

Alcoholics Anonymous District 90

TREATMENT FACILITY COMMITTEE CHAIRPERSON Revised Job Description 2018

General Description: The District Treatment Facilities Chairperson is elected by the District to serve a two-year term that runs concurrent with the District officers. They are voting members of the District.

Position Duties/Responsibilities:

1. Have a working knowledge of the Traditions of AA.
2. Chair District Treatment Facilities Committee meetings and report back to the District.
3. Act as a contact for the individual District committees and the area committees.
4. Submit quarterly written reports to the District on the activity of the committee in the previous quarter.
5. Report to the SETA TFC on District activities.
6. Attend all District monthly meetings.
7. Visit groups within the District as often as possible and encourage participation from the individual members.
8. Participate in service workshops and give presentations when asked.
9. Answer requests for service at treatment facilities for temporary contacts, meeting support, and presentations to facility staff and patients.
10. Contribute committee news to the District newsletter.
11. Maintain temporary contact program volunteer list.
12. Submit information to the District Website Chairperson as is appropriate to the office.
13. At the end of each term all records are to be transferred to the Archives.