

Idaho Area 18 Treatment, Special Needs/Accessibilities, Corrections West, Treasure Valley Subcommittee

GUIDELINES AND PROCEDURES

These guidelines are for the specific needs of TSNAC service work within the Treasure Valley Subcommittee area.

For more information and guidelines on conducting meetings in treatment and/or correctional facilities we encourage members to read the workbooks provided by the General Service Office of AA.

I. **DEFINITION:** The TSNAC West Treasure Valley Subcommittee is a Subcommittee of the Area 18 West Treatment, Special Needs/Accessibilities, Corrections of Idaho made up of volunteer members from Alcoholics Anonymous (AA) Groups within districts 3, 4, 5, and 8. If Geographic's make it difficult for a group from participating in the Treasure Valley Subcommittee we encourage that group to participate in the subcommittee that is geographically most convenient for them.

II. **PURPOSE:** TSNAC West Treasure Valley Subcommittee has been created in harmony with Tradition Nine of AA to unify efforts of 12 Step Work with volunteers interested in carrying the AA Message to alcoholics confined in Treatment Centers / Hospitals and other Institutions.

III. **RESPONSIBILITIES:** TSNAC West Treasure Valley Subcommittee shall operate within the guidelines of the General Service Office of AA. These guidelines include the Treatment workbook, Correctional workbook, and Yellow service Guidelines. These guidelines and procedures for the conduct of Treasure Valley Subcommittee members have been adapted to better coordinate activities by clearly defining responsibilities of members, duties and succession of officers. Treasure Valley Subcommittee does not assume responsibility for any individual conducting a meeting. Always remember we are guests of the institutions and therefore **MUST** comply with their wishes as long as we are staying within the confines of our 12 Traditions and 12 Concepts.

IV. **COOPERATION:** Since the AA program is one of attraction rather than promotion, TSNAC West Treasure Valley Subcommittee serves an institution at the invitation of the administration being ever mindful of "cooperation, not affiliation." A member of TSNAC West Treasure Valley Subcommittee cannot speak for AA as a whole. The member speaks only for him or herself and tells his or her own story. However, each member must keep in mind that when they participate in a meeting at an institution, they are often viewed as an AA representative, and should speak and act in such a way as to bring credit to AA.

V. **LITERATURE:** Only conference approved literature, tapes, videotapes and Grapevine magazines may be taken into institutions served by TSNAC West Treasure Valley Subcommittee. TSNAC West Treasure Valley Subcommittee will not be responsible for literature for display or for any profit or non-affiliated organizations. Literature is distributed as per the Literature Issue Policy (of TSNAC West Treasure Valley Subcommittee).

*Service Guidelines provided by the General Service Office (GSO) are not AA conference approved and can be revised by GSO at any time.

LITERATURE ISSUE POLICY

Utilize flyers and pamphlets for education about AA.

Utilize the Grapevine whenever possible.

Utilize all resources in a wise way.

- Prisons
 - Any Books: as needed – as requested (where allowed by institution)
 - Any Flyers: as needed – as requested (where allowed by institution)
 - Grapevine subscription donation is encouraged (where allowed by institution)
- County Jails
 - Living Sober: - as needed – as requested (where allowed by institution)
 - Inmate to Inmate: as needed – as requested (where allowed by institution)
 - Big Book: (where allowed by institution)
 - 12 & 12: (where allowed by institution)
 - Daily Reflection: as needed (where allowed by institution)
 - Any Flyers or Pamphlets: as needed – as requested (where allowed by institution)
 - Meeting schedules (where allowed by institution)
 - Grapevine subscription donation is encouraged (where allowed by institution)

Non Profit

- Hospital / Treatment Centers
 - Living sober: donate to center – 1 for every 3 patients
 - Inmate to Inmate: donate to center – 1 for every 5 patients
 - Big Book: donate to center – 1 book per bed as requested
 - Spanish Big Book: donate to center – as requested
 - 12 & 12: donate to center – 1 book per bed
 - Daily Reflection: donate to center – 1 for every 5 patients
 - Any Flyers or Pamphlets: as needed, as requested
 - Meeting Schedules
 - Grapevine subscription donation is encouraged (where allowed by institution)
- For Profit Institutions
 - Abide by the 12 Traditions of AA always remembering Traditions 6, 8, 10, 11 & 12
 - Any Flyers or Pamphlets: as needed - as requested
 - Meeting Schedules
 - Grapevine subscription donations are encouraged
- Special Needs
 - Base distribution of 10 Big Books for Chairperson and 10 for each Special Needs & Accessibilities District Representative.
 - Any Flyers or Pamphlets: as needed.
 - Meeting Schedules

VI. TREASURY: A bank account shall be maintained in the name of TSNAC West Treasure Valley Subcommittee with three (3) active subcommittee member's signatures appearing on bank records with two (2) of these signatures required on each check issued. All funds, which are collected by donations, are to be dispersed only for the purpose of carrying the AA message.

