

SETA CORRECTIONAL FACILITIES COMMITTEE

Job Descriptions

COMMITTEE WORK

Duties and Responsibilities:

The following are the responsibilities of the SETA CFC Committee. It is the ***responsibility of the Chairperson*** to ensure that these responsibilities are met.

Correctional Facilities

- Communicate with officials of City, County, State, and Federal Correctional Facilities to establish and support AA meetings within correctional facilities.
- Provide AA literature to correctional facilities from Blue Can contributions.
- Distribute volunteer applications for correctional facilities.

Blue Can/Contributions

- Distribute Blue Cans to districts and groups within Southeast Texas Area.
- Collect and account for contributions from Blue Cans.
- Purchase AA conferenced approved literature for correctional facilities from Blue Can contributions.

Area

- Collect funds from SETA Treasurer for Committee expenses and account for these funds. The Committee will copy the Area Treasurer on all bank statements. They will also submit quarterly activity/check register to the Area Treasurer one month prior to each Assembly and together with the Area Treasurer, will perform audits on committee records during the first quarter of each year.
- Report to Southeast Texas Area Assembly.
- Sit on an advisory panel for Area Correctional Conference.
- Carry information to the Districts and Groups on Correctional Service Work.
- Provide information about the committee to the SETA Webmaster.

General

- Adhere and maintain Correctional Facilities Committee Guidelines.
- Distribute applications and encourage participation in Correspondence Service from G.S.O.
- Forward contact requests and literature requests to appropriate District, Area, or State CFC.

SETA CORRECTIONAL FACILITIES COMMITTEE

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CHAIRPERSON

General Description: The Correctional Committee Chairperson is elected by the Area Assembly to serve a two-year term that runs concurrent with the Area officers and is a voting member of the Area Assembly and member of the Area Committee. The Chairperson is elected in September by CFC Committee to be elected by Area in October Assembly in even numbered years.

Requirements: A responsible person with 2 years of sobriety. Experience with corrections work in the Southeast Texas area is essential.

Duties and Responsibilities:

Area

- Chair monthly meetings and prepare agenda.
- Represent CFC at Area Committee Meetings.
- Prepare and give CFC report at quarterly Area Assembly.
- Orientate new District CFC and Group CFC representatives about their function.
- Submit information to the SETA Website Chairperson appropriate to the committee.
- Prepare a budget and attend the Annual budget meeting.
- Job Descriptions will be reviewed or revised by April of every even numbered year to reflect any necessary changes or additions to the position. In addition, the review or revision will be noted in footer of job description with year of review or revision.
- The reviewed or revised job descriptions will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.
- Submit an electronic version of your report to the Secretary prior to the Committee meeting.

State

- Participate in other Texas area's CFC workshops.
- Represent SETA CFC at TDCJ volunteer meetings.

G.S.O.

- Provide the General Service Office Correctional Desk with quarterly updates as to Area CF Committee activities.
- Review annually the Correctional Facilities Workbook.

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CHAIRPERSON (Continued):

Responsibilities for using SETA computer equipment: where computer equipment is provided for a SETA service position, that User's Job Description should outline the responsibility for computer use and maintenance.

- 1) All Information Technology equipment should always be stored in a manner that does not expose same to extreme ambient or damaging conditions.
- 2) The assigned user should store and use the equipment during his/her term. If there is a vacancy in the position the alternate takes possession until the position is filled. Unused equipment should be referred back to the Area Committee for disposition.
- 3) To preserve and secure SETA's data, the assigned user should use SETA equipment for Area business when supplied. Use of personal equipment is discouraged.
- 4) All data relating to Area business should be stored on the SETA-provided equipment.
- 5) Transfer of SETA equipment to the new user should take place as soon as practicable after elections and completion of assigned tasks.
- 6) Data from all SETA equipment should be backed up on to currently available backup media supplied by SETA, such as another computer, flash drive or optical disk. Backed up data should also be kept at an alternate site. Backup media should be passed to the successor at the end of the term.

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CO-CHAIR

Requirements: A responsible person with 1 year of sobriety. Experience with Corrections work in the Southeast Texas area is essential.

