CHRONIC PAIN ANONYMOUS (CPA)
BOARD OF TRUSTEES JOB DESCRIPTIONS

The Board of Trustees is composed of members of CPA and non-members who donate their time and talents to the fellowship. There is always one member more on the Board from the fellowship. The Board observes the by-laws and guards the legal rights of the CPA fellowship as they are also the directors of the non-profit corporation, Chronic Pain Anonymous Service Board (CPASB).

It is the responsibility of the Trustees to provide CPASB with sound governance, fiduciary and strategic oversight. They oversee the health and growth of CPA under the guidance of the World Service Conference. (WSC). The CPASB oversees outreach to professional and non-professional communities at a national and international level. They safeguard the CPA Traditions and CPA service funds and assure the financial integrity and solvency of CPA according to the Twelve Concepts of Service.

The Trustees are accountable to the World Service Conference. The WSC, on behalf of the groups, delegates to the Board of Trustees the authority to provide effective services in accordance with CPA’s Third Concept.

The Board reviews all the operations of the General Service Virtual Office (GSVO), which is managed by the Executive Director.
MEMBERSHIP

Qualities of an Effective Trustee

- Leadership
- Ability to work with others with a minimum of friction, with goodwill and a spirit of cooperation
- Good judgment and the ability to communicate effectively
- Humility, integrity, trustworthiness
- Strong commitment to open communication
- Familiarity with the Twelve Steps, Traditions and Concepts
- Familiarity with the CPA service structure
- Ability to devote sufficient time to meetings and Board projects as required
- Seeks the will of a Higher Power as a CPA trusted servant
- Supports the primary purpose of CPA to carry the message of recovery to those who live with chronic pain and chronic illness
- Understanding of group conscience and how it operates
- Basic computer skills, including email communication and word processing

Term of Service

Trustees serve two consecutive terms of 3 years and can request to have a third term of 3 years. Members can join the Board at any time however their term of office begins when they are approved at the WSC.

Members of the fellowship and non-members can apply to join the Board. The Board votes in their own successors, subject to approval at the next annual WSC. The members have equal voting rights on the Board and the World Service Conference.

Duties

- Guarantors of prudent management of Chronic Pain Anonymous Service Board (CPASB). They have authority under law to manage the business of CPASB
- Hire the Executive Director
- They are voting members of the WSC
- Serve as guardians of CPA’s Twelve Traditions and Twelve Concepts of Service.
- Attend monthly meetings
- Control and manage the exclusive production and publishing of all properties of CPASB
- Manage the rights of exclusive trademarks, materials, and sales of all intellectual property including copyrights
- Oversees all the operations of the General Service Virtual Office – the primary service center
- Communicates all Board activity to the CPA membership in accordance with Concept Eight
- Plan and budget for basic service provisions and project development

© Copyright 2019 by Chronic Pain Anonymous (CPA)
All Rights Reserved
Rev. 3/2020
Page 2 of 12
• Oversee development of new literature, translations, and other CPA materials
• Develop pamphlets, brochures and other information materials for distribution to the fellowship
• Makes necessary decisions affecting CPASB when the WSC is not in session, always mindful of the priorities established by the WSC

**Service Member Trustee Requirements to apply**

• 2 years of active CPA membership, including attending meetings and have a sponsor
• Previous service experience in CPA
• Completion of the CPA Twelve Steps
• Possesses a good understanding of the Twelve Traditions and Twelve Concepts of Service
• Ability to speak and write proficiently and clearly
• Willingness to serve
• Able to attend the monthly Board meetings
• Willing to support the Board Vision and Mission statements
• Willing to support Board group conscience decisions
• Ability to be self-motivated
• Ability to engage in strategic planning
• Ability to listen to others and receptive and flexible to new ideas

**Non-CPA member requirements to apply**

• Possesses an understanding of the Twelve Traditions and Twelve Concepts of Service
• Ability to speak and write proficiently and clearly
• Willingness to serve
• Able to attend the monthly Board meetings
• Willing to support the Board Vision and Mission statements
• Willing to support Board group conscience decisions
• Ability to be self-motivated
• Faith in the CPA program
• Demonstrates interest in CPA and its development

