

GUIDELINES FOR PANEL PARTICIPANTS

Foothills H&I Statement of Purpose

The sole purpose of the Foothills Hospitals and Institutions Committee (“the Committee”) is to carry the message of Alcoholics Anonymous (AA) to persons residing in any facility, government or private, where there are alcoholics. All AA panel meetings of this Committee are to be conducted at the invitation of each facility.

The Committee is created under the ninth tradition of AA which states “AA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve”. The Committee operates under the Twelve Traditions of AA in all of its affairs, ever mindful of the admonition “cooperation, not affiliation”. The Committee is not a thing apart from AA, but complements its existing services.

The Committee guarantees continuity of the AA panels. No one individual can make that possible - only the coordinating continuity of a Committee can do so.

Dress Code:

Panel members will dress appropriately for all panels, ever mindful that you are representing the Foothills Hospitals & Institutions Committee and Alcoholics Anonymous. Panel members or speakers will not wear suggestive or provocative clothing at any facility served.

Examples of improper attire are:

- Torn blue jeans
- Tank tops or T-type shirts
- Cut-offs or shorts
- Mini skirts or slit skirts
- Tight fitting blouses or sweaters
- Otherwise revealing clothing

Panel Leaders:

1. Will have a minimum of one (1) year of continuous sobriety at time of appointment.
2. Will have participated on at least three (3) foothills H&I panels prior to being appointed panel leader.
3. Will not accept assignments as panel leader at a correctional institution while on probation or parole, until official clearance is obtained from proper authorities.
4. Will attend the scheduled facility meeting regularly, and if unable to attend, will notify the panel manager, and contact the alternate.
5. Will do everything possible to prevent a “dark night” at the facility served.
6. Will notify the panel manager of any problems with the facility and/or the panel.
7. Will immediately notify the panel manager of any changes in personal address or telephone number.
8. Will not miss more than two (2) consecutive Committee business meetings (except when excused by one of the H&I Committee Directors).
 - a. Those panel leaders whose panels are on business meeting nights will attend a business meeting at least once per quarter.
 - b. The panel leaders will be responsible for sending a qualified alternate panel leader with their panels on those nights.
9. Will be responsible for making certain that all panel members or speakers acknowledge and agree to appropriate attire and behavior while on a panel (to, from, and at the facility).
10. Will review with the panel members this document, “Guidelines for all Panel Members”.



FOOTHILLS HOSPITALS & INSTITUTIONS COMMITTEE



Points to Consider About Panel Participation.....



- A. No panel meeting regularly conducted under the auspices of the Foothills Hospitals & Institutions Committee shall be held in any facility except under the direct supervision of a regularly delegated panel leader specifically appointed by the Committee, and acceptable to the authorities of the facility served.
- B. All panel members and speakers must be A.A. members who regularly attend A.A. meetings.
- C. The sobriety requirements of each institution (if any) are to be rigidly upheld by all panel leaders and participants.
- D. Personal accounts of A.A. case histories (“what we were like, what happened, and what we are like now”), A.A. principles or A.A. general information are to be the main topics of any A.A. panel meeting conducted by the Committee, within all facilities served.
- E. Any use of vile language, profanity, or filthy stories is prohibited, by the authorities of the institutions served, as well as the Committee, and at the request of inmates and/or residents themselves.
- F. No member of this Committee or their invited guests may take anything (except A.A. approved literature) into any facility nor may they carry anything out. This specifically forbids the exchange of telephone numbers, addresses or any other messages between inmates, patients or residents.
- G. A member of A.A. on parole or probation shall neither attend nor participate in a panel of this Committee without first obtaining official clearance from the proper authorities.
- H. Panel leaders shall be entirely responsible for the conduct of panel participants taken into any facility or institution, and shall instruct all speakers in advance regarding pertinent regulations of the facility or institution served. All speakers should read these printed guidelines before beginning the panel meeting.
- I. Any specific requirements of each individual institution will be furnished by the Committee (through its panel manager) to each panel leader and speaker. Thus ensuring that all panel participants have a full and clear understanding of their responsibilities in connection with their assignments.
- J. Failure to comply with any Committee guidelines shall be sufficient grounds for removal from any and all panels of the Committee. All questions of conduct, or failure to comply with Committee guidelines, shall be reported to the Board of Directors, which shall decide possible disqualification from Committee service.

Disqualification from H&I Service:

Any member of the Committee is automatically disqualified from Committee service and panel participation when either of the following occurs:

1. Loss of sobriety.
2. Willful refusal to abide by the rules and regulations of the facility served. If a willful violation of facility rules and regulations is reported to the Committee, it will be referred to the Board of Directors for review and a decision as to possible disqualification from Committee service.



REMEMBER:

To be ever mindful that you are representing Alcoholics Anonymous and the Foothills Hospitals & Institutions Committee.