

## LEADER TO AREA AGREEMENT

LA LECHE LEAGUE OF SOUTHERN CALIFORNIA, INC. (LLL of SCANV) is an Area which includes Leaders in Southern California and Southern Nevada.

The following is the agreement between Leaders and LLL of SCANV. A Leader is considered in good standing if she is abiding by this Agreement.

### Section 1: Leader Obligations and Responsibilities, PSR Appendix 6a

Each Leader participating in LLL of SCANV agrees to:

1. Sign an LLLI Statement of Commitment upon accreditation, agreeing to abide by this agreement and the policies that LLLI sets for its Leaders or resign from that role. Paying annual Leader dues is a recommitment to LLLI policies and this agreement. [PSR, Appendix 6a (a)]
2. Communicate with the other Leaders directly impacted by her work, coordinating when necessary, regardless of the Area, Division, Area Network or Affiliate to which she or the other Leaders belong. [PSR, Appendix 6a (c)]

Leaders demonstrate open communication (electronically, postal or in-person) by doing the following

- a. Maintaining regular communication with ACL or her designate regarding activities; fundraising; and relay of pertinent contact stats.
- b. Attending at least one District Workshop and/or an Area sponsored Leader Day annually, but at a minimum at least one of these every other year or an approved alternative.
- c. Responding as promptly as possible (as defined by the agreed standards of the Leaders involved) when another Leader communicates with her.
- d. Using the *LLLI Purpose and Principles Reference Set* to guide communications.

Additional optional ways Leaders may demonstrate open communication:

- a. Participating in an Area sponsored Listserv (e.g. Yahoo Groups.)
- b. Participating in the LLLI Community Network (the CN.)
- c. Attending Chapter Meetings and/or Area Council Meetings.
- d. Serving on committees, Boards, Councils, Departments, Workgroups for the Area, Area Network(s) or LLLI.
- e. Writing articles for the Area Leader Letter on Leader Enrichment topics.

3. Stay current on breastfeeding information relevant to her work as an LLLI volunteer. [PSR, Appendix 6a (d)]

Leaders demonstrate that they are staying current by

- a. Reading LEAVEN and other LLLI correspondences (including, but not limited to Community Network Discussions, LLLI Website Articles, Area Network Newsletters and website.)
  - b. Reading League Spirit, News & Notes and other Area correspondences.
  - c. Attending an Area Workshop and an Area Network Conference/Leader Day at least once every other year or approved alternative.
4. When working with mothers, in person, by e-mail or on the phone, Leaders will do all the following:
    - a. Work to ensure that the mothers with whom she works make their own decisions concerning their children and their lives. Provide breastfeeding information and options, not specific advice. [PSR, Appendix 6a (e)]
    - b. Take care not to use one's trusted position with mothers to promote her personal viewpoints (breastfeeding or other), gain financially, create a prejudicial or judgmental environment, or allow anyone else to do so. [PSR, Appendix 6a (f)]
    - c. Ensure that her activities as an LLLI Leader are consistent with the LLLI Philosophy. [PSR, Appendix 6a (g)]
    - d. When in doubt about whether an activity is "mixing causes", she will consult the *LLLI Policies and Standing Rules Notebook*, Appendix 10 for guidance and follow the procedure outlined therein and consult with the ACL or her designate.
    - e. Keep confidential the personal and medical information of the mothers and children with whom she works, unless otherwise required by law, or where the reporting of a danger to a mother or child is specifically protected by law. [PSR, Appendix 6a (h)]
    - f. When speaking on behalf of LLLI to mothers and the public, communicate that:
      - \* LLLI focuses on matters relating to breastfeeding, as defined by its Philosophy, and does not endorse other causes.
      - \* The primary role of an LLLI Leader is to provide mothers information and options on matters relating to breastfeeding, as defined by LLLI Philosophy, and that working in cooperation with any other organization does not imply LLLI or the Leader's endorsement of the viewpoints of that organization. [PSR, Appendix 6a (i)]

