

## SFV H&I GUIDELINES

### **VI Cont. A. DIRECTOR: (continued from P 4)**

3. Shall coordinate and direct all Committee activities.
4. Shall attend all Committee Board and Business Meetings.
5. Shall keep himself/herself informed of all Committee business and activities via Committee personnel.
6. Shall appoint selected personnel as outlined in paragraph V titled "Committee Appointments and Unexpired Term Appointments".
7. Upon expiration of term as Director, shall become Policy Council Chairperson for a period of one year.
8. Shall oversee all panel activities occurring in hospitals and non-penal institutions or those activities occurring in penal institutions-delegating to the Co-Director whichever he/she deems appropriate.

### **B. CO-DIRECTOR:**

1. Shall have a minimum of four years of continuous sobriety and two years of continuous Committee service at the time of election.
2. Shall hold office for one year, and may be reelected for one succeeding term.
3. Shall work closely with the Director in any capacity or situation as delegated by the Director.
4. Shall assume Director's duties and responsibilities in his/her absence.
5. Shall prepare and maintain Committee Organizational Chart.
6. Shall oversee all panel activities either penal or non-penal institutions as delegated by the Director.
7. Shall organize and head-up a committee responsible for assisting new H&I members in their first few months with the Committee - working with the workshop chairperson.
8. Shall attend all Committee Board and Business Meetings.

### **C. SECRETARY:**

1. Shall have a minimum of three years of continuous sobriety and one year of continuous Committee service at the time of election.
2. Shall hold office for one year and may be reelected for one succeeding term.
3. Shall record the minutes of the Committee business meetings, and read such minutes to the Committee when so directed.
4. Shall attend Board and Policy Council Meetings, and record all pertinent notes as directed by the presiding officer of the meeting.
5. Shall serve as typist, in the preparation of all documents as deemed necessary by the Director.
6. Shall maintain yearly files of all incoming and outgoing correspondence related to the Committee.
7. Upon expiration of term of office, shall turn over to the newly elected Secretary all files on hand.
8. If termination of office is by voluntary or in-voluntary resignation, all files are to be turned over to the Director immediately.