

# Area Corrections Chair

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

## Description:

- To lead and coordinate the work of individual AA members, groups and districts to carry the AA message to alcoholics in correctional facilities in our Area.
- To provide a clearinghouse of information in the Area with respect to Correctional Facilities work, coordinating the exchange of ideas and resources between districts. Provide experience and assistance in developing projects that will further the carrying of our AA message into correctional facilities.

## Responsibilities:

- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, Area 35/36 Joint Workshop and Annual Service Conference.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Obtain, read and use the Correctional Facilities workbook and any related materials from GSO. Work with state and federal facilities to let them be aware of contact list.
- Work with state and county officials in coordination of Correctional Facility programs. Assist in placing AA literature in correctional facilities.
- Coordinate the work of AA members and groups who are interested in carrying the AA message inside the walls.
- Coordinate the means for inmates to "bridge the gap" from prison into the larger AA community. Handle requests for contacts by inmates through the Corrections Contact Program.
- Attend prison Transitional Fairs in Northern Minnesota along with one of your Action Committee Chairs.
- Attend Statewide Committee For Corrections meetings.
- Maintain directory of all Area correctional facilities and ensure contact list with all state correctional facilities in the Area.
- Maintain contact list of groups and individuals currently bringing AA to correctional facilities.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Update the Trusted Servant Guidelines for the Corrections Chair. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2<sup>nd</sup> year.
- In cooperation with Area 36 Corrections of Southern Minnesota serve on the Minnesota Statewide Corrections Committee along with one of your Action Committee Chairs.
- When rotating out, help the incoming Corrections Chair with experience, records, information, and any helpful suggestions for serving.