

**Please direct all  
communications to:**

Grand Central Station,  
P.O. Box 459,  
New York, NY 10163  
Fax: (212) 870-3003

December 8, 2020

To: Current and Past Trustees, Current and Past Directors, Delegates  
Current and Past G.S.O. and Grapevine Staff  
Central Offices/Intergroups

Re: **General Manager, G.S.O. Position**

Dear Friends,

The General Service Board has begun the search for a new General Manager as our current General Manager, Greg T., is expected to leave us effective February 1, 2021.

Consequently, it is time to look forward to who will navigate the General Service Office through our next chapter, in order to ensure an effective transfer of responsibility.

Following are qualifications for the position:

- Ten years' minimum sobriety.
- Proven leadership ability and demonstrated track record of building interpersonal relationships to advance and inspire organizational culture.
- Demonstrated executive and strategic level experience to drive the organization's mission, including leveraging technology to accomplish those aims; experience in managing organizations of comparable size and kind.
- A.A. service experience; knowledge of General Service structure and A.A. history.
- Effective communicator, both verbal and written, to work with the appropriate boards, the General Service Conference and the Fellowship at large; command

of organizational details and the ability to respond effectively to multiple constituencies.

- Demonstrated understanding of the unique nature of A.A., the structure and balances of authority in A.A. services, and the ability to work with and resolve conflicting viewpoints.

Attached is a résumé form which should be completed by the candidate and sent along with his/her business or professional résumé to Michelle Mirza, GM Search Committee Secretary, at [mirzam@aa.org](mailto:mirzam@aa.org). In the interest of attracting the broadest pool of candidates we have extended the deadline for résumé submissions for General Manager until December 31, 2020.

The Search Committee suggests that you look for possible applicants among current and past trustees and delegates, as well as other A.A. members with substantial area and service background. All applicants will be considered by the Search Committee of the General Service Board. Applications will be treated with the utmost confidentiality.

Thank you for your help.

Sincerely yours,

A handwritten signature in black ink that reads "Jimmy D." in a cursive, flowing script.

Jimmy D.  
Southwest Regional Trustee  
Search Committee Chair

Enclosure: Résumé Form