

# Policy Committee Update Fall Assembly – 10.21.23

## Policy Committee Roles & Responsibilities

- To implement Policies and Procedures as approved in concept by the Assembly and ensure that they reflect the environment of the Hawaii Area.
- Not to act as an advocate or opponent but focus on the area needs
- Identify gaps, discrepancies, errors and their relevancy and propose solutions and/or clarifications of policies, procedures and guidelines
- To ensure that the P&P adhere to the Traditions and Concepts.

## January 2023 - Task from HAWS Chairperson

HAWS Chair asked the Policy Committee to review all P&P and guidelines for discrepancies, and relevancy that may have occurred over the past few years. Incorporate any updates to P&P that have been voted and approved by GR's at HAWS Assemblies, but do not reflect in the current copes posted.

## What we are currently reviewing the Policies & Procedures (1) Total 12

8 pages total, currently on pg. 5.

### Guidelines (11)\* (not necessarily in this order)

TEAM

Hosting Assemblies (2, +2 Addendum)

New Panel Orientation

Website

A Day in AI-Anon

List Server

Conference/Convention Steering Committee

HALC

Alateen (review)

PEG (one year review 5/24)

\*Job Descriptions document

(Review for possible recommendation as HAWS guideline)

Participants: Four Past Delegates, one District Representative attend scheduled zoom meetings 2X per month for one and one half hours per call.

Tools: Service Manual 2022/2025  
World Service Conference Procedures (Conference Packet, 1/22 revision)  
HAWS assembly minutes, logged motions.

I was curious about the history of HAWS P&Ps so I reached out to Judy P. (Past Delegate, Trustee at Large), and here's what I learned.

The Policy and Procedures Committee was formed in the mid 90's because the HAWS Committee and Assembly were recognizing that important decisions needed to be accurately documented for future reference and proceeding trusted servants. It was initially set up to include Past Delegates (to keep them engaged with Area) and Current DR's (whom have a good sense of GR/Group issues).

The Policy and Procedures Committee was tasked with updating any policies and procedures as the Area Committee or as Area Assembly voted. (This was before we started using the language KBDM, Work Group, Thought and Task Force.)

Policies were defined as items that were addressed in the AI-Anon Service Manual but had been determined to not work for Hawaii for instance Election of Delegate.

An example at that time was *to stand for Delegate, the member was to have served as DR. We did not have any DR's or if so, very few, that would stand for Delegate. Our Area was very young and did not have multiple panels of DR's available. In the Policy's, we made it acceptable to have served as a Coordinator at the Area Level....*

Procedures were defined as the responsibilities, descriptions of tasks and resources that pertained to the Area Officers, Alternate Delegate and Coordinators. Much of the information in the Service Manual now, was not available 20 years ago and sometimes information stated (in SM) was not compatible to Hawaii. There needed to be a method of passing down information between Panels.

It was in the late 90's trusted servants came up with the "Pasdown" books (or 3 ring binders) which contained the WSO guidelines, and the "rainbow collection" (different colors of paper) which were the Area Policies and procedures.

Policies and Procedures as they pertain to Individual Areas are important for members of the Area Committee so that there is consistency, and every panel does not have to reinvent the wheel. If newly elected/appointed Officers and Coordinators what to change something, they simply refer it to the P&P Committee for composing and referring it to the Area Committee and Assembly for vote.

If our local policies and the Service Manual are in *conflict*, the Area Policies prevail for the good of the Area.

Dana Rae H.  
Chairperson, Policy Committee