

## **Alaska Area 63 Al-Anon / Alateen Policy** **Members Unable To Effectively Fulfill Their Service Responsibility**

This policy was drafted to avoid the following potential effects to our Area: 1) the chain of communication may be broken; 2) skills, experience and leadership may be lost; 3) members may become disconnected; 4) routine business may be stalled; 5) the Area may fall out of legal compliance; 6) members may lose confidence in our three Legacies, service may begin to appear trivial, and enthusiasm may be lost. Most importantly, a disruption to service may result in our Area not being able to serve its primary purpose, that of helping families and friends of alcoholics.

Effective service work is vital for the Area to function efficiently, serving all Al-Anon and Alateen members across the state. If there is a concern that someone is not fulfilling their service responsibility, it is unwise to ignore the situation.

### **Policy/Steps for Removing a Trusted Servant**

1. If it is thought that someone is not fulfilling the position requirements, the Area Chair should be notified in writing (email or postal mail) outlining the reasons for the concern. If the Area Chair is the subject of the concern, the written notification should be addressed to the Area Delegate.
2. The Area Chair will discuss the issue with the Delegate and Alternate Delegate. Together they will decide how to approach the individual. Presuming good will, these three Area Officers will be given latitude and full discretion in determining how best to handle the situation in a timely manner.
  - a. If the concern involves one of these Area Officers, that individual will not be a part of the “team” but instead the Area Chair or Area Delegate will ask the Area Secretary or Area Treasurer to be involved in the process.
  - b. The team shall do an investigation about the concern, avoiding gossip at all costs. Following the investigation, the team may:
    1. Offer help (e.g. mentorship, referral to existing Area policies and procedures, AFG Connects, and related sections of the Service Manual).
    2. Dismiss the concern if it is found to be unwarranted.
    3. Dismiss the concern after such time that the trusted servant demonstrates a new understanding of, willingness to, and ability to carry out the responsibility,  
or
    4. Ask for their resignation. Just cause for such action would include, but is not limited to:

- failure to attend AWSC and Assembly meetings without just cause
- failure to carry out the responsibilities outlined in their job description
- failure to follow Area guidelines and policies
- malfeasance or misuse of funds

3. If an individual's resignation is requested, it will be done in writing by the Area Chair, with email documentation from each of the team members agreeing to the letter and action taken. If a resignation is not submitted by the person in question, the Area Chair will send a letter to that individual relieving them of their duties.

4. If a resignation is received, the Area Chair will appoint a replacement. (See the Service Manual when the position is that of DR.) Affirmation will be sought from the AWSC. An announcement to the full Assembly will simply state the resignation was received and another individual was appointed to fill the unexpired term. By handling a resignation in this manner, it is the intent of this process to avoid any embarrassment or feeling of punitive action.

5. The Area Chair or Co-Chair, as the situation dictates, will keep all documentation.