Duties and Responsibilities:

- Attend monthly committee meetings (3rd Wednesday of Feb, Mar, May, Jun, Aug, Sep, Nov, Dec) and quarterly Assembly meetings (Jan, Apr, Jul, Oct).
- Be prepared to chair committee meetings and represent the committee to the Assembly when the Chair is unavailable.
- Chair committee meeting and give reports at Area Assembly periodically.
- Coordinate and assist in the TDCJ Orientation Training in the Spring and at the Annual SETA CFC Conference.
- Announce local volunteer trainings that are taking place at the time.
- Learn the duties and responsibilities of the Chair.
- Be prepared to assist where and as needed.
- Assist in preparing a budget and attend the Annual budget meeting if allowed by Area.
- Submit an electronic version of your report to the Secretary prior to the Committee meeting.

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Job Descriptions

SECRETARY

Requirements: A responsible person with a solid period of sobriety. Access to a computer and email system is needed.

Duties and Responsibilities:

- Attend monthly committee meetings (3rd Wednesday of Feb, Mar, May, Jun, Aug, Sep, Nov, Dec) and quarterly Assembly meetings (Jan, Apr, Jul, Oct).
- Take minutes of the CFC meeting and type and prepare written reports for presentation to the committee for approval.
- Make corrections to the minutes as requested by the committee as needed.
- Email minutes to committee members prior to the meetings. (To conserve papers, you may request each member print and bring his/her own copy to the meeting, to cut down on the number of hard copies you will need for each meeting.)
- Update confidential committee roster with current name, city, state, zip code, phone number, email address, position and district information.
- Maintain a master roster for review and updates at each meeting.

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TREASURER

Requirements: A responsible person with 2 years of sobriety. Organized enough to keep good records, and some accounting or bookkeeping experience is useful. Qualify as a signing member on a bank account, have access to a computer, be familiar with spreadsheet applications (Excel) and general computer knowledge is useful.

Duties and Responsibilities:

- Attend monthly committee meetings (3rd Wednesday of Feb, Mar, May, Jun, Aug, Sep, Nov, Dec) and quarterly Assembly meetings (Jan, Apr, Jul, Oct).
- Collect checks from the Oak Forest PO Box.
- Log checks.
 - Name of group, date and amount for Blue Can contributions. Track other income by source, date and amount.
- Endorse and deposit checks and cash.
- All income must be tracked by category: Blue Can, General, Conference or Non-AA Social.
- Most income is Blue Can throughout the year (Oct-Jun). Income for Conference and Non-AA Social come in during conference season (Jul-Sep).
- Write checks to SETA CFC members for approved expenses.
- All expenses must be tracked by category: Blue Can, General, Conference or Non-AA Social.
- Most expenses are Blue Can and General throughout the year (Oct-Jun). Expenses for Conference and Non-AA Social go out during conference season (Jul-Sep).
- All checks require two authorized signatures.
- Act as Treasurer for the annual SETA CFC Conference — collect all income and pay all expenses; work with Registration for allocation of funds.
- Reconcile to monthly bank statement.
- Prepare monthly Treasurer's report. Give report at monthly meeting.
- Prepare quarterly Blue Can report. Give report at monthly meeting.
- Prepare annual report for Conference Fund and General Fund showing Budget to Actual.
- Assist in preparing budget for the Annual budget meeting.
- Submit an electronic version of your report to the Secretary prior to the Committee meeting.

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CORRESPONDENCE AND PRE-RELEASE COORDINATOR

Duties and Responsibilities:

- Attend monthly committee meetings (3rd Wednesday of Feb, Mar, May, Jun, Aug, Sep, Nov, Dec) and quarterly Assembly meetings (Jan, Apr, Jul, Oct).
- Collect letters from the Oak Forest PO Box.
- Log letters onto spreadsheet.
- Maintain a list of volunteers.
- **DISTRIBUTE LETTERS:**
 - If the letter is addressed to a specific volunteer, either mail or scan/email the letter to the volunteer.
 - If the letter is requesting correspondence or pre-release, assign the letter to an available volunteer and mail or scan/email the letter to the volunteer.
 - If the letter is requesting literature, email Houston Intergroup or the Harris County Jail volunteer.
 - If the letter is requesting something other than correspondence, pre-release or literature, no further distribution is necessary.
- **RESPOND TO LETTERS:**
 - No response required for literature requests; Houston Intergroup will send literature. Harris County literature request can be brought in by Harris County Jail volunteer.
 - If the letter is requesting something other than correspondence, pre-release or literature, respond accordingly to the inmate.
 - Prepare monthly Correspondence report.
 - Promote correspondence through flyer distribution and other methods.
- Submit an electronic version of your report to the Secretary prior to the Committee meeting.

