

TREATMENT CHAIR

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Coordinate the work on individual AA members, groups, and districts who are interested in carrying our message of recovery to alcoholics in treatment facilities.
- Set up a means of “bridging the gap” from the facility to the larger AA community.
- Provide information in the Area with respect to Treatment Facilities, 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 in treatment.

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 Treatment Facilities workbook and any related materials from GSO.
- Keep current lists of facilities including long term, short term, outpatient treatment facilities, detox centers, and halfway houses.
- Work with districts on how to encourage meetings within the facilities.
- Keep record of reports and lists of members in Districts willing to work on committee.
- Continually review methods of assistance to groups going into facilities.
- Coordinate the work of AA members and groups who are interested in carrying the AA message into treatment centers.
- Set up and maintain the means for patients to “bridge the gap” from treatment facilities into the larger AA community (Temporary Contact Program).
- Contact Minneapolis Intergroup’s Bridging the Gap program to update Area 35 Treatment chair contact information.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Help coordinate/facilitate work on Special Needs/Accessibilities Committee
- Update the Trusted Servant Guidelines for the Treatment Chair. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- When rotating out, help the incoming Treatment Chair with experience, records, information, and any helpful suggestions for serving.