

DISTRICT 82
CORRECTIONAL FACILITIES COMMITTEE (CFC)
LIAISON/CHAIRPERSON
JOB DESCRIPTION

GENERAL DESCRIPTION

The CFC Chairperson is elected by the district committee to serve a two-year term that runs concurrent with the district officers and is a voting member of the district committee. In the absence of the CFC Chairperson, the Alternate CFC Chairperson is a voting member of the district committee.

COMMITTEE PURPOSE

The District CFC purpose is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in correctional facilities. The committee also assists transition into the larger A.A. community through prerelease contacts.

POSITION QUALIFICATIONS

1. Stable sobriety
2. Previous service to the district suggested but not required
3. Commitment to serve the district committee as suggested by the position duties and responsibilities

POSITION DUTIES/RESPONSIBILITIES

1. Chair the CFC monthly meetings
2. Attend district meetings
3. Submit written committee reports to the district secretary
4. Be available to the DCM, the district officers, the standing committee chairpersons, and all members of A.A. in the district as a resource for questions or issues concerning correctional facilities
5. Attend Area CFC meetings and report back to the district committee
6. Visit groups within the district as often as possible and encourage participation from the individual members and groups
7. Participate in service workshops and give presentations when asked
8. Submit an annual district budget and attend budget meetings
9. Have a willingness to learn and apply the Twelve Traditions to the position
10. With the help of committee members, prepare an annual budget
11. Attend Regional Forum and SWRAASA when possible
12. Participate in other Texas area's CFC workshops
13. Ensure annual review by the committee of the Correctional Facilities Workbook

The following are the responsibilities of the CFC. It is the responsibility of the chairperson, when possible, to establish a committee (made up of members and/or group CFC representatives interested in CFC work) that will ensure that these responsibilities are met.

- 1) Correctional Facilities
 - a. Communicate with officials of city, county, state, and federal correctional facilities, in order to help groups in District 82 establish and support A.A. meetings within correctional facilities
 - b. Distribute volunteer applications TDCJ and various county jails
 - c. Cooperate with the SETA Correctional Facilities Committee
- 2) General
 - a. Orientate new group CFC representatives about their function
 - b. Adhere to and maintain Correctional Facilities Committee Guidelines
 - c. Forward contact requests and literature requests to appropriate group CFC
 - d. Purchase A.A. literature for those holding A.A. meetings in correctional facilities and distribute as needed within the district