

PI & CPC AND T& CF: COORDINATORS AND FORUMS

COMBINED GUIDELINE FOR CO-ORDINATORS & FORUMS

**for Public Information & Co-operation with the Professional Community (PI&CPC) or
Treatment & Correctional Facilities (T&CF)**

THE CO-ORDINATORS – APPOINTMENT & TERMS

- The term of office is two years, taking effect on January 1st of the year following the most recent Forum (on the basis that Forums are to be held by early October, every two years, i.e. in the month before Conference).
- The new Co-ordinator is appointed by the Chairman of the respective Trustees' Committee, in consultation with the Board at its meeting immediately after candidates have been assessed at Conference.
- Nominations for the position are invited at the Forum as well as by prior response to notices on AA and Service websites and in the September AA Around Australia news sheets.
- Nomination forms are available from National Office or from the Co-ordinators.

SUGGESTED SKILLS AND EXPERIENCE

- Available time
- Basic computer literacy & regular computer access
- Knowledge and experience in AA Service
- Understanding of General and Central Service structures.
- Familiarity with AA Service literature.
- Experience in service other than at group level
- Experience in the relevant field

FUNDING OF CO-ORDINATOR ACTIVITIES

The Co-ordinator may claim up to \$800.00 per annum (2007) to cover expenses incurred in carrying out the duties for which he/she was appointed. An amount currently (2007) of up to \$800 pa is available from National Office on a receipt-refund basis.

Requests for additional funds should be made to the General Service Board, with details supplied.

THE ROLE

Co-ordinators are asked:

- To act as positive communication links, through actively encouraging & promoting the growth of PI&CPC / T&CF activities nationwide, reporting in several directions, such as in writing; email; the Service website; displays and National Forums;
- To make maximum use of modern communication tools, especially the Service website, with the assistance of the Webmaster;
- To be in regular contact with the Chairperson of the relevant Trustees' Committee in order to be apprised of Service opportunities;
- To liaise with the Board and National Office in seeking or conveying requested Forum-related information, and in implementing national scale projects;
- To play an active part in the planning and implementation of the relevant National Forum.

REPORTING:

Short Reports to Board February & July

Annual Reports to the Conference

Reports to the relevant National Forum

NATIONAL FORUMS

Bidding and Host Planning Committees

Bidding by an Area to host the relevant National Forum follows the same procedure as for Regional Forums. Bids are submitted to Conference at least two years in advance where they are reviewed and approved by the Conference. A plan and budget should be included in the bid.

Conference should select the Area to hold the Forum with regard to rotation of the event throughout Australia, and any bidding Area's ability to organise a successful forum. It is the Coordinator's job to encourage and facilitate appropriate bids and bidders.

The Chair of the relevant Trustees' Committee will await the results of the Conference bids and take these into account before making a final decision about the appointee to the following Co-ordinator position.

Host Planning Committee Responsibilities

A useful list of responsibilities for members of Host Planning Committees is available for download from the Service website.

Ideas for Forum sessions

- Widen participation by inviting suggested topics from the Fellowship on websites & AAAA news sheets prior to a Forum. Many people are not able to attend Forums but may read about them in the website reports and may well have good suggestions or special needs for knowledge.
- Invite local professionals & managers of schools, organisations, treatment facilities, correctional system, armed services, media, ministry etc to suggest topics, or join working groups, discussion panels or sharing sessions, especially related to 'how we might help each other'.
- Look for people to share initiatives that may be useful to others.
- The General Service Conference in 2011 recommended that organising committees of National Forums consider cost implications for Areas, should parallel sessions be scheduled. (i.e., a PI & CPC related session at the same time as a T&CF related session).

Finance

Current practice is that any seed funding comes from the hosting Area(s). Any surplus is either returned to those Areas or passed on to the following Forum as seed money.

Most Forum Host Committees have opened a bank account. As for Regional Forums, the Board will pay for a National Office staff member or Board member, preferably the Chair of the relevant Trustees' Committee, to attend the Forum.

The HPC Treasurer keeps records and reports on the financial position throughout, including initial budget, monthly statements and final report. See also Guideline GL-15.

SERVICE WEBSITE

Coordinators may share Service information at national level through the Service website, portable displays and the news sheets published with AA Around Australia. The Service website is a useful tool for Coordinators in fulfilling this task.

The Service website is under continuous review and improvement: www.aaservice.org.au/. It is suggested that the Co-ordinators:

- Source and provide relevant information or reading on line or download, such as position advertisements, notices, reports, literature lists, Guidelines, newsletters and other useful information;
- Ensure that AAAA, PIAA and the T&C Newsletter are available for download as they become available.
- Call for answers to questions from the *'Ask-it Basket'*.
- Publicise the Service website to the Fellowship including at the Forums and through the AA Around Australia newsletters, and assist the Fellowship to access the site when requested.

DATABASE

Coordinators should keep a list of available email, web and/or phone contacts for AA groups who have easily-accessible contacts, such as Area Delegates (able to pass information on to Area

Committee office bearers), CSO PI&CPC/T&CF people, Board and Conference Chairs. National Office is usually able to supply Area Delegate, Conference and CSO contacts.

DISPLAY

Co-ordinators need to be familiar with and promote the full range of relevant Service literature;

The Board has asked the Coordinators to put together portable Service displays and take them around the country to show at Forums, Area Assemblies, Regional Forums, Conventions, weekends, rallies etc. The type of display is not specified, and it has been left to the Coordinator's judgment as to what would be useful. Funding is available on application of a plan with budget.

Suggestions from the Fellowship for types of displays include:

- Examples (including photographs) of service being done in a variety of places and institutions
- Resources available for PI&CPC/T&CF work (multimedia); special displays illustrating particular areas of Service;
- About the Service Website: address, site map, links, how to use it (instruction sheets for handout) + computer package for setting up a demonstration;
- Loopable video/PowerPoint etc on disc, for kiosk or laptop displays.