

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

**PRISON COMMITTEE**

Revised October 2016

The Director of the Prison Committee is responsible to recruit and maintain a number of capable volunteer members in the five-county area to perform the necessary routines required to furnish “qualified/cleared” individuals to fulfill SEPIA commitments to provide AA meetings “behind the walls”.

The Director of the Prison Committee is SEPIA’s principle contact with all Prison in the area and is responsible to maintain a close working relationship with authorities at these facilities. The Director and/or Assistant Director should handle all verbal and written communications with the facilities and residents.

The Director of the Prison Committee should have three (3) years experience as a member of the committee. The assistant director should have two (2) years experience.

The Director of the Prison Committee maintains contact with each of the Zone’s Liaison and/or Coordinator on a regular basis to maintain ongoing communication.

The Director and the Assistant Director of the Prison Committee must have an in-depth knowledge of the nature of the facilities, its regulations and requirements for entrance and for conducting an AA meeting at the facility.

The Director of the Prison Committee is responsible to see that all committee members and everyone who attends these facility meetings is well versed in the rules of conduct, dress, etc. of the facility.

The Assistant Director of the Prison Committee chairs a subcommittee—Temporary Contact Committee. This committee provides assistance to the residents of these facilities to help them transition from meetings “behind the walls” to regular outside meetings.

The Director and the Assistant Director inform groups in the five-county area about the opportunity to host selected correctional facility meetings.

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

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**Prison Committee**

The Assistant Director of the Prison Committee assists the Director in all committee activities and acts for the Director when he/she is not available.

Both the Director and Assistant Director attend all Steering Committee meetings and functions, the Prison Committee meeting and all five Zone IGR meetings on a rotating basis and supplies a report at these meetings.

The Director and the Assistant Director supports and attends all Special Events like the Round Up, the Share A Day, the gratitude Breakfasts, and/or the dinner dance or any other event sponsored by the SEPIA Special Events Committee. They also support the Unity Committee events when possible.

The Prison Committee meets on the 1st Thursday of each month at 7:00 PM at the Intergroup Office or at another five-county area location designated.

The Temporary Contact Committee meets on the last Wednesday of each month at 7:00 PM at the Intergroup Office or at another five-county area location designated.