- g. Protect the LLLI logo and name. Leaders may refer to the *Policies and Standing Rules Notebook*, Appendix 26. [PSR, Appendix 6a
  - h. Protect the Sun and Siblings name and logo by receiving permission from the Decision Making Body for LLL of SCANV.
5. Leaders abiding by these policies may represent LLLI and LLL of SCANV proudly, by:
- a. Forming and leading LLLI mother-to-mother support groups.
  - b. Working with others in cooperation with any organization that does not directly contradict LLLI philosophy. [PSR, Appendix 10.]
  - c. Using the LLLI logo and name in accordance with LLLI policies for accredited Leaders and Areas. [PSR, Appendix 26]
  - d. Using the LLL of SCANV (Sun and Siblings) logo and name with the Permission from the Decision Making Body for LLL of SCANV..

Section 2: Leaders and Area Agreements, PSR Appendix 6b
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1. The Decision Making Body for LLL of SCANV is the Executive Council and the Board of Directors [PSR, Appendix 6b (b)]. In accordance with LLL of SCANV Bylaws and Executive Council Management Guidelines, they are together as follows:
- a. Area Coordinator of Leaders
  - b. Area Professional Liaison
  - c. Communication Skills Coordinator
  - d. Area Publications Coordinator
  - e. Coordinator of Leader Accreditation
  - f. Area Finance Coordinator
  - g. Area Conference Coordinator
  - h. President, BOD
  - i. Vice President, BOD
  - j. Treasurer, BOD
  - k. Secretary, BOD
  - l. Director, BOD
  - m. Director, BOD

2. **Establishing and Refining Agreement:** [PSR, appendix 6b, (b)]

The following method will be used for making changes to the Area Agreement:

- a. Any Leader can propose changes. Changes and supporting information/rationale must be submitted in writing to the Decision Making Body or the Area Agreement Workgroup two (2) weeks prior to the annual Area Council Meeting, which is traditionally held in the fall.
- b. At the annual Area Council meeting, all proposed changes will be considered and discussed. Leaders proposing changes must be present.
- c. Proposed changes will then go to all Leaders via e-mail, so as to include those Leaders not present at the Area Council Meeting. Discussion and consideration will continue via email.
- d. Proposed changes will be finalized at the annual Leader Day, which is traditionally held in the spring. If a consensus has not been reached prior to the annual Leader Day, a vote will take place at the Leader Day. A vote of 80% of the Leaders present is required to pass each change.

3. **Mutual Accountability:** [PSR, appendix 6 b (c)]

Leaders agree that they will demonstrate mutual accountability by doing the following:

- a. Demonstrate open communication per Section 1, Part 2 of this agreement.
- b. File Quarterly Area Reports of their contacts with mothers to the ACL or her designee.
- c. File quarterly Group Treasurer's Report to the ACL or her designee and the AFC or her designee.
- d. Communicate with the Area Database Administration Leader of any changes to her contact information, including but not limited to address, phone numbers and e-mail address.
- e. Uphold the LLLI Policies and Standing Rules.

- f. Uphold the Ethical Standards for Relationships among Leaders for La Leche League of Southern California/Southern Nevada (LLL So CA/NV).
- g. To nurture accountability and connections among Leaders:
  - Area Leaders will seek means of associating, making use of email, face-to-face meetings, Area Council meetings, Leader Days, Enrichment Workshops, and Area Conferences as time and resources allow.
  - Leaders are encouraged to share their La Leche League activities and stay in touch with each other via League Spirit, New & Notes and Area email lists.

4. **Financial System**: [PSR Appendix 6b (d)].

