



**FOOTHILLS HOSPITALS & INSTITUTIONS COMMITTEE**  
**POLICIES & PROCEDURES**

**Meeting Address**

**Crescenta Valley United Methodist Church  
2700 Montrose Avenue  
La Crescenta, CA 91224**

**Unanimously Approved by Full Committee  
December 27, 2000**

**First Revision  
August 2009**

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## **I. STATEMENT OF PURPOSE:**

The 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 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 individual can make this possible – only the coordinating continuity of a Committee can do so.

## **II. H&I MEETINGS**

### **A. BUSINESS MEETINGS**

Committee Business Meetings will be held on the fourth Wednesday of each month. At all meetings, each member of the Committee in attendance will sign-in on an attendance sheet. No member is authorized to sign-in for another person.

### **B. ORIENTATION WORKSHOPS**

Orientation Workshops will be held monthly prior to the Business Meeting under the supervision of the Workshop Chairperson. The Workshop is designed to share experience and information about the Committee and panel service with interested newcomers to H&I.

### **C. BOARD OF DIRECTORS MEETINGS**

The Board of Directors will meet monthly. The Board consists of the elected positions listed in Section V-A. The purpose of the Board Meeting is to review the status of existing Committee Business and to aid the Executive Director in the preparation of the agenda for the forthcoming Business Meeting.

## **III. MEMBERSHIP QUALIFICATION**

Committee members must be individuals who:

1. Are sober members of Alcoholics Anonymous who regularly attend AA meetings.
2. Have attended the orientation workshop or have been an active member of another H&I Committee within the past two years.

## **IV. MEMBERSHIP DISQUALIFICATION**

Any member of the Committee is automatically disqualified from further Committee service and Panel participation when any of the following occurs:

1. Loss of sobriety. Sobriety requirements will have to be re-attained for Committee membership.
2. Willful refusal to abide by the policies and procedures of this Committee.
  - a) If a willful violation is reported to the Committee, it will be referred to the Board for review and a decision as to possible disqualification from Committee service.
  - b) The member involved shall have the right of appeal to the Board.

## **V. COMMITTEE POSITIONS:**

Tables of elected and appointed positions are shown on the following page. The minimum sobriety requirement, prior Committee service requirement, term of office, and reelection limit for each position are also shown. Appendix A contains the Committee Organization Chart and a list of duties and responsibilities for each position.

No Committee member shall fill more than two positions at any one time (excluding panels).

**A. ELECTED POSITIONS**

Elected positions comprise the Board of Directors. Sobriety and service requirements are minimum continuous “to-date” requirements. *Director positions are available only to members who have previously held an elected or appointed position of this Committee.*

| <b>Title</b>                   | <b>Sobriety</b> | <b>H&amp;I Service</b> | <b>Term</b> | <b>Reelection</b> |
|--------------------------------|-----------------|------------------------|-------------|-------------------|
| • Executive Director           | 5 years         | 2 Years                | 1 Year      | 1 Term            |
| • Finance & Admin. Director    | 3 Years         | 2 Years                | 1 Year      | 1 Term            |
| • Facilities Director          | 2 Years         | 1 Years                | 1 Year      | 1 Term            |
| • Meeting Operations Director  | 2 Years         | 1 Year                 | 1 Year      | 1 Term            |
| • Information Director         | 1 Year          | 1 Year                 | 1 Year      | 1 Term            |
| • Registrar                    | 1 Year          | 1 Year                 | 1 Year      | 1 Term            |
| • Treasurer (must be employed) | 3 Years         | 1 Year                 | 1 Year      | 1 Term            |
| • Secretary                    | 1 Year          | 1 Year                 | 1 Year      | 1 Term            |
| • Fund Raising Chair           | 1 Year          | 1 Year                 | 1 Year      | 1 Term            |
| • Facility Literature Chair    | 1 Year          | 1 Year                 | 1 Year      | 1 Term            |
| • Web Master                   | 1 Year          | 1 Year                 | 1 Year      | 1 Term            |