SETA CORRECTIONAL FACILITIES COMMITTEE

Job Descriptions

LITERATURE

Duties and Responsibilities:

- Attend monthly committee meetings (3rd Wednesday of Feb, Mar, May, Jun, Aug, Sep, Nov, Dec) and quarterly Assembly meetings (Jan, Apr, Jul, Oct).
- Collect book orders from volunteers and put into book order spreadsheet.
- Submit to committee for approval and submit to Houston Intergroup or AA World Services or Grapevine for purchasing books after committee approval.
- Log all orders on distribution log.
- Submit an electronic version of your report to the Secretary prior to the Committee meeting.

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CONFERENCE CHAIR

Requirements: 2 years of sobriety, 1 year of SETA CFC service.

Duties and Responsibilities:

- Attend monthly committee meetings (3rd Wednesday of Feb, Mar, May, Jun, Aug, Sep, Nov, Dec) and quarterly Assembly meetings (Jan, Apr, Jul, Oct).
- Evaluate, select and negotiate conference venue contracts.
- Prepare budget w/ CF Treasurer, Conference Co-Chair and Advisors (Stay within the limits).
- Review, evaluate and suggest conference speakers.
- Support bilingual and area-wide participation as much as possible.
- Appoint and coordinate committee chairs from the various districts in the Southeast Texas Area.
- Conduct Planning Committee meetings as needed.
- Be present at the Conference Friday through Sunday.
- Coordinate among Area, TDCJ, Intergroup, districts and groups at all levels for assistance and participation.
- Rotate as an Advisor upon completion of this position.
- Inventory and store all of Conference supplies.
- Submit an electronic version of your report to the Secretary prior to the CF Committee meeting.

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GRAPEVINE

Duties and Responsibilities:

- Attend monthly committee meetings (3rd Wednesday of Feb, Mar, May, Jun, Aug, Sep, Nov, Dec) and quarterly Assembly meetings (Jan, Apr, Jul, Oct).
- Attend Area Grapevine meetings **or** communicate with Area Grapevine Chair.
- Communicate any discounted Grapevine specials on subscriptions and back issues.
- Provide information on July prison issue Grapevine and announce the need for the inside members and volunteers to write Grapevine letters to be submitted by February.
- Submit an electronic version of your report to the Secretary prior to the Committee meeting.

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BLUE CAN

Duties and Responsibilities:

- Attend monthly committee meetings (3rd Wednesday of Feb, Mar, May, Jun, Aug, Sep, Nov, Dec) and quarterly Assembly meetings (Jan, Apr, Jul, Oct).
- Supply cans and labels to groups or committees that request them.
- Provide information to Districts and Groups on the Blue Can.
- Keep 10 to 12 blue cans in stock always.
- Have knowledge regarding the purpose of blue can funds.
- Send Thank You cards or contact/visit donating Groups to thank them for their contributions.
- Report Group contributions activity at each monthly CFC meeting.
- Submit an electronic version of your report to the Secretary prior to the Committee meeting.

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SPANISH LIAISON

Duties and Responsibilities:

- Attend monthly committee meetings (3rd Wednesday of Feb, Mar, May, Jun, Aug, Sep, Nov, Dec) and quarterly Assembly meetings (Jan, Apr, Jul, Oct).
- Attend Spanish District CFC meetings
- Assist in translation of flyers and other information and at our annual SETA CFC conference.
- Submit an electronic version of your report to the Secretary prior to the Committee meeting.

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IT LIAISON

Act as a liaison between the Area IT Committee and the Area CFC Committee. Although it is helpful to have some knowledge of computer software/hardware, it is not a prerequisite.

Duties and Responsibilities:

- Attend monthly committee meetings (3rd Wednesday of Feb, Mar, May, June, Aug, Sep, Nov, Dec.) and quarterly Assembly meetings (Jan, Apr, Jul, Oct).
- Attend or participate in the monthly Area 67 IT committee meetings either in person or by GoToMeeting and communicate with the Area IT Chair it-chair@aa-seta.org
- Scrub reports of full names, phone numbers before sending to Postmaster.
- Post minutes, agendas, and SETA CFC activities and flyers on the aa-seta.org website.
- Update and maintain a database on website of active AA meetings in prisons and jails in our Area.
- Submit an electronic version of your report to the Secretary prior to the Committee meeting.