

**EDA GSB Roles – Election April 2019 – Updated 10/6/19, 1/5/20, and 3/1/20**

General Service Board of Eating Disorders Anonymous representatives and officers recognize and affirmed on April 3, 2019 that they are trusted servants charged and empowered to create and maintain services that assist EDA groups in carrying the message of full recovery to individuals with a desire to recover from an eating disorder, sworn to uphold the bylaws of the General Service Board in supporting EDA groups worldwide, and to discharge their duties with integrity and care.

On October 6<sup>th</sup>, the General Service Board of EDA recognized a new Officer, Bentley H, of Austin Texas, as our new Treasurer, and also recognized Sarah H of Reno, NV as our new Chair. Julie M is stepping from her role as Chair to Vice Chair due to new business commitments added to family and other obligations.

On January 5<sup>th</sup>, 2020 the General Service Board of EDA's Vice Chair, Julie M, stepped down from office and will serve as a member at large due to business and family obligations. Long-time webmaster, Sherian S, will be stepping down as of February 1<sup>st</sup>. The General Service Board, representing EDA members everywhere, extend thanks and appreciation for the many hours of dedication and exemplary service provided by Julie and Sherian. Bravo!

In February 2020, Sarah H stepped down as Chair due to personal reasons. Michelle P offered to serve as interim Chair.

Also in February 2020, Peter R stepped up to serve as webmaster and has been nominated to continue his service.

ROLE	Description	Resource
<p><b>Chair</b>  chair@eatingdisordersanonymous(dot)org</p>	<ul style="list-style-type: none"> <li>● Supervises all operations of the General Service Board, coordinates effort among members and committees, and presides at GSB meetings</li> <li>● In cooperation with other Board members, set goals for the General Service Board that reflect long-term interests of EDA as a whole</li> <li>● Communicates above goals</li> <li>● Sets up GSB meeting times and locations</li> <li>● Makes sure GSB members know about them via phone or email;</li> <li>● Makes sure each GSB member understands what is expected and has the requisite resources and support to do it;</li> <li>● Follows up with each GSB member at least once a month;</li> <li>● Creates agendas GSB meetings</li> </ul>	<p><b>Michelle P</b> Covington, LA</p>
<p><b>Vice Chair</b>  vicechair@eatingdisordersanon</p>	<ul style="list-style-type: none"> <li>● Serves as Chair when Chair cannot serve;</li> <li>● Supports the chair in all capacities as needed and directed by the chair</li> <li>● Oversees publication of EDA materials online and in print;</li> </ul>	<p><b>Vacant</b></p>

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ymous (dot) org	<ul style="list-style-type: none"> <li>• Makes sure Chair has resources and support to perform expected duties</li> </ul>	
<p><b>Secretary</b></p> <p>secretary@eatingdisordersanonymous (dot) org</p>	<ul style="list-style-type: none"> <li>• Maintains GSB meeting minutes: posts and shares the meeting minutes</li> <li>• Keeps records in a central, secure, and confidential location</li> <li>• Works with other GSB members to create any brand pieces to be distributed to public</li> </ul>	<p><b>Sue P (interim)</b> Berlin, CT -- susan@eatingdisordersanonymous (dot) org</p>
<p><b>Treasurer</b></p> <p>treasurer@eatingdisordersanonymous (dot) org</p>	<ul style="list-style-type: none"> <li>• Qualifications: Accounting experience with two relevant references, or CPA</li> <li>• Manages PayPal account and donations</li> <li>• Reports monthly balance to the GSB</li> <li>• Completes 501 c3 yearly tax documents</li> <li>• Prepares quarterly financial statement</li> </ul>	<p><b>Bentley H</b> Austin, TX</p>
<p><b>Membership and Group Support Services Coordinator</b></p> <p>membershipchair@eatingdisordersanonymous (dot) org</p>	<p>The Membership and Group Support Services Coordinator works with a committee to:</p> <ul style="list-style-type: none"> <li>• Follows up with people who contact info@eatingdisordersanonymous (dot) org to make sure they are able to find support</li> <li>• Follows up with people who are the contacts for existing meetings to see how they are doing</li> <li>• Helps groups build attendance and strong recovery within the groups</li> <li>• Works with the literature committee and secretary to address needs</li> <li>• Works with the literature team to develop stronger EDA sponsorship documentation</li> <li>• For those who have written to the GSB requesting a sponsor or offering to provide sponsorship:             <ul style="list-style-type: none"> <li>○ Screens potential sponsors to check that they have completed Steps 1-11</li> <li>○ Keeps record of sponsees and sponsors on a Google Sheet shared with Chair and Vice Chair</li> <li>○ Helps connect sponsees to sponsors</li> </ul> </li> </ul>	<p><b>Laura H (interim)</b> Dayton, OH</p>
<p><b>Professional Contact Coordinator</b></p> <p>PCC@eatingdisordersanonymous (dot) org</p>	<ul style="list-style-type: none"> <li>• Qualifications: A professional in the field of eating disorders prevention and treatment</li> <li>• Maintains a list of professional contacts and works with the professional community to provide information about EDA</li> </ul>	<p><b>Jenni S</b> Austin, TX</p>
<b>Website</b>	<ul style="list-style-type: none"> <li>• Maintains existing GSB of EDA website (i.e. posts</li> </ul>	<b>Peter K</b>