**B. APPOINTED POSITIONS**

| <b>Area</b>                  | <b>Title</b>   | <b>Sobriety</b> | <b>Term</b> | <b>Re-Appointment</b> |
|------------------------------|--|-----------------|-------------|-----------------------|
| Office of Executive Director |  |                 |             |                       |
| •                            | Events Chair   | 1 Year          | 1 Year      | 1 Year                |
| Finance & Administration     |  |                 |             |                       |
| •                            | Controller   | 2 Years         | 1 Year      | 1 Year                |
| Facilities                   |  |                 |             |                       |
| •                            | Orientation Workshop Chair   | 1 Year          | 1 Year      | 1 Year                |
| •                            | Facility Information Chair   | 1 Year          | 1 Year      | 1 Year                |
| •                            | Facility Calendar Chair  | 1 Year          | 1 Year      | 1 Year                |
| •                            | Panel Managers ( <i>must serve concurrently as a Panel Leader at the facility for which they are Panel Manager</i> ) | 1 Year          | 3 Years     | unlimited             |
| •                            | Panel Leaders and Alternates   | 6 Months        | 3 Years     | unlimited             |
| Meetings                     |  |                 |             |                       |
| •                            | Phone Committee Chair  | 6 Months        | 1 Year      | 1 Year                |
| •                            | Set-up & Take-down Chair   | 3 Months        | 1 Year      | 1 Year                |
| •                            | Snacks & Birthdays Chair   | 3 Months        | 1 Year      | 1 Year                |
| Information                  |  |                 |             |                       |
| •                            | Forms, Flyers & Brochures Chair  | 6 Months        | 1 Year      | 1 Year                |
| •                            | Area Meetings Liaison  | 1 Year          | 1 Year      | 1 Year                |
| •                            | H&I Intergroup Liaison   | 1 Year          | 1 Year      | 1 Year                |

**VI. COMMITTEE ELECTION PROCESS**

An election will be held annually in March for the offices shown in Section V-A. The appointed positions in Section V-B will also be filled at that time.

At the election meeting in March, candidates will be nominated from the floor. Committee members in attendance will vote for the candidate of their choice. The candidate receiving the most votes will be elected. In the event of a tie, a run-off will be held. If a tie persists, the election will be decided by “drawing lots”.

The newly elected officers will assume their duties at the close of the election meeting. Outgoing officers will assist the newly elected officers as needed to assure orderly transition.

## **VII. UNEXPIRED TERM APPOINTMENTS**

- A. When it becomes necessary to fill any unexpired term of a Director position (Executive, Finance, Facilities, Meeting Operations, or Information), the Board will elect a replacement to complete the unexpired term.
- B. Each Director will appoint replacements, subject to Board approval, to fill any unexpired term for the positions directly reporting to them.

## **VIII. FINANCIAL POLICIES**

- A. The Committee will maintain records of all its financial transactions. The use of accounting software such as QuickBooks is strongly recommended for this purpose. The Executive Director will conduct ongoing audits of the financial records of the Committee, and will report any discrepancy to the Board.
- B. Separate bank accounts and checkbooks will be maintained for the General Fund (Committee operating expenses) and the Literature Fund. Funds donated by area meetings to the Committee will be deposited in the Literature fund and used solely for the purchase of AA literature to be distributed free-of-charge at panels.
- C. At the discretion of the Board, money may be transferred from the General Fund to the Literature Fund, but not from the Literature Fund to the General Fund, except to 1) correct a deposit error, or 2) reimburse the General Fund for any prepaid expense (i.e. "seed" or "front" money) incurred on behalf of a Literature fund raising event.
- D. Surplus cash in the Literature Fund will, at the Board's discretion, be transferred to the H&I Intergroup Literature Fund.
- E. A sufficient cash reserve will be maintained in the General Fund to assure that obligations are paid on a timely basis. Incurring and paying expenses directly associated with the conduct of monthly Committee business meetings will take priority over the incurring of other general operating expenses.
- F. Separate individuals will be responsible for handling cash and making accounting entries. The Treasurer may receive and deposit funds and write checks for both general operating expenses and literature. The Controller will make the accounting entries, generate financial reports, and reconcile the two checkbooks monthly.
- G. The Finance Director or designee will report on the financial status of the Committee at each Business and Board Meeting. The report will include a balance sheet (showing separate bank balances for the General and Literature funds), and individual income statements for the General Fund and Literature Fund
- H. The Committee shall maintain a local P.O. box to receive correspondence and donations.

