

AFINet Trustee Role Description

Background:

The Addiction and the Family International Network (AFINet - <http://www.afinetwork.info/>) promotes, through research, practice and policy, the well-being of family members, friends and colleagues who are affected by, and/or concerned about, another person's problems with or addiction to alcohol, other drugs, or gambling.

- AFINet welcomes as members people involved in research, practice, or policymaking and/or who have 'lived experience'.
- AFINet is an international charity (and is registered as a small charity in the UK). AFINet charges no membership fees and has little income; it has no staff and all activities (apart from the website and membership administration) are undertaken by Trustees [<http://www.afinetwork.info/about-afinet/afinet-trustees>] and other members, who volunteer their time. As of the end of October 2022 (*to be updated annually*) AFINet had 620 members from 52 countries.

AFINet Goals:

- To identify and disseminate research about the experience of affected family members.
- To promote evidence-based practices relevant to affected family members (as part of this AFINet is home to the 5-Step Method).
- To provide data about the harms to and experiences of affected family members to decision makers and advocacy groups.
- To share information and resources related to cultural factors affecting the impact on, and services to, affected family members across the globe.
- To review and influence practices and policies concerning affected family members across the globe.

AFINet Services:

- A robust website which houses information on all AFINet services and activities. The website also serves as the repository for information concerning one evidence-based treatment modality: the 5-Step Method.
- Provision of an AFINet webinar series (from October 2020 until December 2022 this was monthly; from January 2023 onwards this will be bi-monthly; recordings of all Webinars are also posted on the website for later viewing).
- Publication of a bi-annual newsletter, which includes an ongoing inventory of published research concerning affected family members.
- An annual conference (held in-person 2018; and on-line, 2021 and 2022 with video recordings of all sessions available on the website). The 2023 in-person conference will be held in June in Rotterdam, the Netherlands).
- Regular communication to members via various social media platforms.
- AFINet members who are Accredited 5-Step Method trainers deliver training, offer ongoing support around implementation, offers practitioner accreditation, and collates and promotes data and information about the intervention.
- Encouragement of networking and sharing of information, tools and resources by members.
- Various projects as determined by the Trustees.

Trustees:

The organization's charter allows for 5-15 Trustees to serve for a term of 2 years. (Members may stand for re-election at the end of their terms and can therefore serve for an unrestricted time, if re-elected). Ideally, the Trustee group will be reflective of the organization's international membership.

Since AFINet is a largely volunteer organization, Trustees join with the expectation that they are working volunteers and will actively participate in supporting the delivery of AFINet services (as described above).

Trustee Roles and Responsibilities:

1. Meet every 2-3 months (including the Annual General Meeting of members) to discuss current activities and plans and agree on the division of necessary tasks. Meetings are held in English via Zoom (or equivalent) for 60-90 minutes.
 - In between meetings, respond in a timely fashion to communications, request for input where appropriate, concerning charity business as well as AFINet projects and initiatives.
 - Actively participate in at least one or two of the relevant sub-groups that are required (in line with your skills and expertise) – for example, related to the annual conference, finance, communications, webinar series, newsletter or ongoing projects. (*Note: the organization is particularly in need of additional support to help develop the website and the organization's communication strategy*).
 - Actively support the annual conference – for example, by Chairing sessions.
2. May assume any of the following roles of the organization: Chair, Treasurer, Secretary, Membership secretary, and/or may assume leadership of, or participate in, sub-groups related to AFINet projects.
3. Help design, deliver, and promote the annual conference, webinars, etc. and provide support during those events.
4. Oversee AFINet's financial accounts, approve the annual budget, and the disbursement of funds. Support ongoing efforts to raise funds for the functioning of the charity
5. Periodically assess and reset AFINet's direction, strategies and services.
6. With fellow Trustees, determine the focus of (and resource availability for) AFINet projects. Participate in those projects, in line with your skills and expertise, whenever possible.
7. Advertise and promote AFINet's aims and services within professional networks, and contribute to and support efforts to increase global membership of the charity. Although Trustees do not represent their country or region, Trustees from different countries are encouraged to apply, and then further encouraged to promote AFINet within their own country or region, so as to develop a stronger base in that area.
8. Comply with all requirements necessary to maintain AFINet's charitable status designation in the UK.

October 2022 (EF)