

## NYN Area 39

### **Guidelines for addressing situations where Officers or Coordinators appear to not be meeting the responsibilities of the position to which they were elected**

In the spirit of Al-Anon's "Traditions" and "Concepts of Service" New York North Area 39 has implemented the following guidelines to address when Trusted Servants lose their way.

As an area, we have to place our trust in the people who will be tasked with using these guidelines to address any issues and concerns and trust that the Higher Power will be there every step of the way guiding our Trusted Servants through the process.

Situations where this procedure may be helpful include:

- ***Missing two (2) AWSC and/or Assembly meetings within a twelve (12) month period without advance notice to the Chairperson and a replacement or report.***
- ***Not carrying out the responsibilities outlined in the Service Position Descriptions.***
- ***Getting someone else to do their work on a regular basis.***
- ***Not following Area Guidelines and policies.***
- ***Malfeasance or misuse of funds.***

Concerns regarding the performance of any NYN Area Officer or Coordinator shall be directed to the NYN Area Chairperson in writing outlining the reason for the concern. Concerns regarding the performance of the Chairperson shall be directed to the Immediate Past Delegate.

The Chairperson (or the Immediate Past Delegate if the concern is regarding the Chairperson) will review the concerns and confer with the Immediate Past Delegate, Alternate Delegate or a Past NYN Area Delegate active at the area level. Together the three (3) will investigate to verify the concern, avoiding gossip at all costs. If warranted, they will engage in discussion with the individual in question keeping "principles above personalities" while always presuming goodwill.

They will offer help and support, outline goals and deadlines and work with the individual to help them to become successful in their position. This may include asking a Trusted Servant who has previously held the position to provide assistance. A detailed action plan including deadlines will be communicated in writing to the Trusted Servant after the discussion occurs.

If the Trusted Servant does not fulfill the agreed upon goals and deadlines the Chairperson (or the Immediate Past Delegate) may ask the Trusted Servant in writing for their resignation.

The Trusted Servant will be given the opportunity to write a letter of resignation in their own words stating why they are stepping down and will be given the option to read the letter to the AWSC and/or the Assembly. The Trusted Servant may opt to have the Chairperson (or the Immediate Past Delegate) read their letter of resignation or simply have the Chairperson (or the Immediate Past Delegate) announce the resignation. By handling the resignation in this manner it allows the Trusted Servant to resign with dignity.

In the event a resignation letter is not received the Area Chairperson (or the Immediate Past Delegate) will send a letter by certified or registered mail to the individual relieving them of their duties and announce the resignation to the AWSC/Assembly.

After the Chairperson (or the Immediate Past Delegate) announces the vacancy the Chairperson (or the Immediate Past Delegate) will appoint a temporary replacement until an election can be held at the next Assembly. The Chairperson (or the Immediate Past Delegate) has a responsibility to the area to ensure the replacement meets all the service position description requirements and has a service resume ready to read to the assembly.

The announcement at the next meeting of the full assembly will simply state that the resignation was received and another individual was appointed to fill the unexpired term. The Chairperson will ask if there are any other candidates that would like to stand for the position and the standard election procedure will be followed.

It is the intent of this process to avoid any embarrassment or feeling of punitive action. It also allows for the Trusted Servant to continue service work in another capacity.