

AIUSA Guidelines for Appointment or Removal of Volunteer Leaders

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Table 1 - Guideline for Appointment or Removal of Volunteer Leaders

1.0 PURPOSE AND SCOPE

The purpose of this guideline is to provide clarity and consistency to the process of appointment and removal of a non-elected volunteer leader, referred to in this guideline as "Volunteer Leader."

Local Group Coordinator or other local group officers are chosen by the Group and can only be removed by the Group, subject to the requirement that they continue to be members in good standing of AIUSA. The same applies to other elected bodies who are responsible for their own composition and members. Table 1 shows assigned volunteer and staff relevant responsibilities.

In establishing this guideline, the dedication, commitment and compassion for the work in the fight for human rights by both volunteers and staff is acknowledged, and it is understood that both volunteers and staff are mutually dependent on each other in this struggle. For this reason, cooperation and consultation between staff and volunteer leadership is key to the process and so is embodied in the guideline in what may be viewed as a "dual key" approach.

2.0 RECRUITING AND APPOINTING VOLUNTEER LEADERS

2.1 RECRUITING:

The initiative for recruiting VOLUNTEER Leaders can come from either the Responsible Staff Person (see Table 1) or the Responsible Representative of the relevant volunteer structure, (see Table 1).

Recruiting Volunteer Leaders generally involves seeking recommendations from outgoing leaders, and widely publicized communication of the existence of a vacancy to the membership using various media. The recruiting responsibility lies jointly with the relevant volunteer structure and the Responsible Staff Person charged with the facilitation of that particular area of work in which the Volunteer Leader would be involved.

2.2 APPOINTMENTS

The Responsible Representative of the relevant volunteer structure and Responsible Staff Person will consult and agree before making a decision on a volunteer leadership appointment. Shown in Table 1 are typical relationships between Volunteer Leaders and the facilitating volunteer structure.

All Volunteer Leaders should be supplied with a mutually agreed job description prior to appointment.

3.0 REMOVAL OF VOLUNTEER LEADERS

3.1 Initiating Change of Removal of a Volunteer Leader

3.1 a) Uncontested

Where, among all parties, mutually agreed factors (e.g. performance, time availability) make advisable the invitation of a resignation of a Volunteer Leader (other than Group Coordinators or other elected leaders), it is usually handled informally by the Responsible Representative of the relevant volunteer structure and the Responsible Staff Person after consultation confirmed in writing between the two. They then invite the individual, for a reason stated in writing, to resign her/his position.

3.1 b) Contested

When in the joint opinion of the Responsible Representative of the relevant volunteer structure and the Responsible Staff Person the performance of a Volunteer Leader is inadequate, it shall be the responsibility of the Responsible Representative of the relevant volunteer structure or the Responsible Staff Person to make every effort to confer with the Volunteer Leader involved, included at least one written request, and attempt to develop a corrective action plan. Failure by the Volunteer Leader to confer within a reasonable time, within 30 days unless it is documented by the Volunteer Leader that this time frame is not possible to adhere to, shall be noted in writing and the CAUSE, at the joint discretion of the Responsible Representative of the relevant volunteer structure and the Responsible Staff Person, for initiating removal proceedings as defined below.

In some cases it may become desirable or necessary for the Responsible Representative of the relevant volunteer structure and Responsible Staff person jointly to remove a Volunteer Leader whose performance does not adequately meet the needs of AIUSA or for specific Cause. In general, after following the procedures outlined in point 3.2 as set forth below, a Volunteer Leader can be removed from a volunteer Leadership position at the joint initiative of the Responsible Representative of the relevant volunteer structure and the Responsible Staff person for such reasons as:

- a. consistent inability or unwillingness to discharge his/her responsibilities as a leader and/or to work constructively with AIUSA members;
- b. consistent destructive behavior potentially harmful to AI/AIUSA;
- c. continued failure to abide by the rules and mandated limitations of AI/AIUSA in connection with AI work;
- d. misconduct or misrepresentation adversely affecting the reputation of AIUSA;
- e. behavior in a manner which clearly violates AIUSA policies of multiculturalism and non-sexism;

- f. involvement in the commission or advocacy of human rights violations.

