

**SOUTHEASTERN PENNSYLVANIA INTERGROUP ASSOCIATION (SEPIA)  
DUTIES OF DIRECTOR AND ASSISTANT DIRECTOR OF**

**TREATMENT FACILITIES COMMITTEE**

**Revised October 2016**

The Director of the Treatment Facilities Committee is responsible for helping SEPIA maintain an ongoing relationship with the treatment facilities (i.e.: hospitals, detox units, rehabs) in the five-county area.

SEPIA, through the Treatment Facilities Committee, provides A.A. meetings for approved facilities. The opportunity to provide these meetings is offered to A.A. groups in the five-county area at their individual Zone meetings, which are held on the 2<sup>nd</sup> Monday of the month at the respective zone locations.

The Director of the Treatment Facilities Committee is responsible for training and recruiting knowledgeable and available committee members—at least two from each of the five county zones, ideally--to be the Zone Treatment Liaisons to assist in the committee's duties.

These duties include, but are not limited to:

- (a) Providing support for Bucks, Chester, Delaware, Montgomery and Philadelphia County Zone meetings in maintaining and handing out their respective commitments.
- (b) Providing literature packets to be given to all treatment facilities every other month on the first meeting of the month, and as needed.
- (c) Assisting the Director and Assistant Director in contacting districts, groups or individuals to fulfill commitments not taken on commitment night.

The Director of the Treatment Facilities Committee educates groups about, and offers them, the opportunity to host or adopt a treatment facility.

- (a) A “host group” is present at the facility for every scheduled meeting. It makes sure that the room is set up and ready for the group that accepted the commitment. If the individual group does not show for whatever reason, the host group conducts the meeting and reports the “no show” to their respective Zone Treatment Director.
- (b) A group that “adopts” a treatment facility meeting is responsible to be at the facility, make sure the room is set up, and conducts the meeting every time it is scheduled.

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### **Treatment Facilities Committee**

The Director of the Treatment Facilities Committee makes sure that A.A. Groups are aware that in the event that they are unable to fulfill their commitment, they should notify first their Zone Treatment Liaison Director, then the SEPIA Office Manager, who notifies the Treatment Director. The Zone Treatment Liaison Director will find a replacement to fulfill the commitment.

The Director of the Treatment Facilities Committee investigates new requests for meetings, as well as complaints from groups regarding difficulties encountered at a facility. The Director discusses these issues with the Treatment Facility Committee and presents Committee recommendations to the Steering Committee.

The Director of the Treatment Facilities Committee maintains contact with the Zone's Treatment Liaisons and/or Zone Treatment Coordinators on a regular basis to maintain ongoing communication.

The Director and Assistant Director shall prepare and submit a budget to the Finance Committee by September 1 for the upcoming year.

The Assistant Director is involved in and assists the Director in all Treatment Facilities Committee activities.

The Director and Assistant Director attend all Steering Committee meetings and functions, including the Round-Up, the Gratitude Breakfasts, the Share-A-Day event, the Diner Dance, and other Special Events. They attend the Treatment Facilities Committee monthly meeting as well as the monthly five-county Zone Intergroup Representatives (IGR) meetings on a rotating basis and present a report on the activities of the Treatment Facilities Committee at each meeting. They also support the Unity Committee events like the annual Unity Picnic and Unity Pitch events whenever possible.

The Treatment Facilities Committee meets on the 3<sup>rd</sup> Monday of each month at the Intergroup Office, or at another designated five-county area location if necessary.

The Zone Treatment Liaisons and/or Zone Treatment Coordinators are to submit a copy of commitments taken by groups to the SEPIA office staff by the Wednesday after the monthly Treatment Committee meeting, so that the commitments can be added to the monthly newsletter *Interviews* and be posted on the SEPIA website [asepia.org](http://asepia.org). The minutes of the monthly treatment meetings are to be sent to the Office Manager before the end of the month to be included in the monthly Steering Committee reports for the fellowship. Care must be taken in all reports to ensure anonymity of A.A. members by removing any last names, personal email addresses, and personal phone numbers.