

Family of Women Leader Performance Procedure

If a leader is found to be ineffective the following procedures are to be followed:

- 1) The leadership will call a meeting and invite the oversight leader, the leadership team and the Ineffective Leader. Leadership difficulties may be situational. It is important to look at the Ineffective Leader's attitude, whether she has requested or been provided support and whether she has been supportable. Some areas to explore with the Ineffective Leader: is she upholding the Standards and the Core Values of the Family of Women? Is she aware of her shortcomings as they relate to the position? Is she experiencing personal issues that are influencing her ability to lead?
- 2) If an Ineffective Leader acknowledges that she needs help, she may request to be temporarily replaced or be granted a leave of absence, the length of either of which must be approved by the leadership team. The members directly affected should be advised in writing of the temporary replacement, leave of absence or resignation status within 48 hours, along with new contact information in the interim. Should the Ineffective Leader decide to resign, she does not need to provide a specific reason for the resignation.
- 3) The leadership team and oversight leader develop a course of action (which may include some form of leadership training) and a timeline within which the Ineffective Leader will demonstrate her ability to fulfill her responsibilities. At the end of the timeline given, the Ineffective Leader, leadership team, and oversight leader will discuss the results. If the Ineffective Leader has successfully completed the required course of action, no further action need be taken. If she has not, she will be removed from her position. If the leadership team and the oversight leader remove an Ineffective Leader, the members she leads should be notified in writing within 48 hours.