Addendum: A Glossary of Acronyms and Service Terms Commonly Used in Debtors Anonymous

UNFORTUNATE BUT NECESSARY DISCLAIMER: The definitions and descriptions offered herein are not the opinion of the Debtors Anonymous General Service Board, Inc., or claim to be an exhaustive explanation of the terms, jargon, or acronyms commonly used in D.A. service. Where possible, quotations from D.A. literature are used and noted. Outside sources have been credited where necessary. For further amplification, we recommend reading D.A. Conference-Approved literature.

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ACM Appointed Committee Member. "Each committee of the General Service Board may choose to select one or more Appointed Committee Members (ACMs) to serve on the committee. These ACMs are recovering D.A. members who usually have needed experience or expertise in a particular field, such as computer technology, literature development, or public relations." (ACM FAQ, 2009)

ACOH / ACOH2 *A Currency of Hope* is a collection of personal stories written by D.A. members, originally published in 1999. The second edition was released in 2014.

Anonymity One of the D.A. Tools. Tradition Eleven states: "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films." Tradition Twelve states: "Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities."

Area Group / GSR Area Group / Regional Area Group (RAG) A group of GSRs (General Service Representatives) representing local D.A. groups who come together in a metropolitan area, region, or state to perform and share about local/regional service activities.

B.D.A. Business Debtors Anonymous is a distinct but not separate part of D.A., created to focus on the recovery of members of the fellowship who are business owners. B.D.A. meetings focus on business owner's issues, but are open to all D.A. In the D.A. literature catalog, the pamphlet *Business Debtors Anonymous*, item P-122, explains the warning signs for debting in businessexplains the warning signs for debting in business and pamphlet *The Tools of Business Debtors Anonymous*, item P-132, provides twelve tools for running our businesses. "B.D.A." also refers to the B.D.A. Committee of the WSC (World Service Conference). The B.D.A. Committee focuses on issues specific to the needs of D.A. members who own or operate businesses, are self-employed, or have a desire to own or operate a business or be self-employed. The B.D.A. Committee is open to all GSRs and ISRs (Intergroup Service Representatives), not just those who represent B.D.A. groups.

Bylaws "The Bylaws of the D.A. General Service Board are a legal document and cannot be suspended even with a unanimous vote, but can usually be amended with a vote of substantial unanimity. The bylaws cannot be in conflict with the Twelve Traditions, the D.A. Conference Charter, or the laws of the State of New York or the United States. . . . The Trustees are subject to the laws of the State of New York, and are expected to exercise the powers vested in them by law in a manner consonant with the faith that permeates and guides the Fellowship, inspired by the Twelve Steps, in accordance with the Traditions, and in keeping with the Certificate and the bylaws." (Debtors Anonymous Manual for Service (DAMS), 2014, p. 118)

Caucus Informal caucuses discuss the concerns of (1) Intergroup, and (2) Spiritually Sustainable Earning. The caucus is an additional service commitment that any delegate may participate in along with their regular committee assignment. WSC committees can make motions at Convocation while caucuses propose recommendations. Caucuses wishing to bring a motion must do so through a WSC committee.

CC The Conference Committee of the WSC. The Conference Committee is concerned with the general nature of the World Service Conference. This includes the Charter of the World Service Conference and its relationship to the General Service Board and membership of D.A. as a whole; issues related to the format of the annual World Service Conference of Debtors Anonymous; assistance to the Host Committee in their planning and logistics; and recommendations of sites for future annual conferences.

Charter / Conference Charter The Conference Charter is the principal document of communication between the GSRs, Intergroups, and the GSB. It outlines the rights and responsibilities of D.A.'s WSC.

Class A Compulsive debtor Trustees of the D.A. GSB. Class A Trustees are those who have arrested their compulsive debting; have not incurred new, unsecured debt for a period of at least three years; and are living so far as possible within the principles of the Debtors Anonymous Twelve Steps. Current bylaws allow a maximum of ten (10) Class A trustees on the board.

Class B Non-debtor Trustees of the D.A. GSB. Class B Trustees are those who are not now and have not been afflicted by the disease of compulsive debting and who express a profound faith in the D.A. program. Current bylaws allow a maximum of five (5) Class B trustees on the board.

Committee (GSB and WSC) The work of the fellowship gets done by the D.A. GSB, by the WSC Committees and Caucuses at the Conference, and over the course of the WSC Conference year.

