

# **TERMS OF REFERENCE OF THE PROBATION/CRIMINAL JUSTICE SERVICES SUB-COMMITTEE**

**Effective Jan 2024**

*The Probation/Criminal 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/CJSWS 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 criminal justice systems of Great Britain
- Disseminating information on Probation/Criminal 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/Criminal Justice Social Work Services sections of the AA (GB) website.
- Working in partnership with the Prison Liaison sub-committee to ensure that the message of AA is available across the entire criminal 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/Criminal 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/Criminal 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 aemail.org email address.

## **ROTATION**

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

## **SAFEGUARDING**

Sub-committee members will adhere to the GSB Safeguarding policy as published on the GB website, <https://www.alcoholics-anonymous.org.uk/Members/Document-Library#>

## **MEETINGS**

The sub-committee will meet regularly at least four times per year. Twice per year in York including the annual meeting of Regional Probation/Criminal Justices Services 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.