Any member may legitimately question whether funds are being disbursed for their intended use by addressing them at the scheduled Treasure Valley Subcommittee business meeting.

- The bank account must be co-located with the Idaho Area 18 Bank account to better serve the Area 18 Treasurer.
- *“Pink Can” funds are only to be used for purchasing AA literature for Treatment, Special Needs/Accessibilities, Corrections.*
- A ‘PRAASA Travel Fund’ will be funded each calendar year at an accrual rate of \$50.00 a month. In the event no one attends PRAASA, this fund will be available for officers to attend other approved conferences and workshops related to their office, i.e. Treatment, Accessibilities or Corrections. The travel fund will remain capped at \$600.00.

VII. BUSINESS MEETINGS: Business meetings shall be held once monthly, except December, at a time and place designated by the membership.

VIII. MEMBERSHIP: Membership shall consist of all elected officers of the TSNAC West Treasure Valley Subcommittee, District Representatives for TSNAC West Treasure Valley Subcommittee, Group TSNAC West Treasure Valley Subcommittee Representatives, meeting Coordinators, and meeting facilitators. Although no sobriety requirements are made for membership, all members are bound to comply with the sobriety requirements for institutional service eligibility.

IX. VOTING: All TSNAC West Treasure Valley Subcommittee members have a vote on all issues involving the TSNAC West Treasure Valley Subcommittee. (Anyone is welcome in discussion)

X. ELECTIONS: Election of officers shall be held once every two (2) years in August, with the officers elected taking office in January. A list of nominees for office shall be submitted to the membership at the July Business Meeting. Nominations may also be made from the floor at the August election meeting. All voting shall be by written ballot with a simple majority deciding the winner of any given office. The Area 18 TSNAC West Chairperson is an appointed position for the Idaho Area with accordance to the Area Guidelines. The Treasure Valley Subcommittee Chairperson works with the other Subcommittee Chairs in Area 18 West and submits a nomination for the Area 18 West TSNAC Chair position.

XI. ELECTED OFFICERS: Nine (9) members of TSNAC West Treasure Valley Subcommittee shall be elected every two (2) years to fill the following positions:

1. TSNAC West Treasure Valley Subcommittee Chairperson
2. Corrections Subcommittee Chairperson
3. Hospital/Treatment Center Subcommittee Chairperson
4. Bridge the Gap/Temporary Contact Program (BTG/TCP) Subcommittee Chairperson
5. Subcommittee Secretary
6. Subcommittee Treasurer
7. Subcommittee Literature Chairperson
8. Subcommittee Volunteer Coordinator
9. Subcommittee Special Needs & Accessibilities Chairperson

In all cases, the term of office is for two (2) years. It is suggested all candidates for elective office meet the requirements stipulated in these Guidelines. An officer may resign at any time by giving notice to the TSNAC West Treasure Valley Subcommittee.

Each elected officer must attend the minimum number of eight (8) monthly business meetings within one (1) year or their resignation will be accepted automatically by vote of the membership. Communication with the Secretary or Chairperson, by telephone, postal service or email accompanied by a written report for that month, shall be considered attendance for that monthly business meeting.

The Treasure Valley Subcommittee may elect a new officer to replace an officer for not fulfilling their responsibilities and duties.

When an elected officer becomes unable to discharge the duties of his or her office, for any reason, a successor shall be named by the Chairperson and approved by TSNAC West Treasure Valley Subcommittee to complete the term of office. Completion of a partial term by an appointee is not considered as a term served.

TERM LIMITS: In the spirit of rotation, no one person shall be elected to more than one (1) consecutive term of service for the same Trusted Servant position.

A. REQUIREMENTS: Through experience it has been found that, due to the responsibilities placed upon the individual doing institutional 12 Step Work and in keeping with the quality of the AA message we try to carry to those confined, the following requirements are strongly recommended:

TSNAC West Treasure Valley Subcommittee Chairperson have at least three (3) years of continuous sobriety and at least one (1) year concurrent active TSNAC committee experience

Corrections Chairperson have at least three (3) years of continuous sobriety and at least one (1) year concurrent active TSNAC committee experience

Hospitals/Treatment Center Chairperson have at least three (3) years of continuous sobriety and at least one (1) year concurrent active TSNAC committee experience

Bridge the Gap/Temporary Contact Program Chairperson have at least three (3) years of continuous sobriety and at least one (1) year concurrent active TSNAC committee experience

Treasurer have at least three (3) years continuous sobriety and at least one (1) year concurrent active TSNAC committee experience

Secretary have at least one (1) year continuous sobriety and at least one (1) year concurrent active TSNAC committee experience

Literature Chairperson have at least two (2) years of continuous sobriety and at least one (1) year concurrent active TSNAC committee experience

Volunteer Meeting Coordinator have at least two (2) years of continuous sobriety and at least one (1) year concurrent active TSNAC committee experience

Special Needs and Accessibilities Chairperson have at least (3) years of continuous sobriety and at least one (1) year concurrent active TSNAC committee experience.

