

SFVHI – PANEL LEADER GUIDELINES

PANEL LEADERS:

1. Shall have a minimum of **one year** of continuous sobriety at time of appointment (*appointment is done by the Facility Chairperson a.k.a. "Panel Chair"*)
2. Must have served on **at least three** SFV H & I panels prior to being appointed Panel Leader.
3. Shall not accept assignments as Panel Leader at a correctional institution while on probation or parole, until official clearance is obtained from proper authorities.
4. Shall attend the scheduled facility panel meeting regularly, and **if unable to attend**, shall notify FCP and arrange for a qualified alternate panel leader (*the Alternate Panel Leader*).
5. Shall do **everything possible** to prevent a "dark night" at the facility served.
6. Shall notify the Facility Chairperson of any problems with the facility and/or the panel.
7. Shall immediately notify the Facility Chairperson of any changes in their own personal telephone number or address.
8. In order to retain leadership of a panel, no Panel Leader shall miss more than two consecutive Committee Business Meetings (except when excused by the Director or Co— Director)
 - a) Those Panel Leaders whose panels are on Business Meeting nights shall attend a Business Meeting once per quarter.
 - b) The Panel Leaders shall be responsible for sending a qualified Alternate Panel Leader with their panels on those nights.
9. Shall be responsible for **making certain that all panelists or speakers acknowledge and agree to appropriate attire and deportment** while on a panel (to, from, and at a facility).

NOTE: Panel Leaders should be in regular phone contact with the Facility Chairperson (*Panel Chairperson*). The Facility Chairperson is responsible to place a reminder call to the Panel Leader prior to their panels.

Questions, comments or concerns? Contact your Facility Chairperson, SFVHI Co-Director or Director.