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<p><b>Coordinator (webmaster)</b>  wm@eatingdisordersanonymous (dot) org</p>	<p>new literature and keeps meeting information current)</p> <ul style="list-style-type: none"> <li>● Administers web accounts (i.e. email lists, web site development, etc.);</li> <li>● Coordinates web site development efforts</li> <li>● Ensures the website is ADA compliant</li> </ul>	<p>AR</p>
<p><b>Literature Development Coordinator</b>  literature@eatingdisorderanonymous (dot) org</p>	<ul style="list-style-type: none"> <li>● Literature Development Coordinator works with literature distribution list to draft, edit, and present new literature for GSB review and approval</li> </ul>	<p><b>Annette H</b> Phoenix, AZ</p>

## Committees / distribution lists:

<p><b>Email Correspondents</b></p> <p>info@eatingdisordersanonymous (dot) org</p>	<p>Email correspondents answer EDA’s incoming email promptly, copying info@eatingdisordersanonymous (dot) org to ensure every email gets a caring and prompt response</p>	<p>Nancy P Heather F</p>
<p><b>Members At Large</b></p> <p>GSB-announcements@eatingdisordersanonymous (dot) org</p>	<ul style="list-style-type: none"> <li>● General Service Board representatives from EDA groups nationally and internationally</li> <li>● Support EDA groups in carrying the message of eating disorders recovery worldwide</li> </ul>	<p>GSB-announcements@eatingdisordersanonymous (dot) org</p>
<p><b>Member and Group Supportive Services</b></p> <p>Membership@eatingdisordersanonymous (dot) org</p>	<ul style="list-style-type: none"> <li>● Follows up with people who contact info@eatingdisordersanonymous (dot) org to make sure they are able to find support</li> <li>● Follows up with people who are the contacts for existing meetings to see how they are doing</li> <li>● Mails each new group a copy of the EDA Big Book</li> <li>● Helps groups build attendance and strong recovery within the groups</li> <li>● Works with the literature committee and secretary to address needs</li> <li>● Works with the literature team to develop stronger EDA sponsorship documentation</li> <li>● For those who have written to the GSB requesting a sponsor or offering to provide sponsorship:             <ul style="list-style-type: none"> <li>○ Screens potential sponsors to check that they have completed Steps 1-11</li> <li>○ Keeps record of sponsees and sponsors on a Google Sheet shared with Chair and Vice Chair</li> </ul> </li> <li>● Helps connect sponsees to sponsors</li> </ul>	<p>Laura H Sara I</p>
<p><b>Literature</b></p> <p>Literature@</p>	<p>At the direction of the GSB, the literature team develops new and/or edits existing publications and audios and presents</p>	<p>Annette H Buffy L Cait O</p>

EDA GSB Roles – Election April 2019 – Updated 10/6/19, 1/5/20, and 3/1/20

<p>eatingdisordersanonymous (dot) org</p>	<p>materials to the GSB for its review, comment, and possible acceptance</p>	<p>Connie W Ellen J Gisele B Laura A Kathleen J Maddie J Michelle G Michelle P Nuria S Phoenix Sam B Scott D</p> <p>Includes: body acceptance, meditations, and traditions lit committee members</p>
<p><b>Body Acceptance</b></p> <p>bodylove@eatingdisordersanonymous (dot) org</p>	<p>The Body Acceptance team is empowered to develop a new brochure, recommending changes to the EDA Meeting Guide, and reviewing other EDA literature to address the issue of sizeism in EDA meetings</p>	<p>Margo H Michelle G Michelle P Kacey B Leslie H Sierra M</p>
<p><b>Meditations</b></p> <p>Meditations@eatingdisordersanonymous (dot)</p>	<p>The Meditations team coordinates work on the EDA Meditations – 365 Days book, and works with the Literature team to prepare materials for editing and publication</p>	<p>Connie W Lonya Nuria S Seren B</p>

