

SETA CORRECTIONAL FACILITIES COMMITTEE (CFC)

CHAIRPERSON

JOB DESCRIPTION

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.

Position Description: Experience with Corrections work in the Southeast Texas area is essential.

Requirements: A responsible person with 2 years of sobriety.

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.
- Forward contact request to appropriate district, area, or state.
- Distribute volunteer applications for TDCJ and various county jails.
- Orientate new District 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.

SETA CORRECTIONAL FACILITIES COMMITTEE (CFC)

CHAIRPERSON

JOB DESCRIPTION CONTINUED

Duties and Responsibilities: The following are the responsibilities of the 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 in order 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 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 (CFC)

CHAIRPERSON

JOB DESCRIPTION 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. In order 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.*