**Suggested skills for all board members**

• Previous leadership roles, particularly in a non-profit organization
• Professional, technical and business skills that will benefit CPASB
• Corporate or business skills
• Ability to understand and interpret financial statements and accounts
• Ability to set goals and make decisions, and monitor implementation
• Administrative skills
• Basic computing skills such as email communication and word processing

© Copyright 2019 by Chronic Pain Anonymous (CPA)  
All Rights Reserved  
Rev. 3/2020  
Page 3 of 12
All Board of Trustee members are also Directors of the CPASB corporation and meet annually in January to comply with regulations. As a Director they **must be able to answer no to these questions**:

- **Been convicted of a felony involving a transaction in securities consumer fraud, or antitrust in any state or federal jurisdiction within the seven year period immediately preceding?**

- **Been convicted of a felony, the essential elements of which consisted of fraud, misrepresentation, theft by false pretenses or restraint of trade or monopoly in any state or federal jurisdiction within the within the seven year period immediately preceding?**

- **Been subject to an injunction, judgement, decree or permanent order of any state or federal court in the seven year period immediately preceeding where such injunction, judgement, decree or permanent order involved the violation of**
  - a. **Fraud or registration provisions of the securities laws of that jurisdiction, or**
  - b. **The consumer fraud laws of that jurisdiction, or**
  - c. **The antitrust or restraint of trade laws of that jurisdiction.**
PRESIDENT

Description
Presides over the Board of Trustee meetings; leads the Trustees by implementing directions from WSC, guides long-term plans for financial stability; ensures that the Board aligns with the Twelve Traditions; works with Executive Director to oversee day-to-day operations.

Responsibilities
- Sets Board meeting agenda and leads meeting
- Communicates with Executive Director as needed
- Oversees projects managed by the Board.
- Reviews minutes prior to circulation to the other Board members by the Secretary
- Sets the tone of respect, cooperation and being open-minded
- Mentors Vice-President
- Gives a report at the annual WSC

Requirements to apply
- Previous leadership experience
- Ability to organize
- Detail-oriented
- Ability to provide guidance on structure and potential strategies for achieving goals.
- Familiar with design and documentation of procedures.

Suggested skills
- Competency in facilitating meetings
- Ability to track tasks
- Effective and clear communicator
- Ability to oversee implementation of objectives and tasks, including identifying the steps required to move from goal to action

Time commitment
- 5-7 hours a month
VICE-PRESIDENT

Description
Supports the President and substitutes for the President as needed.

Responsibilities
- Ensures that all mission objectives are progressing
- Oversees appropriate research and determination of required resources to support the Vision and Mission of CPA.
- Provides recommendations to the Board
- Tracks the progress of goals, successes and opportunities for CPASB and the Board Committees based on annual goals
- Perform the duties of President in their absence
- Liaises with President as required

Requirements to apply
- Previous leadership experience
- Ability to organize and detail-oriented
- Ability to provide guidance on structure and potential strategies for achieving goals
- Familiar with design and documentation of procedures

Suggested skills
- Ability to identify the steps required to move from goal to action
- Competency in facilitating meetings
- Ability to track tasks
- Effective and clear communicator

Time commitment
- 3-4 hours a month
SECRETARY

Description
The Secretary of the Board of Trustees takes minutes at the meeting and sends them to the President for review. Once approved, saves the minutes to the Dropbox folder and distributes them to the Board of Trustees.

Responsibilities
- Attends and takes minutes at the monthly Board meetings
- Utilizes an agenda as a template for the minutes
- Sends the minutes to the President for review and approval to distribute
- Distributes minutes via email within a week of the meeting
- Places approved minutes in Dropbox using designated naming nomenclature
- Participates on the WSC planning committee

Requirements to apply
- 2 years as a member of CPA
- Ability to commit to a 3-year term
- Competence with Microsoft Word or other compatible software experience, including the ability to insert attachment documents of various types into a document
- Ability to read and send emails
- Ability to work harmoniously with others and communicate effectively

Suggested skills
- Ability to write with brevity and clarity
- Ability to confirm dates and names accurately
- Ability to seek clarification as needed
- Experience in other service positions a plus
- Experience with Dropbox a plus
- Ability to create a distribution list helpful

Time commitment
- 5-6 hours per month (including attending meetings)
TREASURER

Description
Responsible for overseeing the financial operations of CPASB; ensures Board members have the information they need in order to be effective stewards of CPASB; responsible for maintaining accurate records of CPASB finances and safeguarding the funds.