Leaders and the Area will demonstrate financial transparency to each other by the following:

- a. The Area Finance Coordinator will publish the Year End Fiscal Financial Reports once a year in the Area Leader Letter, and stay in accordance with California State Laws and Federal Laws for non profit corporations. A Leader can write to request a copy of the most recently published Area Financial Records from the Area Finance Coordinator. Any Leader in the Area can inspect the Area's financial records at the AFC's location by requesting a meeting with at least 2 weeks notice.
- b. Leaders with Groups will file quarterly Group/Chapter Treasurer's Reports as outlined in the LLLI LEADER HANDBOOK, 4<sup>th</sup> Edition (page 112) and the LLL of SCANV Area Handbook.
- c. Leaders will remain current with Leader Dues; Group Affiliation Dues or Area fees (if applicable) and any other financial obligations to the Area.
- d. Groups will raise sufficient funds to cover fees and Leader education obligation expenses.
- e. When group fundraising has an undue hardship, Leader/group will apply for an Area waiver of fees (which may include, but not be limited to Leader dues, Conference fees or workshop fees.) The Leader should contact her Area Coordinator of Leader or her designee in writing to make this request.

5. **Leader Accreditation**: [PSR, Appendix 6b, (e)]

LLL of SCANV recognizes LLLI as the sole source of accreditation of LLLI Leaders and that such accreditation is valid worldwide. All Leaders connecting to LLL USA through LLL of SCANV will receive Leader Accreditation support through the Area Coordinator of Leader Accreditation.

6. **Professional Liaison:** [PSR, Appendix 6b, (f)]

LLL of SCANV will provide assistance to Leaders with helping situations involving medical, legal or other questions that are beyond the normal course of breastfeeding and are best handled through the Area Professional Liaison Department.

7. **Admission to the Area:** [PSR, Appendix 6b (g)]

- a. Any LLLI accredited Leader residing within or outside of the geographical boundaries of LLL of SCANV may seek admission to LLL of SCANV by contacting the Area Coordinator of Leaders and making a written request.
  - i. ACL and Leader will dialogue about the Leader's desire to join this Area.
  - ii. ACL will contact the Leader's former support Leader and have a dialogue.
  - iii. ACL will consult the Decision Making Body and a joint decision will be made.
- b. Any Leader accredited through LLL of SCANV LAD may automatically connect to LLL of SCANV if she wishes.
- c. A Retired Leader may reactivate by contacting the Area Coordinator of Leaders. If there is a question about whether the Leader is in good standing, the decision to reactivate will be made in consultation with the Decision Making Body and the retired Leader's former Area(s) if applicable.

8. **Removal from the Area:** [PSR, Appendix 6b (g)]

A Leader may be removed from LLL of SCANV if she:

- a. A Leader will be removed from the Area if she retires. The Leader understands she will no longer be covered by LLLI Professional and Liability Insurance
- b. Is changing her primary connection to another Area and does not choose to maintain a connection to LLL of SCANV.
- c. Is not in good standing with both LLLI and LLL of SCANV. A Leader is in good standing if is she is abiding by this agreement.

9. **System for Removal**: [PSR, Appendix 6b (g)]

If a Leader is not fulfilling her responsibilities as outlined in this Leader Agreement with LLL of SCANV then she is not in good standing. The following will be the system for removal:

- a. The Leader(s) who are closest to the Leader in question will attempt to resolve the conflict by initiating a dialogue and working on a resolution. The goal of this system is for Leaders to work together to resolve the conflict close to its source. Initial communication with the Leader(s) should be attempted by phone or in person. The Communication Skills and the Leader Departments' designees will be available to help resolve the conflict.
- b. If a resolution is not possible between the Leader and co-Leader(s), the Area Coordinator of Leaders will contact the Leader in question to try and create resolution. Communication with the Leader may be by phone, e-mail, in person or letter. If the Leader does not respond, then the Area Coordinator of Leaders will send a certified letter requesting a response within 21 days. If the Leader does not respond, the Area Coordinator of Leaders will send another certified letter requesting a response within 21 days.
- c. If the Leader does not respond to the second certified Letter she will be removed from the Area.
- d. If the Leader's affiliation with LLL of SCANV is removed and she feels it was not justified, she can request a committee be formed to resolve the issues in question.