Convocation The voting sessions of the WSC, held over two days, where the annual business of D.A. is addressed. Following the Conference's activities and committee meetings, registered GSRs, ISRs, current GSB trustees, and the GSO office manager are asked to vote on important issues affecting D.A. as a whole, including approval of literature, committee work, and spending plans, and other issues, such as unity, as proposed by the WSC committees and the GSB.

A Currency of Hope (see ACOH)

DAMS The Debtors Anonymous Manual for Service was first published in 2011. It supplanted the GSR/ISR Manual with updated contents of that piece along with much new material and twelve essays on the Concepts. It is updated regularly by the GSB Long Range Planning Committee.

Delegate A voting participant at the WSC, who could be a GSR, an ISR, a trustee, or GSO office manager. Every D.A. group and Intergroup is entitled to send one delegate to the WSC at the group's expense every year.

eNews One of the many avenues of communication the GSB has established with the fellowship, eNews is distributed to subscribers using a commercial emailing platform.

FAQ / Frequently Asked Questions A compilation of responses that seek to answer readers' common questions on a specific subject. There are several FAQs on the D.A. website: FAQs for newcomers on the homepage of the D.A. website, one about becoming a trustee and another about becoming an ACM. D.A. also includes an FAQ in the Treasurer's Manual.

FCC Fellowship Communications Committee of the WSC. The Fellowship Communications Committee facilitates communication and promotes collaboration among the debtors who still suffer, the Debtors Anonymous membership, the World Service Conference committees and caucuses, the General Service Office, and the General Service Board.

Fellowship-Wide Call Nominations, Procedures and Long Range Planning Committee (NomPro/LRPC) and other WSC Committees and Caucuses host conference calls on a variety of subjects. These are announced well in advance of the event, and recordings of the presentation are available as podcasts on the D.A. website to the fellowship for those who could not attend.

Focus / the *DA Focus* The *DA Focus* is the GSB's quarterly report to the Fellowship of D.A., reflecting the activities of the D.A. General Service Board and World Service Conference. It includes details on service-related occurrences, primarily at the World Service level, updates throughout the year on the work of GSB and WSC committees, and financial reports for D.A. as a whole.

General Service Representative (GSR) A registered local D.A. group's elected representative, who acts as the primary link between the group and the Fellowship as a whole. The GSR assumes responsibility of performing service for the WSC of D.A. and may serve for up to two consecutive three-year terms. At the Conference, GSRs serve as Delegates.

GSB General Service Board of Trustees, Inc., is responsible for putting into practice D.A.'s group conscience as expressed through the will of the World Service Conference. The Board also fulfills all fiduciary responsibilities required by law of nonprofit corporations; the Trustees perform serious legally-imposed duties, such as protecting copyrights and trademarks and filing required forms and tax returns. The General Service Office (GSO) assists the GSB in carrying out these responsibilities. The Trustees may serve for up to two three-year terms.

GSO The General Service Office, presently based in Needham, MA, is the administrative "heart" of Debtors Anonymous, carrying out D.A.'s primary purpose—to carry the message to the still-suffering compulsive debtor—every day. It is the hub of day-to-day communication with the suffering newcomer, with D.A. members and groups and Intergroups, between the groups and the General Service Board, with the media, and with the larger world. Special workers, acting within the D.A. Traditions and guided by the D.A. Concepts of Service, serve a growing number of groups and members around the world.

HIP The Hospitals, Institutions, and Prisons Committee is composed of GSRs and ISRs who would like to focus service efforts on carrying the message of D.A. to debtors confined in hospitals, institutions, and prisons.

Host (Committee) Since the WSC rotates to different cities from year to year, a local "host" committee performs much of the "boots on the ground" work of planning and executing the Conference.

Intergroup The Intergroup is a local or regional organization that supports, and is supported by, the area D.A. groups. The Intergroup provides services for newcomers, members, and groups, which may include a hotline/voicemail, area meeting lists, a website, and sponsoring special events. Together we can accomplish what none of us could accomplish separately. This is the simple principle underlying the need for Intergroups. The primary purpose of any group is to carry the message of recovery to the still-suffering debtor. In many instances, a group operating by itself cannot do this effectively. Thus, a group of ten or twelve members would find it both expensive and difficult to undertake creation of a 'hot line', or event a telephone line with a voice message system, for inquiries by potential members. One group might not be able to take advantage of quantity discounts in buying literature from the GSO. These activities, so important in carrying the message, can be facilitated through creation of an Intergroup. Beyond this basic and fundamental purpose, an Intergroup can serve as a clearinghouse for information. Groups can send representatives to general meetings of an Intergroup and share their experience, strength, and hope in carrying the message. New ideas and approaches can be exchanged. Groups can learn what is happening elsewhere in their area and share their knowledge and experience with new or struggling groups.