Responsibilities
• Prepares annual budget
• Presents quarterly financial report to the Board
• Pays CPASB bills
• Manages bank accounts and is signatory on bank account
• Manages PayPal account
• Manages corporate responsibilities, such as tax forms
• Oversees bookkeeper; review all bookkeeping work and financial statements
• Maintains records on Dropbox
• Attends monthly Board meeting

Requirements to apply
• Must have a working knowledge of accounting
• Competency with QuickBooks
• Ability to complete the 990N tax return due every June (a simple form to fill in)
• Ability to complete the AZ Annual Corporation Return due every September
• Ability to pass a background check

Suggested skills
• Competency creating budgets

Time commitment
• 5 hours per month
PUBLIC OUTREACH/PUBLIC INFORMATION CHAIRPERSON

Description
Responsibility for determining ways to increase public awareness and understanding of CPA; preparation of public service announcements and communication with the media, protecting CPA’s anonymity and Traditions; managing the bi-annual member survey.

Responsibilities
- Assess and prioritize importance of the needs of those experiencing chronic pain and illness and how CPA might meet those needs. (i.e. increasing awareness of CPA, its’ purpose, what it has to offer, how it may be a part of multiple modalities that help individuals with chronic pain and illness.)
- Identify settings where those experiencing chronic pain and illness are currently treated or supported
- Identify settings where those experiencing chronic pain and illness may gather and where an opportunity for greater support exists
- Identify and target particular audiences (i.e. physicians and other clinicians, hospitals, step down units, rehab facilities, VA, long-term care facilities, and other Twelve Step programs, etc.)
- Determine appropriate outreach methods and approach
- Identifying key partners who might be more familiar with the target audience
- Identifying clear goals and measurable outcomes, and evaluate success and impact
- Developing a Mechanism for Feedback
- Developing a Sustainability Plan whereby members of the fellowship continue to promulgate the outreach message
- Works with Social Media Coordinator
- Tools of outreach: leaflets, newsletters, social media and print; books, displays, speaking and/or mention by speakers at dedicated association meetings or events
- Works with Literature Committee through the GAC in creating public outreach and public information materials
- Ability to support and respond to local outreach efforts
- Submit annual budget request

Requirements to apply
- Professional public marketing experience
- Strong ability to establish relationships with target groups that might be appropriate partners.
- Strong ability to influence and inspire through the message of CPA
- Suggested skills
- Community contacts with leaders and/or professionals in one or more of the priority target audiences

Time commitment
- 10 hours a month
PROFESSIONAL ADVOCACY CHAIRPERSON

Description
Responds to inquiries about CPA from health professionals.

Responsibilities

Requirements to apply

Suggested skills

Time commitment
The World Service Conference planning committee works under the direction of the Board of Trustees and the General Service Council. The committee is responsible for organizing and managing the annual conference. They are guided by the Twelve Concepts of Service.

Description
Secretary of the Board of Trustees is the Chairperson and leads the planning committee.

Responsibilities
- Begin planning in April, starting with initial planning meeting, which includes Meeting Liaison, Literature Chair as needed, and members of the fellowship.
- Work with Meeting Liaison on communicating with fellowship
- Creates planning outline and timeline
- Leads monthly meetings
- Oversees all tasks, including tracking planning, documents needed for the conference
- Trains next Secretary to take over this service position.

Term of service
- 3 years (leads planning for first two years and trains Secretary Apprentice the final year)

Time commitment
- March to July – 5 hours a month
- July to February – 8-12 hours a month
TRUSTEE EMERITI

Description
The board President, Secretary and Treasurer rotating from their position may choose to stay on as trustee emeriti. They are a resource of institutional memory and are asked to share their experience with past board decisions. They do not vote on the Board.

Responsibilities
Attends Board meetings quarterly at minimum
Provides guidance to Board as needed

Term of service
3-6 years

Time commitment
3-5 hours a month