EDA GSB Roles – Election April 2019 – Updated 10/6/19, 1/5/20, and 3/1/20

org		
<b>Traditions</b> Traditions@eatingdisordersanonymous(dot)org	The Traditions committee reviews topics of that the General Service Board deems significant from a traditions and/or service concepts perspective to provide insight and guidance.	Allyson T Annette H Cale O Gisele B Mae A Michelle P Tee K
<b>Traditions Lit</b>	The Traditions Literature team is empowered to create materials specifically relating to EDA’s traditions for review by the Traditions and Literature teams.	Annette H Cale O Jen Michelle P

## Brief introductions for some of our volunteers

### Officers of the Board:

#### Michelle P: Chair

- Michelle has served as Chair of the Membership and Group Support Services Committee (MGSC) since the position was vacated last year.
- With Michelle's guidance, the GSB opted to consolidate several overlapping functions to create a more streamlined and effective organizational unit.
- Michelle, who attended EDA's 1<sup>st</sup> Step Workshop in Chicago, is an AA panel 65 Past Delegate from Area 30 Eastern Massachusetts. She brings relevant experience and wisdom into everything she does.
- Michelle contributed to EDA's Step Workshop audios, sat on panels for other workshops, completed Traditions and Concepts studies, and wrote articles on Traditions.
- Thanks to the MGSC's teams dedication and effort, EDA's outreach to new and existing groups as never been as thorough!

#### Vision for 2020-2021

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- Completing a draft of the EDA Twelve and Twelve
- Focusing on the healthy growth of new and existing EDA groups
- Investigating intellectual property rights as pertain to EDA literature

#### **OPEN:** Secretary

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#### **Bentely H:** Treasurer

- Bentley comes to us highly recommended by employers in both CA and TX as well as by other members of the General Service Board
- Served in volunteer positions for EDA
- Worked as an event organizer and planner, including development of service objectives, scope, and budgets
- Developed a business plan for a Pasadena, CA business
- Currently serving as President of the Financial Management Association for St. Edwards University as she works on her Bachelor of Finance

- Brings tremendous enthusiasm and energy to the role

**Committee Chairs:**

**OPEN:** Membership and Group Support Services Coordinator

**Annette H:** Literature Development Coordinator

Annette has been involved in the growth of the Fellowship of EDA since March 2000, shortly after the founding of EDA. After securing limited permission to use material from the first 164 pages of the text *Alcoholics Anonymous* from AA's General Service Office in New York, Annette worked with EDA founder Gisele B and other early EDA members to adapt the Twelve Steps and develop the first documents used by EDA groups. The organizer and first Chair of the General Service Board (GSB) of EDA in 2001, Annette served the GSB in minor capacities between 2002 and 2011, when asked by the GSB to return as Chair. She has served as Chair, and also at times as interim Secretary, Treasurer, and Literature Chair, helping coordinate development of the current website, brochures, and most recently, the EDA Big Book. Annette helped organize and/or present EDA Step Workshops in Chicago, Philadelphia, Carlsbad CA, Delray Beach Florida, and Scottsdale AZ, serves as a step sponsor in EDA, and looks forward to working with EDA members on collaborative efforts to bring our collective experience to life in an EDA "Twelve and Twelve"-style publication.

**Advisors to the General Service Board (permanent):**

**Gisele B:**

The founder of EDA in Phoenix in February 2000, Gisele has been a source of inspiration and hope to all of EDA. Gisele shared her experience, strength, and hope in the EDA Big Book (Chapter 1) and was an honored panelist at the EDA Step Workshop in Chicago in July 2017. Gisele has spoken with EDA members around the world and chairs an EDA group that meets Thursdays in the Phoenix area. Gisele currently serves on the literature committee of the General Service Board, and contributed to the *Fully Recovered* brochure, and has expressed her desire to continue to serve EDA now and in the future.

**Jenni Schaefer:**



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Renowned author, singer, songwriter, and internationally acclaimed speaker supporting recovery from eating disorders, Jenni wrote a letter of support for EDA in the EDA Big Book (pages xxxi-xxxvi), served as the keynote speaker at the EDA Step Workshop in Chicago 2017, and currently serves as the Professional Contact Coordinator for the General Service Board of EDA. Jenni contributed to the *Fully Recovered* brochure and has expressed her desire to continue to serve the recovery community.