## **IX. FACILITY PANEL POLICIES**

- A. General Panel Policies and Panel Leaders
  - 1. Panel meetings will be held under the direct supervision of a regularly designated Panel Leader specifically appointed by the Committee, and acceptable to the authorities of the facility served.
  - 2. Panel leaders will be responsible for the conduct of panel participants taken into facilities, and shall instruct all participants in advance regarding pertinent regulations of the facility served.

3. Specific requirements of an individual facility will be furnished by the Committee (through its Facility Information and Contact Chair) to each Panel Leader and participant, thus ensuring that all panel participants have a full and clear understanding of their responsibilities.
4. Failure to comply with any Committee Policy, Procedure, or Guideline will be sufficient grounds for removal from any and all Committee panels. All questions of conduct, or failure to comply will be reported to the Board. The Board will decide whether or not the individual will be disqualified from Committee service. The person involved has the right of appeal to the Board.

#### B. All Panel Participants

1. All panel participants must be sober AA members who regularly attend AA meetings.
2. The sobriety requirements of each institution (if any) are to be rigidly upheld by all panel participants.
3. If Panel Participants have any affiliation with a facility at which they serve on a panel, they shall not involve themselves in any way with the conduct of the panel.
4. Personal accounts of AA case histories (“what we were like, what happened, and what we are like now”), AA principles, and AA general information are to be the main topics of any AA panel meeting conducted by the Committee.
5. Any use of vile language, profanity, or filthy stories is strictly prohibited by the Committee and by the authorities of the institutions served.
6. Panel Participants may not bring anything into a facility (except AA approved literature), nor carry anything out. This policy specifically forbids the exchange of telephone numbers, addresses, or any other messages between inmates, patients or residents. Bring only the message, leave only hope.
7. Panel participants will dress appropriately for all panels, ever mindful that they are representing the message and hope of Alcoholics Anonymous. The wearing of suggestive or provocative clothing is prohibited. Examples of improper attire include:
  - 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
8. A member of AA on parole or probation will neither attend nor participate in a panel of this Committee without first obtaining official clearance from the proper authorities.
9. Driver’s License/Background Check: Some institutions require all visitors (including H&I members) to display or surrender a valid California Drivers License or a valid picture ID while inside the institution. These institutions may run a background check. Panel participants are not immune from arrest or detention while on a panel, and are advised not go on a panel to a penal institutions if they have outstanding warrants or other legal problems.

**X. AMENDING POLICIES & PROCEDURES:**

Material changes to the Policies & Procedures requires approval by a simple majority vote of Committee members at a monthly business meeting.

Upon final approval, the Policies & Procedures will be revised and redistributed to all Committee members. Two executed originals signed by the Executive Director and one Director, or two Directors in the Executive Director's absence, will be maintained in Committee files by the Secretary.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**APPENDIX A**

**ORGANIZATION CHART**



**APPENDIX B**

**DUTIES AND RESPONSIBILITIES BY POSITION**

**Duties and responsibilities for the positions shown below are described on the following pages.**

**EXECUTIVE DIRECTOR**

**FINANCE & ADMINISTRATION**

DIRECTOR OF FINANCE & ADMINISTRATION  
TREASURER  
CONTROLLER  
SECRETARY  
FUND RAISING EVENT CHAIR:

**FACILITIES**

DIRECTOR OF FACILITIES:  
ORIENTATION CHAIR  
FACILITY INFORMATION & CONTACT CHAIR  
FACILITY CALENDAR CHAIR  
FACILITY LITERATURE CHAIR:  
PANEL MANAGER:  
PANEL LEADERS:  
ALTERNATE PANEL LEADER:  
PANEL PARTICIPANTS

**MEETING OPERATIONS**

DIRECTOR OF MEETING OPERATIONS  
REGISTRAR  
PHONE COMMITTEE CHAIR  
SET-UP/TAKE-DOWN CHAIR  
SNACKS & BIRTHDAYS CHAIR

**INFORMATION**

DIRECTOR OF INFORMATION  
FORMS, FLYERS & BROCHURES CHAIR  
AREA MEETINGS LIAISON  
INTERGROUP LIAISON  
CENTRAL OFFICE LIAISON

## **EXECUTIVE DIRECTOR:**

1. Provides clear guidance and leadership in fulfilling the Committee's Purpose
2. Coordinates and directs all Committee activities.
3. Oversees the duties of the Directors of Finance & Administration, Meeting Operations, Facilities, and Information.
4. Fulfills directly or by temporary appointment the duties of the above four positions in their absence.
5. Attends and presides over all Committee Business and Board Meetings.
6. Appoints replacements to fill any unexpired terms of Directors.

## **FINANCE & ADMINISTRATION**

### **DIRECTOR OF FINANCE & ADMINISTRATION**

1. Develops, implements, and updates cash management and financial accounting procedures.
2. Develops and implements selected management reporting requirements.
3. Oversees the duties of the Treasurer, Controller, Secretary and Fund Raising Chair.
4. Fulfills directly or by temporary appointment the duties of the above four positions in their absence
5. Reports on the financial status of the Committee and individual funds at monthly Business meetings. Prepares budgets and management reports as required. These budgetary, financial and management reporting duties may be assigned to either the Treasurer or Controller at the Director of Finance's discretion.
6. Works closely with the Executive Director in any capacity as designated by the Executive Director.
7. Attends all Committee Business and Board meetings.

### **TREASURER**

1. Receives and disburses as required all funds of the Committee including general operating and literature funds. Accepts contributions only from AA members (per the 7<sup>th</sup> tradition).
2. Receives check and expense reimbursement requests. Writes checks to pay both General Fund and Literature Fund expenses.
3. Transmits completed deposit and expense documentation to Controller for entry into accounting system.
4. Maintains separate two-signature bank accounts and checkbooks for General and Literature funds. Any elected officer may examine the checkbooks at any time.
5. Reconciles checkbooks monthly.
6. Attends monthly Business and Board Meetings. Reports on financial matters as directed.
7. Upon termination of service, all monies, records, and checkbooks will be transferred immediately to the Director of Finance & Administration.

### **CONTROLLER**

1. Deposits all monies received.
2. Maintains financial accounting records in QuickBooks or other suitable computer software as approved by the Director of Finance & Administration.
3. Records financial transactions submitted by Treasurer (deposits by contributing group and expenses by vendor and use). Any officer may examine accounting records at any time.
4. Prepares monthly balance sheet and separate income statements for the General Fund and Literature Fund.
5. Prepares and mails to each contributing group a monthly statement documenting that group's literature fund contributions.
6. Reconciles checking accounts monthly.
7. Attends all Committee Business and Board meetings. Presents monthly financial and management reports if so directed.

8. Upon termination of service, all accounting records (hard copy and computer files) and supporting documents will be transferred immediately to the Director of Finance & Administration.

#### **SECRETARY**

1. Attends all Committee Business and Board meetings, and records minutes of those meetings.
2. Inputs the minutes into Microsoft Word (IBM PC compatible). Distributes copies for approval at the next meeting.
3. Maintains the Committee Organization Chart.
4. Maintains files of all incoming and outgoing correspondence related to the Committee.
5. Upon termination all files (both hard copies and computer) will be transferred immediately to the Director of Finance & Administration.

