

## SFVHI – FACILITY CHAIRPERSON GUIDELINES

### FACILITY CHAIRPERSON:

1. Shall have a minimum of **two years** of continuous sobriety.
2. Shall have served a minimum of one year as a Committee Panel Leader with the San Fernando Valley or any other Southern California H & I Committee.
3. A member on probation or parole cannot be Facility Chairperson of any correctional institution until official clearance is obtained from the authorities of that institution.
4. Shall comply with all requirement duties and responsibilities of a panel leader.
5. Shall **carefully select** panel leaders who meet committee requirements.
6. Shall insure selected panel leaders have a thorough understanding of their duties, requirements, responsibilities, emphasizing their primary commitment to carry the message of Alcoholics Anonymous.
7. Shall provide each panel leader with a copy of the roster of panels serving that particular facility, and a copy of the Guidelines for all: Panel Members and Speakers” (see last page of guidelines)
8. Shall **check, and be aware of** the attendance or non-attendance of Panel Leaders at the monthly Committee Business Meetings.
9. Shall **attend the first meeting** in a facility conducted by new panel leader.
10. Shall quickly remove and replace any Panel Leader who willfully fails to carry out their duties and responsibilities.
11. Shall insure Panel Leaders have adequate AA literature to take into each facility for distribution.
12. **Shall attend every Committee Business Meeting**, and give a report on the facility that they service when asked to do so by the Director. If the FCP is unable to attend the Business Meeting, it is imperative that they appoint a qualified person involved with that panel, at that, facility to be present as an alternate, prepared to give a report if asked.
13. The Facility Chairperson wishing to discontinue serving in this position shall **notify the Director**.

14. Although the outgoing Facility Chairperson may recommend a Committee member as a replacement, the authority to appoint rests entirely with the Director.

15. Shall **telephone each Panel Leader, each month**, and personally remind each of them of the day and time of their own commitment at that specific facility.

16. Shall notify Registrar of any change of telephone number or address of a Panel Leader.

17. **Must appoint an Alternate Panel Leader** for the Facility, who must be given the opportunity to lead the panel at least once per quarter.

*Questions, comments or concerns? Contact the SFVHI Co-Director or Director.*