B. PRAASA ATTENDANCE/TRAVEL

One (1) elected officer should attend the Pacific Regional Alcoholics Anonymous Service Assembly (PRAASA) with the committee's approval and if funds are available. To help develop effective leadership, it is strongly recommended to rotate the selection of the elected officer attending PRAASA, and encourage officers who have never experienced PRAASA to attend. Annual attendance of an elected officer to PRAASA is recommended, but not mandatory.

Ordinarily, the officer approved to attend PRAASA will be reimbursed for travel expenses after submitting an acceptable written report to the committee at a regularly scheduled business meeting on their experience and pertinent knowledge gained at PRAASA. In the event an officer requests the reimbursement be provided prior to attending PRAASA, the committee may vote to approve such a request. A simple majority vote of those present is needed. Said officer will submit an acceptable written report at a regularly scheduled meeting following attendance at PRAASA.

C. RESPONSIBILITIES AND DUTIES

It is assumed that any member of AA who joins the TSNAC West Treasure Valley Subcommittee does so because they have recognized that Service within AA is a necessary part of their program of recovery, and that they are now willing to accept certain responsibilities. The responsibilities of each active member of TSNAC West Treasure Valley Subcommittee are set forth below.

1. TSNAC West Treasure Valley Subcommittee Chairperson shall:

- Preside at all regular and special meetings.
- Be responsible for interchange of correspondence at the public level, as well as all correspondence within the TSNAC West Treasure Valley Subcommittee area that involves policy matters.
- Make regular reports to the members of TSNAC West Treasure Valley Subcommittee on the progress of new projects started or old business completed.
- Work with District TSNAC Representatives to assist in dealing with any problems and/or public relations with any TSNAC meeting within the Treasure Valley Subcommittee districts.
- Report to Idaho Area 18 TSNAC West Chair in order for that Chair to have an informed report for Area business meetings.
- Represent TSNAC West Treasure Valley Subcommittee at meetings with the other Area 18 West Subcommittee Chairpersons.
- Work with the other Area 18 West Subcommittee Chairpersons
- Attend as many district and group meetings as possible.

- The Chairperson shall have a copy of the current Guidelines available at all TSNAC meetings, and shall turn a copy of said Guidelines over to the successor.
- Submit electronic copy of Chair report monthly to Web Servant for publishing on the Area 18 TSNAC Web Site.

2. Corrections Chairperson:

- Responsible for public relations with facility administrators of, prisons, jails, and work release centers.
- Coordinator for working with correction coordinators and facilitators, District TSNAC Representatives, and Group TSNAC Representatives for all the districts in TSNAC West Treasure Valley Subcommittee's area.
- Work with the volunteer coordinators and meeting facilitators for correction facilities to solve problems, and assist in setting up new meetings.
- Work with the Area 18 Cooperation with the Professional Community/Public Relations (CPC/PI) committee
- Maintain a list of all Correction Facility meetings facilitated within the Treasure Valley Subcommittee area
- Submit electronic copy of Correction chair report monthly to Web Servant for publishing on the Area 18 TSNAC Web Site.

3. Treatment Centers/Hospitals Chairperson:

- Responsible for public relations with facility administrators of hospitals, treatment centers.
- Work with the volunteer coordinators and meeting facilitators for Hospital/Treatment Center facilities to solve problems, and assist in setting up new meetings.
- Work with the Area 18 Cooperation with the Professional Community/Public Relations (CPC/PI) committee
- Maintain a list of all Treatment Center meetings facilitated within the Treasure Valley Subcommittee area
- Submit electronic copy of Treatment Center/Hospital chair report monthly to Web Servant for publishing on the Area 18 TSNAC Web Site.

4. Bridge the Gap/Temporary Contact Program Chairperson:

- Attend the monthly volunteer meeting.
- Ensure signup sheets and information is in institutions and correction facilities for people to sign up for BTG/TCP.
- Work with Corrections and Hospital/Treatment Center volunteer coordinators for starting programs in their institutions.
- Maintain a confidential volunteer list of AA members who are willing to correspond with anyone who signs up for BTG/TCP. Particular importance is to ensure that males work with males and females work with females.
- Maintain communication with Area 18 TSNAC East, and Other TSNAC West Subcommittee's to ensure that all requests for BTG/TC contacts are answered.
- Coordinate correspondence for TCP (Temporary Contact Program); picking up mail, responding to inquiries, obtain temporary contacts, and related duties as per GSO guidelines.
- Maintain access to the National BTG online database for National BTG contacts.