#### **FUND RAISING EVENT CHAIR:**

1. Organizes a Special Event Committee consisting of H&I members to plan and implement events to raise money for either the General Fund and Literature Fund.
2. Attends Board Meetings as required and reports to the Board the status of the proposed event(s).
3. Requests from the Board an advance from the appropriate fund to finance up-front expenditures for the event.
4. Works closely with the Treasurer to assure that monies collected as literature donations are accounted for and deposited directly to the Literature Fund checking account. If the General Fund is used to prepay expenses for any Literature Fund raising event, the General Fund may be reimbursed from event proceeds up to the amount of the prepayment.

#### **FACILITIES**

##### **DIRECTOR OF FACILITIES:**

1. Assumes the Executive Director's duties and responsibilities in his temporary absence.
2. Oversees the duties of the Orientation Chair, Facility Information and Contact Chair, Facility Calendar Chair, and Facility Literature Chair.
3. Fulfills directly or by temporary appointment the duties of the above four positions in their absence.
4. Appoints Panel Leaders and Alternate Panel Leaders.
5. Works closely with the Executive Director in any capacity as designated by the Executive Director.
6. Attends all Committee Business and Board meetings.

##### **ORIENTATION CHAIR**

1. Conducts monthly Orientation Workshops for new Committee members.
2. Develops Workshop content to share experience and information about the Committee and H&I service. Places emphasis on the nature of the commitment and the Committee's primary purpose.
3. Assists all newcomers to the Committee during their first few months of membership.

##### **FACILITY INFORMATION & CONTACT CHAIR**

1. Visits and gathers information on new facilities requesting an H&I panel.
2. Determines in conjunction with the Director of Facilities, and the Board if requested, the appropriateness of providing a panel to the new facility. Conveys to the Director of Facilities any special requirements of the facility.
3. Provides facility address, panel days and time, contact name, and telephone number to the Facilities Calendar Chair and appointed Panel Managers and Leaders.

#### FACILITY CALENDAR CHAIR

1. Maintains a monthly facilities calendar of regularly scheduled H&I panels and distributes the calendar at monthly Committee business meetings. The calendar will show by facility the day and time of each panel, and the name and phone number of panel managers and leaders.
2. Provides panel change sheets for the monthly Committee business meeting. Records panel changes and updates the facilities calendar.
3. Checks with the Registrar to confirm that all panel managers and leaders meet sobriety requirements for the panel commitment.

#### FACILITY LITERATURE CHAIR:

1. Prepares a literature budget and obtains Board approval to order literature.
2. Orders literature
  - a) Gives a Board approved check request plus a copy of a completed vendor order form (if applicable) to the Treasurer. The Treasurer issues the check and gives it to the Literature Chair for mailing.
3. Receives literature and maintains inventory
  - a) Maintains one copy of the receiving documents (e.g. packing list) and gives one copy to the Controller.
  - b) Implements sufficient inventory controls to report both stock on hand (quantity and dollar value) and literature use by panel and facility.
4. Periodically reviews the suggested literature list from the New York Central Office and augments the inventory accordingly.
5. Makes a literature inventory report (including stock-on-hand and distribution) to the Committee at each Committee Business Meeting.
6. Upon termination immediately transfers all records and the physical inventory on-hand to the Director of Facilities

