

**SETA TREATMENT FACILITIES COMMITTEE**  
**(TFC) CHAIRPERSON**  
**JOB DESCRIPTION**

**General Description:** The Treatment 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. Have a working knowledge of the Traditions of AA.

**Position Description:** The Treatment Facilities Committee Chairperson has overall responsibility for the activities including keeping the area fellowship informed.

**Duties and Responsibilities:**

- Chair area Treatment Facility Committee meetings.
- Act as a contact for the individual district committees and the area.
- Submit written reports to the area assembly quarterly on the activity of the committee in the previous quarter.
- Have a working relationship with the area delegate, the area chairman, and the other standing committee chairpersons.
- Attend all area quarterly meetings.
- Visit groups and districts within the area as often as possible and encourage participation from the individual members and districts.
- Participate in service workshops and give presentations when asked.
- Attend Regional Forum and SWRAASA when possible.
- Contribute committee news to the area newsletter.
- Maintain temporary contact program volunteer list.
- Answer requests for service at treatment facilities for temporary contacts. meeting support, and presentations to facility staff and patients.
- Maintain contact with individual district representatives to the committee regarding activity in their district.
- Ensure annual review by the Committee of the Treatment Facilities Workbook.
- Submit information to the Information Technology Chairperson as is appropriate to the office.
- Prepare a budget and attend the Annual Budget Committee 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.

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**JOB DESCRIPTION CONTINUED**

- The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.

***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.*