

Corrections Committee

The purpose of the Area Corrections Committee is to coordinate the work of individual AA members and groups interested in carrying our message of recovery to alcoholics behind the walls. In working with corrections personnel, we can reach alcoholics who might never otherwise find the AA program. An active corrections committee is a vital link to prisons and jails, providing professionals and other workers in these facilities, with information about AA, literature, and guidelines for setting up groups on the inside. The Area Corrections Committee is a clearinghouse for all correctional activities in the area. It is administrative in nature; the one-on-one work is done at the local level by AA members, usually through district structures.

Chairperson:

- 1) Selects Co-Chair.
- 2) Prepares agenda for committee meetings.
- 3) Chairs committee meetings.
- 4) Responds to national and statewide requests for information and communication, including the GSO Corrections Desk.
- 5) Keeps area informed of committee efforts by regular reports.
- 6) Maintains a PO Box, financed by the committee.
- 7) Attends district and consolidated district correctional service committee meetings as required.
- 8) Attends the State Convention, the State Corrections Conference, corrections related events in other areas and the Southeastern Regional Forum and Conference, if possible.
- 9) Organizes the biannual committee inventory.
- 10) Submits proposed budget to B&F chair by October 15 of each year.

Chair and Co-Chair (shared duties):

- 1) Select sub-committee chairs.
- 2) Closely monitor the progress of each sub-committee.
- 3) Responsible for hosting of guests of the committee.

Co-Chair:

- 1) Keeps informed and active in Corrections Committee activities and prepares to assume chair duties for the next rotation.
- 2) Acts as presiding officer in absence of chair.
- 3) Coordinates and assesses literature needs for individual eligible facilities
- 4) Submits a statement at each Area Assembly, including an end of year statement, showing which facilities have received literature and what specific literature they have received.
- 5) Maintains corrections literature table at all Assemblies.

- 6) Orders all literature from GSO.
- 7) Serves as the primary contact for all groups and individuals interested in ordering AA corrections literature.

Secretary:

- 1) Maintains a mailing list of committee members.
- 2) Keeps a database of facilities supported, contacts, volunteers and committee list information.
- 3) Collaborates with GSO to keep listings updated.
- 4) Distributes notices of Corrections Committee meetings.
- 5) Records and distributes minutes of Corrections Committee meetings.

Area Corrections Sub-Committees

Archives Chair

- 1) Compiles historical records of all AA corrections activities
- 2) Works closely with the Area 27 Archives Committee
- 3) Manages Corrections Archives displays at AA functions.

Corrections Conference Chair

- 1) Organizes and conducts the Louisiana Area Corrections Conference each year.
- 2) Provides an end-of-conference report to the Area Corrections Chair for distribution to the committee.
- 3) Is appointed to serve one year, with a second year in advisory position to the following year's host committee.
- 4) Collaborates with the Corrections Archives Sub-Committee Chair to consolidate and maintain a notebook of the year's activities for display.
- 5) Collaborates with the Structure Sub-Committee Chair to develop both a service guide and bid guidelines for the Annual Corrections Conference.

Correspondence Chair

- 1) Develops a list of AA members who are willing to correspond with inmates who write to the committee, or who are referred from GSO, and who will speak of the need for corresponding contact volunteers at different groups and districts.
- 2) Maintains awareness at group level of the need for this specific Twelfth Step service.
- 3) Communicates and corresponds with both inmate and individual groups and members.
- 4) Keeps a record of the number of persons served.
- 5) Follows up to ensure that the contact is being maintained as agreed.
- 6) Keeps address lists current.

7) Serves as Pre-release/Reentry Chair if the position is vacant.

Newsletter Chair

1) Produces a periodic newsletter on the sharing of inmates and members involved in bringing AA to correctional facilities.

Prerelease Chair

- 1) Coordinates efforts to pair inmates being released with outside AA volunteers.
- 2) Develops and distributes forms for use by both correctional facilities and volunteers.
- 3) Maintains a confidential volunteer list.
- 4) Works to explain this 12 Step service to institutions.
- 5) Acts as the Correspondence Chair if the position is vacant.

Structure Sub-Committee

- 1) Consists of Chair, Co-Chair, and Secretary.
- 2) Keeps the policies and procedures guide current, including a listing and description of committee decisions and actions.
- 3) Develops, maintains, and refines the website presence.
- 4) Acts as Archives Sub-Committee in the absence of one.
- 5) Develops a map of current facilities AA is involved in, including district boundaries, for inclusion in the Service Guide.
- 6) Collaborates with the Corrections Conference Sub-Committee in developing both a service guide and bid guidelines for the annual Corrections Conference.