#### PANEL MANAGER:

1. Reports to the Director of Facilities.
2. Responsible for the conduct of all panels at a particular facility.
3. Complies with all duties and responsibilities of a Panel Leader (see below).
4. Telephones each Panel Leader monthly and reminds them of the day and time of their panel commitment.
5. Works with Panel Leaders to prevent "dark nights" at the facility served.
6. Assures that appointed Panel Leaders have a thorough understanding of their duties, requirements and responsibilities, emphasizing their primary commitment to carrying the message of Alcoholics Anonymous.
7. Provides each Panel Leader with a copy of the Facility Calendar and a copy of the "Guidelines for Panel Participants" A copy of these Guidelines is contained in Exhibit 1.
8. Checks the attendance of Panel Leaders at the monthly Committee Business Meetings.
9. Attends the first meeting at a facility conducted by a new Panel Leader.
10. Quickly removes and replaces any Panel Leader who willfully fails to carry out his/her duties and responsibilities.
11. Has adequate AA literature to distribute to Panel Leaders.
12. Attends every Committee Business Meeting and gives a report on their facility when asked to do so by the Director. If unable to attend the Business Meeting, they will designate an alternate.
13. Notifies the Director of Facilities of their desire to discontinue service at a facility.
14. Although the outgoing Panel Manager may recommend a Committee member as a replacement, the authority to appoint rests entirely with the Director of Facilities.
15. Notifies the Registrar of any change of telephone number or address of a Panel Leader.
16. Completes a Panel Manager Report when requested by the Director of Facilities.

#### PANEL LEADERS:

1. Selects panel participants and regularly attends the scheduled facility panel meeting. If unable to attend, notifies the Panel Manager and assists in arranging for a qualified Alternate Panel Leader.
2. Prevents "dark nights" at the facility served.
3. Notifies the Panel Manager of any problems with the facility and/or the panel.
4. Notifies the Panel Manager of any changes in their own telephone number or address.
5. In order to retain leadership of a panel, no Panel Leader may miss more than two consecutive Committee Business Meetings (except when excused by the Executive Director or Director of Facilities).
6. Panel Leaders whose panels are on a Committee Business Meeting night will attend a Business Meeting once per quarter, and be responsible for sending a qualified Alternate Panel Leader to cover their panel on those Business Meeting nights.
7. Assures that all panel participants acknowledge and agree to appropriate attire and deportment while on a panel (to, from and at a facility).
8. Reviews with panel participants the Committee's "Guidelines for Panel Participants", a copy of which is shown in Exhibit 1.

#### ALTERNATE PANEL LEADER:

1. Assumes the same duties and responsibilities as a Panel Leader, whenever asked to do so by the Panel Leader or Panel Manager.
2. Will participate on a panel at least quarterly.

#### PANEL PARTICIPANTS

1. Will be active members of AA who attend AA meetings on a regular basis.
2. Will meet sobriety and security requirements (if any) for the facility served.
3. Will abide by this Committee's "Guidelines for Panel Participants".

### MEETING OPERATIONS

#### DIRECTOR OF MEETING OPERATIONS

1. Oversees the duties of the Registrar, Phone Committee Chair, Set-Up and Take-Down Chair, and Snacks and Birthdays Chair.
2. Fulfills directly or by temporary appointment the duties of the above four positions in their absence.
3. Works closely with the Executive Director in any capacity as designated by the Executive Director.
4. Attends all Committee Business and Board meetings.

#### REGISTRAR

1. Records the attendance of Committee members at monthly Business Meetings.
2. Maintains an up-to-date Roster for each member of the Committee. The Roster will be provided to the Director of Facilities and Phone Committee Chair. The Roster will include:
  - a) First and Last Name
  - b) Address
  - c) Telephone Number
  - d) Date of Sobriety
  - e) Date joined Foothills H&I
  - f) Commitment List
3. Maintain a telephone list and make it available to all members.
4. Notifies members of insufficient attendance to maintain voting eligibility. Keeps a record of notification date and response (if any) to the notification.
5. Advises appropriate Panel Managers of recurring, unexcused absences.

6. At meetings designated for elections, polls the attendance to verify the voting eligibility of each member present (see Section VII of the Policies & Procedures).
7. At the end of his/her term of service, transfers all records to the newly appointed Registrar. If the termination of office is by voluntary or involuntary resignation, all files and records will be immediately turned over the Director of Meeting Operations.