Intergroup (Caucus) The Intergroup Caucus is composed primarily of ISRs but also includes GSRs who have experience with their local Intergroups. The main function of this caucus is to create tools, resources, and a better understanding of the role of an Intergroup in the overall organizational structure of D.A. The Intergroup Caucus helps support both new and existing Intergroups. The Intergroup Caucus also contributes to the efforts to regionalize D.A.

Intergroup Representative (IR) An Intergroup Representative (IR) is a person elected by their group to serve on the local Intergroup and attend their regular meetings. This person faciliates the flow of information between the groups and the local Intergroup.

Intergroup Service Representative (ISR) A registered local or area D.A. Intergroup representative elected or appointed (the Intergroup's decision) who assumes responsibility of acting as a liaison between the WSC and the Intergroup and who performs service for the World Service Conference. The ISR may serve for up to two consecutive three-year terms.

International Committee (IC) The International Committee's mission is to connect D.A. members around the world by supporting emerging fellowships and meetings, including in languages other than English. We focus on developing global initiatives and facilitating the exchange of information across countries and cultures. By better understanding the diverse ways in which people incur unsecured debt, the barriers to help and the consequences they face, we can further extend the hand of D.A. to suffering debtors anywhere in the world.

John H. The idea that would give rise to the Fellowship of Debtors Anonymous started in 1968, when a core group of recovering members of Alcoholics Anonymous® began discussing the problems they were experiencing with money. Led by a man named John H., they began an eight-year spiritual odyssey to understand the causes and conditions behind their self-destructive behavior with money.

John H. Scholarship Fund A reserve fund earmarked to provide support for delegates traveling to the WSC. Members and groups are encouraged to contribute to the fund, which benefits under-supported groups.

Liaison Every WSC committee and caucus is assigned a trustee yearly to facilitate communication between the WSC entity and the GSB. Each trustee receives a liaison assignment from the GSB Chairperson following their ratification as a new trustee.

LITCOM Literature Committee of the WSC. D.A. Conference-approved literature begins with the Literature Committee. Members participate in all levels of the literature creative process, including generating ideas for new D.A. literature, working closely with members of Literature Publications, reviewing drafts of literature in process (given to them at the Conference by Literature Publications), approving final drafts of D.A. literature, and bringing motions to approve drafts of literature to Convocation to become Conference-approved literature.

MCP Media Contact Person, someone who has undergone media contact training and is prepared to meet with press or media to provide accurate information about D.A. within the context of the Twelve Traditions.

MCT Media contact training prepares D.A. members to meet with press or media to provide accurate information about D.A. within the context of the Twelve Traditions.

Modified Forum A shorter, often half-day or evening version of a Regional Forum. Modified Forums are sometimes offered to the local Intergroup, if any, during the GSB's winter Face-to-Face meeting (Meet the GSB).

PI COM / WSC PI Public Information Committee of the WSC. The Public Information Committee interfaces with the media, helping professionals, and the general public in person, on the telephone, and through written information.

PIR Public Information Representative. We seek to be a credible community resource by providing information on D.A. websites and via other communications to the general public, the

media, and helping professionals. We also provide information to institutions when there is no local Hospitals, Institutions, and Prisons (HIP) committee. PIRs report to their Intergroup or home group meeting.

Project Contributor (PC) An opportunity for a member to participate in service to a GSB Committee on a specific task or project, generally for a term of approximately 3-9 months. Former D.A. trustees are eligible to apply to serve as Project Contributors one year following completion of their GSB service.

Prudent Reserve A term that originates in Concept 12, a prudent reserve is a financial cushion for a D.A. group, or Intergroup, and the GSB, which could help the group weather a short –term or long-term decrease in revenue.

RDC Resource Development Committee of the WSC. Revenue for D.A. is the focus of the Resource Development Committee, including (1) increasing Seventh Tradition contributions and clarifying the use of Seventh Tradition funds, (2) encouraging member participation in service at all levels, and (3) increasing awareness within the D.A. Fellowship about the importance of self-support.

Region Regions can refer to Intergroup regions, Regional Area Group regions, or Regional Intergroups. Developing a process for defining regions is a current undertaking at the D.A. World Level. Previously "Regions," in Section 3.5 in the Bylaws, referred to the number of Class A trustees that could serve on the GSB from a particular geographic location. In 2020, regional limits for Class A Trustees were eliminated.