- Submit electronic copy of BTG chair report monthly to Web Servant for publishing on the Area 18 TSNAC Web Site.
- Work with the Area 18 Cooperation with the Professional Community/Public Relations (CPC/PI) committee

5. Secretary shall:

- Keep a complete record, in the form of minutes, of every regular, special, and general meeting.
- Keep such other records as are appropriate and necessary to the functioning of the Committee
- Keep a continuing roster of monthly attendance at the business meetings.
- Send notices or make telephone calls for regular or special meetings.
- The Secretary shall have a copy of the current Guidelines available at all TSNAC meetings, and shall turn a copy of said Guidelines over to the successor.
- Submit electronic copy of Business meetings minutes monthly to Web Servant for publishing on the Area 18 TSNAC Web Site.

6. Treasurer shall:

- Keep a record of financial obligations, accounts and monies, and make a report at each monthly business meeting to the TSNAC West Treasure Valley Subcommittee members and prepare annual financial statement. The monthly report shall include expenses and donations.
- Disburse monies at the authorization by majority vote of the members of TSNAC West Treasure Valley Subcommittee.
- Send donation thank you notes
- Submit electronic copy of Treasures report monthly to Web Servant for publishing on the Area 18 TSNAC Web Site.

7. Literature Chairperson shall:

- Order Literature, handle requests for literature and disburse literature with the approval of the TSNAC West Committee.
- Prepare monthly literature request report.
- Prepare a quarterly inventory report.
- Submit electronic copy of Literature report monthly to Web Servant for publishing on the Area 18 TSNAC Web Site.

8. Volunteer Coordinator shall:

9. Special Needs & Accessibilities Chairperson:

- Responsible for public relations with facility administrators of hospitals, nursing homes, hospice, assisted living, retirement homes.
- Responsible for public relations with members' families/caseworkers upon their personal inquiry of SN&A services.
- Responsible for the review of Meeting Schedule with denoted accessibility feature to ensure accessibility is complete including entrance, meeting room and hallway/restrooms.

- Responsible for pursuing service growth by working with CPC/PI Committee for correct public contact materials (e.g. introduction letters).
- Responsible for keeping a call list of available signing interpreters for hearing impaired members.

XII Other Area 18 TSNAC West Treasure Valley Subcommittee Service Positions

1) Meeting Coordinator:

- Shall keep in close contact and work with the facility administration and meeting facilitators of the facility being served.
- Shall keep an up-to-date list of all meeting volunteers (to include names, addresses, and telephone numbers).
- Shall keep all meeting volunteers informed of the rules of the institution being served.
- Be responsible for requesting and placing literature in the institution served.
- Be responsible for issuing identification cards as needed.
- It is strongly encouraged to attend the Monthly Facilitators meeting on a regular basis.

2) Meeting Facilitators:

- Be aware of all rules of the facility being served
- Maintain contact with the facility Meeting Coordinator
- Follow the direction set forth in the AA workbooks, guidelines & pamphlets pertaining to facilitating an AA meeting.
- Respect the guidelines set forth by the facility they serve.
- It is strongly encouraged to attend the Monthly Facilitators meeting on a regular basis.

3) Home Group TSNAC Representatives:

- Represent their home group at monthly Treasure Valley Subcommittee business meetings, and report on TSNAC activities to their home group.
- Encourage home group members to become involved in TSNAC service.
- Obtain group consensus from home group regarding pertinent and important issues in TSNAC West Treasure Valley Subcommittee, and vote at TSNAC West Treasure Valley Subcommittee business meetings in accordance with home group conscience.
- Participate in normal TSNAC Business.

4) District Area 18 West Treasure Valley Subcommittee Representatives:

- Attend monthly TSNAC West Treasure Valley Subcommittee business meetings.
- Encourage volunteers to help with TSNAC meetings within their district.
- Assist the chairperson with dealing with any problems with TSNAC meetings within their district.
- Report back to their district meetings on information about the TSNAC West Treasure Valley Subcommittee meetings.

XIII. GUIDELINE CHANGES:

May be submitted in writing, at any regular scheduled Area 18 West Treasure Valley Subcommittee Business meeting. Approval will be done with a simple majority. Revised Guidelines will be submitted by the secretary for signatures at the next scheduled TSNAC business meeting.

Signed copy of Guidelines is to be achieved in the Area 18 Archives.

Accepted and signed by voting members on this date _____

Signatures below