#### PHONE COMMITTEE CHAIR

1. Receives from the Registrar a monthly list of active Committee members/
2. Organizes and chairs a “phone committee” to assist in the monthly contact of these members.
3. Directs the phone committee to telephone each H&I Committee member each month and personally remind each of them of the upcoming date and time of the next Business Meeting.
4. At the direction of the Board or H&I Executive Director, utilizes the phone committee to contact members for any other H&I purpose.

#### SET-UP/TAKE-DOWN CHAIR

1. Organizes a “set-up/take-down” team to prepare the meeting rooms for the monthly Orientation workshop and Business Meeting.
2. Prepares coffee and assures that adequate coffee supplies are on-hand. Purchases coffee supplies as necessary. Presents purchase receipt to Treasurer for reimbursement.

#### SNACKS & BIRTHDAYS CHAIR

1. Provides snacks at the monthly Business Meetings. Presents purchase receipt to Treasurer for reimbursement.
2. Recognizes Committee members celebrating AA birthdays during the month, and leads members in singing “Happy Birthday”.

### **INFORMATION**

#### DIRECTOR OF INFORMATION

1. Oversees the duties of the Forms, Flyers and Brochures Chair, Area Meeting Liaison, Liaison to Intergroup, and Liaison to Central Offices.
2. Fulfills directly or by temporary appointment the duties of the above four positions in their absence.
3. Works closely with the Executive Director in any capacity as designated by the Executive Director.
4. Attends all Committee Business and Board meetings.

#### FORMS, FLYERS & BROCHURES CHAIR

1. Designs and produces any flyers, brochures or other print materials as deemed necessary by the Board.

#### AREA MEETINGS LIAISON

1. Organizes a team composed of Foothills H&I members. The purpose of the team is to:
  - a) Have at least one representative at each AA meeting in the Foothills H&I service area.
  - b) Communicate pertinent information regarding Foothills H&I to each meeting
  - c) Encourage participation in Foothills H&I
  - d) Encourage each meeting to take a group conscience regarding making contributions to H&I on a regular basis for the purchase of AA literature to take into facilities.
2. When appropriate, provides area meetings with an “H&I Can” to pass and collect literature donations.

#### INTERGROUP LIAISON

1. Attends all Southern California H&I Intergroup meetings or selects a member of the Committee to attend as an alternate. Absolute attendance is strongly suggested.
2. Reports to the respective Intergroup all pertinent information concerning this Committee and shares experience which may prove helpful to other committees.
3. Reports to this Committee all pertinent information and experience of other committees obtained through H&I Intergroup.
4. Coordinates the hosting of the H&I Intergroup meeting in the Foothills service area, and organizes a potluck dinner when required.
5. Coordinates this Committee's participation in the annual Southern California H&I Conference.
6. Mails a copy of the monthly Committee Business minutes to the Librarian of the Southern California H&I Intergroup.

#### CENTRAL OFFICE LIAISON

1. Attends all Southern California Central Office Intergroup meetings or selects a member of the Committee to attend as an alternate. Absolute attendance is strongly suggested.
2. Reports to the respective Central Office Intergroup all pertinent information concerning this Committee and shares experience which may prove helpful to other committees.
7. Reports to this Committee all pertinent information and experience obtained through Central Office Intergroup.



