant Office Manager are available on the CT Al-Anon website on the Board of Directors page*
- 3. Members interested in applying for this position will submit a resume to the President/Chairperson of the CT AFG Board of Directors.*
- 4. Resumes should include Al-Anon service experience as well as business world experience related to the position.*
- 5. Once received and reviewed by the Board President the resumes will be sent out to all Board members to review the qualifications of the candidates*
- 6. If the Board of Directors is in agreement that the candidates meet the qualifications interviews will be set up with the candidates. All Board members available will participate in the interviews.*
- 7. Feedback from the interviews will be provided to all Board members who were unable to participate in the interviews*
- 8. If the interviews result in a candidate receiving a vote of confidence by the Board of Directors to be hired as the LDC Assistant Office Manager the Board President will send out a letter of congratulations to the candidate including a start date and any other pertinent information needed prior to start up. A copy will be sent to all members of the Board of Directors as well as the LDC Office Manager and LDC Treasurer.*
- 9. A letter of regret will be sent to any candidates who were interviewed and not selected.*

**Since the BOD only meets 4 times per year, this may be discussed and determined via email communication.*