

## **Internal Positions for H&I Committee for 2018**

### **Vice Chair (mandated by Area)**

- To provide sufficient photocopies of new Meeting Lists to the committee each month
- To call those Liaisons who failed to report.
- To fill in for the Chair ( at Area and at committee) when that person is unable to fulfill their duties
- To assist the Chair in all aspects of Committee operations.
- To step up to the position of Chair (must be ratified by Area) if the Chair steps down for any reason.
- Mandated clean time: 2 years.

### **Secretary**

- To take minutes of committee meetings and have them available for circulation before the next meeting
- Suggested clean time: 3 months

### **H&I Treasurer**

- Accounting background, possession of a computer, internet access. (Familiarity with the Quicken accounting programme is beneficial but not required for the position.)
- Responsible for maintaining accounting and budgeting records and recording all funding inflows and outflows on a monthly basis.
- Co-ordinate with Area Chips and Literature Chair for the purchase of Literature to ensure best discount for the H+I Committee.
- Place Chips and Lit orders as approved by group conscience.
- Keep track of committee budget as set by Area and prepare an annual budget to be presented in January of each year to the H&I chair for changes and approval.
- Must attend monthly H&I meetings and present monthly account balance reports with comparisons to budget.
- Provide Area treasurer with a copy of the monthly account balance report.
- Make financial recommendations to the H&I committee.
- Keep records of transactions and give receipts to Area Treasurer for payment when applicable.
- Suggested clean time: 2 years

### **SOCA Representative:**

- To represent H+I's interest at SOCA. i.e. Booth and Workshop
- To attend SOCA meetings – especially the Programming Committee.
- To report to the committee periodically and take back our group conscience to SOCA.
- Suggested clean time: 1 year

### **Recruitment Chair**

- To organize a team of volunteers (sub committee) to assist with our service meetings and 2w SOCA endeavours.
- To make themselves available (or find someone who is) to any new Institutions who may be interested in hosting CA Service Meetings. This would include the assembly and presentation of the World Service package to be presented to the institution.
- Mandatory clean time: 6 months

### **Corrections Committee Chair:**

- Responsible to form a committee, which will then elect (internally) a Vice-Chair
- Co-ordinate and direct all committee activities
- Schedule regular committee business meetings
- Attend all local business meetings (H&I) that are related to correctional institute work
- Keep informed on all matters affecting the committee
- Supply and discuss with new Meeting Chairpersons the "Requirements, Duties & Responsibilities" of the position
- Notify any Meeting Chairperson not in compliance with attendance requirements prior to the next committee business meeting
- Should the need arise, direct the removal of a Meeting Chairperson or Co-Chair
- This action requires a simple majority vote of the full committee
- Temporarily fill any open Meeting Chairperson position
- Responsible for the coordination of C.A Twelve Step work by panel readers within the correctional institute
- Orders literature through the H&I Committee & distributes it amongst Panel Leaders (contacts)
- Present a written report monthly to the H&I Committee
- Prepare an annual budget
- Prepare and maintain an updated list of all institutions, liaisons and contacts
- 2 years continuous sobriety required, 2 years with no legal issues or probation, Minimum 1 year served on committee, 1 year commitment)

**Listkeeper:**

- Keep an up to date and accurate list of all H&I meetings in Ontario
- Be in contact with the H&I chair from Toronto, London and Hamilton to receive updates
- Access to a computer is mandatory
- Email a copy of the updated list to the H&I chair, vice chair and secretary a week prior to the monthly H&I business meeting
- Suggested clean time is 3 months