**EXHIBIT 1**

**GUIDELINES TO PANEL PARTICIPANTS**

# 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:

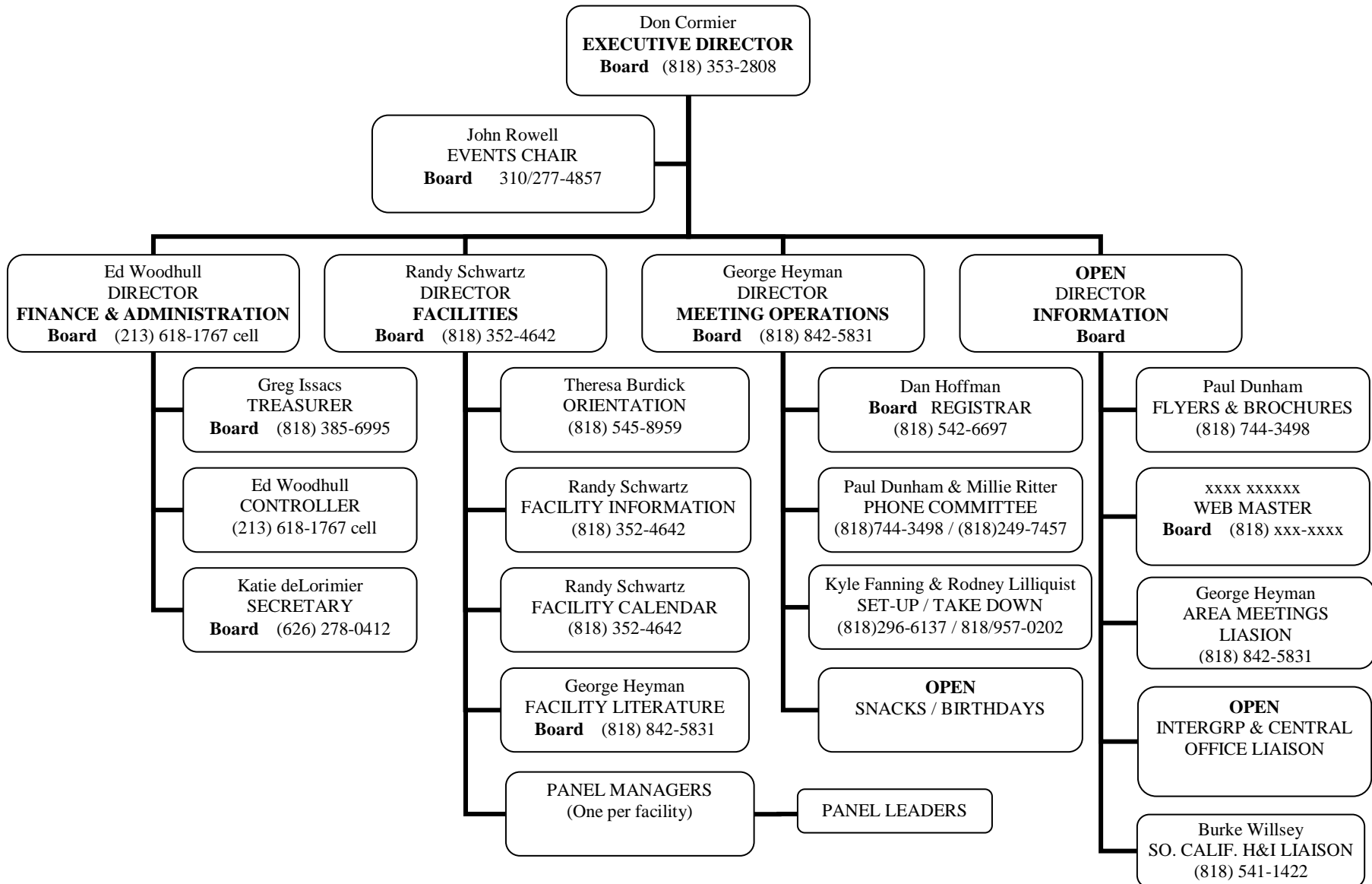
1. Loss of sobriety.
2. Willful refusal to abide by the rules and regulations of the facility served. If a willful violation of facility rules and regulations is reported to the Committee, it will be referred to the Board of Directors for review and a decision as to possible disqualification from Committee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



### REMEMBER:

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

# FOOTHILLS HOSPITALS & INSTITUTIONS COMMITTEE ORGANIZATION CHART



**Revised August 2009**