

# **CFC Committee Positions**

Dedicated service positions to support the mission of the CFC

## **Suggested Requirements:**

- Willing to commit to attending the 3<sup>rd</sup> Monday meeting every month for one year.
- Willing to commit up to 20 hours a month to work on Committee building for one year.
- Willing to attend and participate in the Roundup, the Grapevine Drive, and The SETA CFC Service Conference and up to 3 Annual Workshops that this Committee does at different AA Groups for one year.
- If you miss 3 meetings in a row will be removed from your position
- If absent; submit written report & proxy vote
- Computer and internet access and a working email address

## **Chairman**

- 2 Years Sobriety/Worked all 12 Steps
- Develops the agenda for each CFC meeting
- Leads each CFC meeting
- Assesses performance and effectiveness of volunteer committee positions
- Calls *ad hoc* special purpose meetings
- Attends Monthly Intergroup Board of Trustee Meetings

## **Co-Chair**

- 1 year Sobriety
- Stands for Chair in the event that the Chair has to step down or not present
- Work closely with the Chair, for is a potential for the next year as the Committee Chair, as voted by the CFC Committee.
- Acts as Secretary in their absence.
- Attends Intergroup Board of Trustee Meeting minimum once a quarter.

## **Secretary**

- 1 year Sobriety.
- Attends and records minutes of each CFC meeting, for to be submitted to Archives at end of term

- Provides APPROVED minutes to Webmaster for posting.
- Maintains CFC contact information and distribution list
- Contact members by phone or email about meetings and events that Committee has an interest in.
- Email Blast CFC Intergroup announcements

## **Treasurer**

- 2 year Sobriety
- Takes in, records, and accounts for all donations to CFC
- Prepares monthly report showing group contributions & expenses for previous calendar month and year-to-date to the Committee
- Receives Deposits and accounts for all donations, handles Intergroup CFC accounts payable & receivables.
- Makes sure that the Canmeister has white can report prior to the CFC Meeting

## **CFC Volunteer Coordinator**

- 1 year Sobriety
- Maintains an updated list of all CFC volunteers, units and meeting activity with relevant information; via SETA
- Announcements of volunteer opportunities which include anniversary, workshops meetings, sign up list.
- Works with CFC members to help determine each volunteer's best CFC fit.
- Matches volunteers with CFC contacts who help them gain access into the units.

## **Canmeister**

- 1 year Sobriety
- Participates at CFC Intergroup Monthly meeting; Identifies a backup in case he/she cannot be at the meeting

- Once a month, presents the CFC White Can Report to the meeting, noting the groups' contributions of the previous month and year to date.
- Supply cans and labels to groups or committees that request them
- Keep 10 to 12 cans in stock at all times
- Recommendation: contact groups that are donating to white cans to thank them for their contributions and assist in maintaining the cans and the funds annually.
- Obtains white can report from Treasurer prior to the CFC meeting
- Communicates to the groups biannually that have not contributed to follow up.

### **Roundup Chair and Co-Chair**

- 1 year Sobriety
- Creates a project plan listing all necessary preparation steps (Auction items, food, gifts, Speakers), by whom and when
- Identifies volunteers and gains their commitment to complete specific tasks
- Prepares the agenda for the event
- Identifies speakers: 3 Speakers; 1 of them an inmate
- Prepares flyers for the event
- Write Wardens requesting crafts for Auction Items
- Contact Volunteers Services with list of potential inmates; requesting one for a speaker
- Gather Auction items from prisons and individuals
- Maintain relationship with venue to ensure continued support
- Follows up with CFC volunteers to confirm jobs are completed on time

### **Literature**

- 1 year Sobriety
- Collect completed book order(s) during monthly CFC Committee and tally up order(s)
- Total orders submitted to committee and submit to Houston Intergroup for purchasing books after committee's approval.

- Submit approved Book order to secretary for report.
- Answering historical question by maintain distribution log.

## **Correspondence**

- 1 year Sobriety
- Monthly tally of letters; Correspondence, literature, announcements and Distributes

## **Bridging the Gap**

- Help those being released to get a contact to take them to a meeting upon their release.
- Work with CFC correspondence and review and update letters and applications for the BTG program
- Update and maintain CFC Bridging the Gap Data base, copy goes to the Chair.
- Able to match releases with Active AA members based on destination zip code
- Flyer: Pink (Inside Inmates); Green; (Outside Volunteers)
  - Inside/Outside
  - Volunteers to be Correspondence

## **CFC Training Coordinator**

- 1 year Sobriety
- Has a conversation with each new volunteer to make sure they know what to do and how everything works at CFC Meeting.
- Makes sure everyone knows how to funnel new volunteer names to the Volunteer Coordinator and does so regularly;
- Orients all new CFC members in how the infrastructure is set up, how information flows, who does what, etc.
- Follows up with potential volunteers who took training
- Announces upcoming Special Events & Locations; Training and/or orientation, etc.

## **SETA Liaison**

- 1 year Sobriety
- Attends SETA CFC monthly meeting on 3<sup>rd</sup> Wednesday of the month @ the Delta Club @ 7:30pm.  
Assembly is on Jan/April/July/October 2<sup>nd</sup> Saturday @ 4:30pm.
- Report to Intergroup CFC items of interest.
- Assists in the joint efforts of SETA CFC and Intergroup CFC's to sign up new volunteers to carry the message behind the walls.

## **CFC Website Coordinator**

- 1 year Sobriety
- Work with Secretary so as to post the corrected and approved meeting minutes to the Intergroup Website
- Post Treasury reports to CFC Intergroup Website
- Communicate with Website committee meetings at Intergroup and SETA
- Familiar with Joomla or any website development.