3.2 Providing for a Fair Procedure

In removing a Volunteer Leader, the Responsible Representative of the relevant volunteer structure and the Responsible Staff Person will jointly:

- a. Confer or seek to confer with the Volunteer Leader involved, setting forth in writing the specific basis on which removal is being sought;
- b. Provide an opportunity for the Volunteer Leader to rebut the basis of removal;
- c. Advise the Volunteer Leader in writing of the proposed effective date of removal. The effective date of removal shall be no less than 30 days from the date of removal. The effective date or removal shall be no less than 30 days from the date of written notice, as well as his/her appeal rights as specified below.

4.0 APPEAL PROCESS

If the Volunteer Leader wished to contest his/her removal and is unable to convince either the Responsible Representative of the relevant volunteer structure or the Responsible Staff Person that the removal should not take place, the Volunteer leader may appeal the proposed removal by filing a written complaint with the AIUSA Ombudsperson, within 30 days of receipt of notice of removal, or such period as the Ombudsperson may permit upon written request for good cause shown. The Ombudsperson shall make a final decision within 30 days or, failing which shall within 30 days indicate what further steps need to be taken for a final decision and an estimated completion date.

5.0 SUSPENSION DURING THE APPEAL PROCESS

If an appeal is made, removal from office and the naming of a permanent replacement shall await completion of the above appeal process.

However, if, and only if, in the joint opinion of the Responsible Representative of the relevant volunteer structure and the Responsible Staff Person, serious consequences to AI/AIUSA might ensue during the appeal process were the Volunteer Leader to continue in her/his duties, the Responsible Representative of the relevant volunteer structure and the Responsible Staff Person may jointly decide to "suspend" the Volunteer Leader during the appeal period. Written notice of reason, signed but both, must be supplied to the Volunteer Leader as well.

This suspension in turn may be appealed by the affected Volunteer Leader to the Board Chair, who will have the authority to lift the suspension pending a final decision if in the Chair's opinion the suspension is not needed or is no longer needed to protect AIUSA from potentially serious consequences.

TABLE 1 - Guideline for Appointment or Removal of Volunteer Leaders

Volunteer Position	Relevant Structure	Responsible Staff Position
Area Coordinator	Regional Representative to AC Steering Committee	Applicable Regional Director
Student Area Coordinator	Regional Rep. to National Campus Advisory Committee	Applicable Regional Director
State Death Penalty Abolition Coordinator	Regional Death Penalty Abolition Coordinator	Applicable Regional Director
Regional Death Penalty Coordinator	Chair, National Death Penalty Advisory Committee	Applicable Regional Director
National Death Penalty Advisory Committee (Removal Only)*	Chair, AIUSA Board of Directors (Removal Only)	National Death Penalty Abolition Coordinator (Removal Only)
Refugee District Coordinator	Refugee Regional Coordinator	Applicable Regional Director
Refugee Regional Coordinator	Chair, National Refugee Steering Committee	Applicable Regional Director
National Refugee Steering Committee (Removal Only)*	Chair, AIUSA Board of Director (Removal Only)	National Refugee Program Coordinator (Removal Only)
Country/RAN Coordinator	Chair, Co-Group General Coordinator	National Co-Group Coordinator
Co-Group General Coordinator	Chair, AIUSA Board of Directors (Removal Only)	National Co-Group Coordinator
National Co-Group Steering Committee (Removal Only)*	Chair AIUSA Board of Directors (Removal Only)	National Co-Group Coordinator (Removal Only)
(Specific) Network Steering Committee (Removal Only)*	Chair, AIUSA Board of Directors (Removal Only)	National Steering Committee Coordinator (Removal Only)
Other non-elected leadership positions, not listed above	As Designated by Chair, AIUSA Board	As designated by Executive Director

Elected positions are not covered by this Guideline and include such elected positions as Group Coordinator, Group Death Penalty Abolition Coordinator, AC Steering Committee, and the National Campus Advisory Committee

*Recruiting for these positions is provided for in the 1992 Guideline entitled "Guideline for the Work of Task forces and Steering Committees"