

DIVISION DISSOLUTION

A division may ultimately choose to dissolve for any number of reasons – low engagement numbers, a geographic area that doesn't ultimately make sense, or a desire to focus solely on advancing advocacy agendas and licensure protection, among many others. Dissolving the division means that any reserve funds will be used to cover existing expenses and the remainder will be earmarked for advocacy efforts exclusively within the state or province. Dissolving divisions will work closely with AAMFT legal/government affairs and accounting staff to ensure that the process is as smooth as possible and complies with the unique laws and regulations within your area.

Phase 1: Information and Documentation Gathering

During this phase of the process, your division board will work to gather the information and documentation necessary to make your decision. While this process will have different considerations for each division board based on your unique circumstances, you will want to address the following at a minimum.

- Beginning at division leader day and continuing with your full board, review and work through the Planning for the Future workshop form and decision making matrix.
- Become familiar with the legal and regulatory processes in your geographic area with relation to dissolving a corporation.
- Identify the division's financial assets, standing, and obligations.
- Determine potential advocacy liaison(s) to lead engagement efforts on Family TEAM and begin recruitment of interested members.





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Phase 2: Plan Development

During phase two, your division board will work with AAMFT staff to develop your state/provincial specific strategy.

- Work with AAMFT staff to finalize necessary legal and communication steps to complete planning phase.
 - Division board will work with AAMFT staff to develop any engagement strategies they wish to consider maintaining for the geographic area. Options include: Establish forum in AAMFT Community, host non-CE networking events (coffee or lunch meet-ups), coordinate fundraising efforts for advocacy strategies as necessary (events, online campaigns, BBQs).
 - Develop statement for membership to identify why the division is choosing to dissolve, what the plan is, and to recruit members for legislative committee to serve within the Family TEAM. The statement should clearly identify why a geographic interest network is not being pursued so members understand the unique challenges that were facing the state/province. If necessary, a membership vote must be held to adopt the dissolution plan.
 - Advocacy liaison and/or designated member of legislative committee will work with AAMFT government relations staff to identify necessary agenda focuses.
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Phase 3: Plan Execution

During phase three, your division board will work with AAMFT staff to execute your state/provincial specific strategy.

- Division leadership and AAMFT staff will execute the necessary legal steps to dissolve the division.
- Upon official date of dissolution, reserve funds will migrate to a dedicated account within AAMFT that is used exclusively for use within the geographic area and in accordance with the identified activities shared with members (via the statement and plan).
- Advocacy liaison and/or designated member of legislative committee will coordinate with AAMFT, serve on Family TEAM and attend events, and provide quarterly updates for AAMFT Family TEAM advocacy updates.
- AAMFT will work closely with members during the transition identifying potential needs such as fundraising events/campaigns for advocacy initiatives.