Regional Area Group (RAG) See Area Group/GSR Area Group

Regional Forum The purpose of a Regional Forum is to help develop a culture of service within D.A. This is accomplished by working in tandem with a local Intergroup to present a day-long workshop for members of D.A. focusing in on a number of issues. Among the issues discussed are the work and finances of the General Service Board (GSB), the process by which D.A. literature is developed, the General Service Office (GSO), the history of D.A., and the D.A. Archives. In addition, Intergroup participants present a discussion of opportunities for service on the Intergroup level and all participants share in a discussion of the importance of the Twelve Traditions to personal recovery. Forums present an opportunity for D.A. members to interact with members of the GSB and to seek answers to questions they may have. They also provide a chance for members of D.A. to present suggestions to the GSB and to interact with Board members in formulating future goals for D.A. In addition, they give the Board members an occasion to meet with individual members and Intergroup officers and representatives to learn more of the problems and difficulties facing each part of the Fellowship.

RFP / Request for Proposal A document posted by an organization to elicit bids from potential vendors for a product or service. The RFP clearly delineates the deliverables that will be required.

Rotation The idea of rotation of service positions is one of long standing in Twelve Step fellowships. It traces its origin to the original, "long form" version of the Twelve Traditions, as originally printed by Alcoholics Anonymous® in 1946. . . . The cofounder of A.A., Bill W., also referred to the idea of rotation in A.A.'s Concept XII. . . . D.A. members, like those of other programs, are often ego-driven personalities. We tend to seek to dominate and control, either overtly or covertly. There is a strong drive to seek to politicize and manipulate. While these tendencies can lead to progress and positive change, they can also lead to rigidity and inflexibility. At the extreme, they can lead to division and hostility as those who are dominated or manipulated realize what is happening. Ultimately, these tendencies are anti-democratic in nature and can work to undermine the effectiveness of the D.A. Program.

Service Material Service Material is produced in response to the needs of D.A. members for information and shared experience on specific service-related subjects. It reflects the guidance of the Twelve Traditions, the General Service Board (GSB) and the General Service Office (GSO), and is developed from the shared experience of D.A. members throughout the Fellowship. Since Service Material reflects the current and ever-developing conscience of our Fellowship as a whole, it does not undergo the usual D.A. literature approval process, requiring final approval by the World Service Conference (WSC), and may be updated periodically under the auspices of the General Service Board to reflect current Fellowship experience.

Service Sponsor Someone who has strong background in the service structure; practices the Twelve Steps, Twelve Traditions, Twelve Concepts, and is willing to share their experience, strength and hope in the different aspects of service.

Special Worker Special workers are referenced in Tradition Eight: "D.A. should remain forever nonprofessional, but our service centers may employ special workers." Although D.A. is an all-volunteer organization in terms of active Twelfth-Step work, Intergroups and GSO may hire paid employees to ensure continuity and coverage of vital services.

Spiritually Sustainable Earning (Caucus) The Spiritually Sustainable Earning Caucus (SSEC) serves to support the D.A. Fellowship in gaining clarity around issues of earning in the D.A. program. Our vision is to broaden the fellowship-wide understanding of how spiritually sustainable earning fits into D.A. recovery, encouraging a comprehensive and spiritual approach by working the Twelve Steps and using the Tools of Debtors Anonymous.

Sponsor-A-Group is modeled after individual sponsorship to help connect strong and well-resourced groups with groups that are either just getting started or are in need of additional guidance and support. This group-to-group sponsorship exists between two D.A. meetings: A D.A. Sponsor Group and a D.A. Sponsee Group.

Style Guide In an effort to standardize grammatical usage, punctuation, capitalization, and use of the D.A. trademark, the GSB Communication Committee has written and maintains a "D.A. Style Guide," which offers our paid writers and editors, as well as committee members, stylistic standards for D.A. written and electronic communications.

Substantial Unanimity As used in the D.A. GSB bylaws, substantial unanimity means a two-thirds majority of the current trustees voting.

Tech / TECHCOM Technology Committee of the WSC. The Technology Committee is composed of delegates who have experience with and/or interest in leveraging technology to grow D.A. The Tech Committee focuses on harnessing technology to improve access to D.A.'s resources, facilitate communication within D.A., and reach out to the debtor who still suffers. The committee advises the Conference and the GSB, as well as providing hands-on technical expertise where applicable.

Underserved and Under-represented Outreach (Committee) The mission of the Underserved and Under-Represented Outreach Committee (UUOC) is to support the Fellowship in carrying the message of Debtors Anonymous to the debtor in underserved and under-represented populations and locations. We coordinate with World Service Conference Committees and Caucuses by developing best practices for doing that work and sharing it with D.A. as a whole.