

# Area 35 Corrections Chair

## Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: December 2025

### Description:

- To lead and coordinate the work of individual A.A. members, groups, and Districts to carry the A.A. message to alcoholics in Correctional Facilities in Area 35. Includes County Jails, Detention Centers, and MCF Prisons and Federal Prisons.
- To provide a clearing house of information in Area 35 with respect to Correctional Facilities work, coordinating the exchange of ideas and resources between Area 35 Districts. Provide experience and assistance in developing projects that will further the carrying of our A.A. message into Correctional Facilities in Area 35.

### Responsibilities:

- Read and become familiar with the Area 35 Finance Policy, the Area 35's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area 35 Past Actions and Recommendations book, and any other documents Area 35 has developed from its experience.
- Attend all Area 35 Area Committee Meetings (ACM), all Area 35 Assemblies, the Area 35 Service Workshop, any Area35/Area 36 Joint Workshops, and the Area 35 Annual Service Conference.
- In cooperation with Area 36 Corrections of Southern Minnesota, serve on the Minnesota Statewide Corrections Committee (SWCC) along with at least one of your Action Committee Chairs. Attend all monthly Statewide Corrections Committee meetings. Update Correction Chair budget to include 50% of the costs associated with the Annual SWCC Corrections Workshop.
- Attend West Central Regional Forums and/or West Central Regional Conferences where fully reimbursed.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area 35 funds.
- Compile annual Area 35 Corrections budget by the January Area 35 Service Workshop of the first year, and by the June Area 35 Area Committee Meeting (ACM) of the second year. The Area 35 Chair will distribute the budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in Area 35's Statement of Financial Responsibility (See Area 35 Actions Book). Budget should include mileage costs for the Area 35 Individual representing Area 35 for each DOC Transition Fair.
- Obtain, read, and use the Corrections Workbook from [www.aa.org/corrections-committees](http://www.aa.org/corrections-committees) (SKU: M-451) and any related materials from GSO. It is recommended to order the Corrections Committee Kit which would include the previously mentioned Corrections Workbook (SKU: M-45). The contents of the Corrections Committee Kit is attached to this guideline (SKU: F-68W).
- Work with County and State officials in coordination of correctional facility programs. Assist in placing A.A. Literature in correctional facilities.
- Work with County, State and Federal facilities and provide them with contact lists where prudent and necessary while adhering to the A.A. principle of anonymity.
- Coordinate the work of Area 35 A.A. District members and groups who are interested in Carrying the Message inside the walls.

## **Area 35 Corrections Chair**

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- Represent Area 35 by attending all Department of Corrections Transitional Fairs in Minnesota or have one of your Action Committee Chairs or District Corrections Chair/Volunteers attend with an Area 36 representative as this is a “Joint” Area 35/Area 36 function.
- Coordinate the means of Incarcerated People (IP’s) to request Temporary Contacts prior to their release from prison and into the larger A.A. Community. This would be done through DOC Transition Fairs or from each MCF throughout the year outside of the Transition Fairs.  
Handle all requests for Temporary Contacts in Area 35 through the Corrections Temporary Contact Program (CTCP) received from DOC Transition Fairs, or Individual requests received from GSO or Minneapolis Intergroup by locating and assigning approved Temporary Contact volunteers.
- Maintain directory (spreadsheet) of all Area 35 County & State correctional facilities and ensure contact list with all County & State correctional facilities in Area 35 are up to date.
- Maintain contact list of groups and individuals currently bringing A.A. to correctional facilities.
- Maintain contact list of individuals willing to be Temporary Contact volunteers for the CTCP.
- Report Area 35 Corrections Committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings (ACM’s).
- Report Statewide Corrections Committee (SWCC) activities and Annual Corrections Workshop information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings (ACM’s).
- Update the Trusted Servant Guidelines for the Area 35 Corrections Chair. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting (ACM) of your 2<sup>nd</sup> year.
- When rotating out, help mentor the incoming Area 35 Corrections Chair with your Experience, Records, Information, Documents, and any other helpful suggestions for serving. This would include covering your email files setup in your corrections@area35.org Outlook as well as documents organized in One Drive.