

Knowledge-Based Decision Making (KBDM)

To add to this document, please email Rachel B., Area 22 Secretary, at secretary@la-al-anon.org

Topic for discussion:

Consideration of creating and developing an Area 22 LA AFG, Inc., Policies & Procedures (P&P) Service Manual

Framing:

Area 22_LA currently has a Procedures Digest (referred to as the “Digest”) covering most motions made at the LA Area Assembly from 1963-2016. The Digest contains available motions voted on by Group Representatives (GRs) listed by both subject and date. It also (sometimes) contains an obsolete Motions Procedure; Qualifications and Duties of Area Officers, Coordinators, and AIS/Intergroup Liaisons; duties of the Nominating Committee; duties of various State Convention service positions; Transition Guidelines for transitioning from one panel of trusted servants to the next; and a brief description of the procedures and goals for four of its Action Committees (Group Services, Fellowship Communication, Public Outreach, and Membership Outreach). All of this information has been useful to the Area, but much of the information is not presented in a practical format, as it is completely not cross-referenced, has no index, and contains no procedures (except for specific motions and the motions procedure). The Digest also lacks:

- Area 22 Alateen Handbook information, including requirements and certification of Al-Anon Members Involved in Alateen Service (AMIAS), which is available in a separate document
- LA AFG, Inc., Incorporation By-Laws and references to those By-Laws (also available in a separate document)
- Much clear definition of service duties, responsibilities, and authority (see Concept of Service Ten)
- A description of the purpose and duties of the Area 22 Budget & Finance Committee
- guidance for Area Coordinators who also chair Action Committees
- guidance for presenting oral reports to the Area World Service Committee (AWSC) and the Assembly, and for presenting written reports to the Area Secretary
- presenting both new and unfinished business to the AWSC and the Assembly
- other functions and responsibilities that are specific to Area 22 that are not covered in the current edition of the *Al-Anon/Alateen Service Manual* (P-24/27)

The Area currently relies on the experience and memory of several trusted, long-time servants, including past delegates, to tie much of the Digest’s information together and to:

- determine proper procedure regarding creation of new and necessary Area service positions
- how to write motions
- how to carry out tasks that are neither specifically described nor assigned to specific trusted servants

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- direction on how to form thought and task forces
- other determinations and directions about carrying out Area responsibilities

Although no document could possibly replace the valuable experience, strength, and hope of our trusted servants and service sponsors, relying largely on memory for how to execute Area 22's business is neither practical nor wise.

Background / History:

The duty of updating our current Digest has lain upon the shoulders of only one or two trusted servants for many years.

1. What do we know about our members' needs, wants and preferences that relates to this discussion?

We know that our members want to be informed of Area 22's purpose and functions, and how to execute our purpose and functions to the best of our ability. We would like clear references to our policies and procedures, and clear definitions of service authority to avoid double-headed management, wherever possible. We would like a tangible resource that can be updated accordingly and that will accurately reflect the desires and needs of our Assembly, and that can be available to every Al-Anon and Alateen member in the Area.

As much as we need a policy manual, we still need a list of motions.

If we maintain a list of motions, we need to consider stripping them of the commentaries attached to many of them. It is unclear who wrote the commentaries or how accurately they explain the motions.

2. What do we know about our resources relative to this issue?

We have a model in the Al-Anon/Alateen World Services Policy Committee and the current issue of the *Al-Anon/Alateen Service Manual*.

We have an incomplete record of past motions made and voted on by the Area 22 Assembly. We have limited information available in our 1963-2016 Procedures Digest.

We have a plethora of experience, strength, and hope in our long-time trusted Area servants available to us now that may not be available in the future.

3. What do we know about our "culture" or "environment" that relates to this issue?

We have been relying largely on the past experiences and strengths of our long-time, active trusted servants, including their excellent memories.

There is a lack of understanding and awareness among our trusted Area servants, both "newbies" and those who have been involved in Area-level service for several years. Communication of

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KBDM started in March 2019

information and education of newer members continues to be a challenge. We do our best to practice our slogans “Keep It Simple” and “Easy Does It”, but service at the Area level often remains confusing!

4. What are the implications of our choices (pros and cons)?

Our current lack of clearly defined service authority and responsibility does not reflect spiritual principles (see Concept Ten).

Con: Creating a policy manual would be a Herculean task.

Pro: A policy manual is much needed.

Pro: The very process of creating a policy manual would be educational.

Pro: Creation of a policy manual would be a way to demonstrate how Thought and Task Forces operate.

Pro: The use of Thought and Task forces to create a policy manual would demonstrate the difference between the Thought/Task Force model and the Action Committee model for getting things done.

5. What do we wish we knew, but don't?

We wish we knew how long it would take to create a useable and updateable Area 22 Service Manual.

We wish we knew if future Assemblies would be willing to populate an Area 22 Policy Committee to develop and update an Area 22 Service Manual, and that individual trusted servants would be willing to serve on such a committee.

We don't know how a list of motions would be organized. Which of the following would be best?

- A reverse chronological list of all motions going back to a cutoff date
- A list of the latest motion on each topic
- An updated master list of all motions for historical purposes

6. How do Al-Anon's legacies apply to this issue?

Concept Ten suggests that double-headed management can be avoided with clearly defined job descriptions and duties.