**TERMS OF REFERENCE OF THE PROBATION COMMUNITY JUSTICE**

**SUB COMMITTEE**

**Amended January 2025**

*The Probation Community Justice Services Sub Committee will adhere to the Traditions, and Concepts of AA Great Britain and English-speaking Continental Europe, to The AA Structure Handbook for Great Britain and to The AA Service Handbook for Great Britain.*

# AIMS AND OBJECTIVES

The main purpose of the subcommittee is to assist the General Service Board in fulfilling the conscience of the fellowship as expressed through conference. This includes raising awareness of Alcoholics Anonymous and its services through cooperation with probation/ CJ agencies in Great Britain, thereby furthering our primary purpose.

The objectives include:

* Raising awareness of Alcoholics Anonymous among professionals and professional bodies connected with the communityl justice systems of Great Britain
* Disseminating information on Probation/Community Justice Services matters through the Fellowship
* Offering advice, support and encouragement to Regional Liaison Officers; organising such meetings of Regional and Intergroup Liaison Officers as may be necessary.
* Developing and maintaining appropriate resources for liaison officers, including those contained in the Probation/Community Justice sections of the AA (GB) website.
* Working with the Prison Sub Committee to ensure that the message of AA is available across the entire justice system and where possible meet in person at the same time as the Prison sub-committee.
* Assist in the implementation of Conference recommendations.

# COMPOSITION

The Sub-committee will be chaired by the General Service Board Trustee responsible for Probation Community Justice Services.

The Sub-committee will also include up to seven other members who will have been selected through the General Service Board Nominations process which will involve a written application, approval of their Region/Intergroup and Board member interviews.

A secretary will be elected by members of the Sub-committee.

# SUB-COMMITTEE MEMBERS

Sub-committee member candidate attributes:

* A working knowledge of the Traditions, Concepts and the AAGB Service structure are essential
* Will have a minimum of five years continuous sobriety at the time of making their application.
* Are most likely to have service experience in the field of Probation Community Justice Services at Intergroup and Region.
* Good organisational and communication skills are highly desirable. The ability to produce written and verbal reports would be an advantage, as would relevant ICT skills. The candidate should also have experience at Intergroup and Region.

# **Existing members will be happy to discuss the work of the Sub-Committee with those interested in standing for membership and will sponsor those elected into this service. All members will be required to have and use an aamail.org email address.**

# ROTATION

# **Sub-committee members will serve for a period of four years.**

# SAFEGUARDING

The Probation/Community Justice Sub Committee members have responsibility to ensure that all projects and meetings etc. are in accordance with the recommendations set out in the General Service Board of Alcoholics Anonymous Safeguarding Policy

<https://www.alcoholics->[anonymous.org.uk/document/safeguarding-gsb/](https://www.alcoholics-anonymous.org.uk/document/safeguarding-gsb/)

# MEETINGS

The sub-committee will meet regularly four times per year. Twice per year in York including the annual meeting of Regional Probation Community Justice Liaison Officers and twice online. Additional meetings may be scheduled online at the committee’s discretion. There is an expectation that members will attend all meetings. Should there be non-attendance at two consecutive meetings a member will be deemed to have resigned from the committee.

Minutes from meetings will be forwarded to the General Service Board in accordance with procedures for sub-committees.

**UNCONSCIOUS BIAS**

The term unconscious bias encompasses several types of bias such as gender bias, confirmation bias, age bias, and affinity bias, to name a few. It can be both positive and negative, as we may favour or disapprove of someone based on whether we feel they fit into ‘our group’ (namely, whether we feel they share similar characteristics to us). This means a person could make a decision influenced by false beliefs or assumptions or by categorising someone through the practice of 'stereotyping'. Everyone can think in a way that involves unconscious bias at some point, but it is important to be aware of it and not let it affect behaviour or decisions.

One of our key expectations that all persons within, or who work with the Probation/Community Justice Sub Committeeshould be aware of unconscious bias and of the impact this may have on others and the impact this may have on Alcoholics Anonymous as a whole.