

## **2021 Issues Mediation Committee (IMC) GOALS**

- 1) Continue to Follow CoDA's Traditions, Service Concepts and Principles. Hold high ethical standards as outlined in our Fellowship Service Manual (FSM) and CoDA Bylaws.
- 2) Policies and Procedures: Annual review and update as needed.
- 3) Recognizing Voting Entity(s) (VE) as instructed in the By-Laws.
- 4) Handle disputes at the IMC level with objectivity, respect and fairness with each party involved:
  - A) Use CoDA's group conscience decision-making process.
  - B) Always maintain confidentiality and objectivity by using the recusal process when needed.
  - C) Rotating dispute leads within the IMC members using 2x2 method.
  - D) Create and maintain a Frequently Asked Questions (FAQ).
- 5) During CoDA Service Conference (CSC):
  - A) Attend CSC and introduce the IMC to possible volunteers through presentation at CSC and/or luncheon.
  - B) Annual CSC report of any mediation, while remaining confidential by keeping all parties anonymous.
  - C) Recruit and/or maintain 7 to 10 trusted servants as IMC volunteers.
  - D) Create a flyer to include in Delegate packets, hand out and/or place on information table.
  - E) Be available at CSC to answer any questions about IMC during all breaks. Have buttons for IMC members to wear to identify the current members.
  - F) Hold a no-host IMC gathering to allow opportunity for interested volunteers to meet current IMC members to learn more about IMC goals and responsibilities, etc.
- 6) Ensure that new members either know or are willing to learn CoDA's principles & IMC's processes and standards (confidentiality, objectivity, follow through, etc.)
- 7) Continue to update, collect and store past/current IMC documents in IMC OneDrive account. This is to maintain a history of our documents in one secure location for all who serve on IMC.
- 8) Staying within our primary defined role as mediator, we listen. In listening, the needs of our fellowship are revealed to us. We believe that many issues may be resolved or minimized by improving communication and offering helpful information.
- 9) CoDA Synergy Project: Clarity for Voting Entities and CoDA Unity
- 10) Review and update, as needed any CoDA.org IMC posted/linked documents on the CoDA.org website.
  - A) This allows IMC to send out documents/links to any interested parties without them having to instruct the fellowship party(s) to refer to the FSM for the related specific material. Said documents shall mirror the intent and/or wording of FSM.

## **Voting Entity Liaison (VEL)**

- 1) Review and update the job description, as found on Policies and Procedures (P&P) of the Voting Entity Liaison as needed.
- 2) Continue to maintain SmartSheet for delegate “Grant” applicants (formerly known as (Travel Reimbursement Opportunity (TRO)) and award history.
- 3) Create and post on CoDA.org website Delegate Verification Form (DVF) using SmartSheet Registration link. (This form was renamed from Voting Entity Service Board (VESB).
- 4) Using the Delegate Verification Form (DVF) and any uploaded documents from delegate/VE, verify the delegate has been properly elected by their Voting Entity (VE). Share SmartSheet (view only) with Board Secretary. This ensures that all CSC delegates have been properly vetted.
- 5) VEL is never to be involved in mediations, thus maintaining the Voting Entity Liaison (VEL) as a neutral party to solely serve the Voting Entities as Voting Entity Liaison (VEL).
- 6) Create and maintain a Voting Entity (VE) Database for the annual CoDA Service Conference (CSC)

## **VEI (Voting Entity Issue) Subcommittee**

- 1) Track the Voting Entities Issues (VEI's) and provide updates to the Board and Fellowship in our Quarterly Service Reports (QSR).
  - A) Tracking begins the moment a VEI is submitted by the Voting Entity (VE) to the CoDA Board. VEI's are emailed to [VEI@codas.org](mailto:VEI@codas.org) with automatic email distribution to the Board and IMC.
  - B) The Issues Mediation Committee (IMC) will monitor the progress of the VEI to ensure the process is being followed and the timelines are being met.
    - i. SmartSheet VEI database to monitor VEI process.
    - ii. Communication will happen through the QSR's or direct email to the all parties. For further information, see Fellowship Service Manual (FSM) on VEI's.