

**Procedure for Submitting Resumes for
CT Area LDC 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 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 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 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 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