

Maryland General Service, Area 29 - Treatment Facilities - Bridging the Gap (BTG)

Facility Committee	Local Coordinator	Regional Coordinator
<p>The service responsibility include:</p> <ol style="list-style-type: none"> 1. Protect the anonymity of AA members.ⁱ 2. Ensure the facility administration, staff and residents are informed about the Bridging the Gap (BTG) program and that it is available for individuals who have a desire to stop drinking. 3. Monitor e-mail regularly and respond to requests in a timely manner. 4. Distribute and collect the <i>Temporary Contact (TC) Request</i> forms. 5. Facilitate BTG Requests <ul style="list-style-type: none"> - Talk to newcomers individually and ensure they have a desire to stop drinking. -Designate a Temporary Contact Request Coordinator (TCRC) who tracks BTG Requests and forwards the requests to the appropriate Region as directed by the Area Treatment Facilities Chair. - Deliver <i>Newcomer Instruction</i> letters to the Newcomers. - Follow-up with newcomers who have submitted a <i>TC Request form</i> to determine if: <ul style="list-style-type: none"> -Discharge addresses or dates changed. -They contacted their TC or decided not to have one. -Coordinate the initial meeting between the newcomer (resident) and BTG TC, if needed. -If a TC is unable to meet with the newcomer the facility coordinator may have a local TC meet with the newcomer before they leave the facility. The <i>BTG TC Newcomer Initial Meeting Checklist</i> is helpful. 6. Ensure all forms are legible and complete. 7. Notify the TCRC when an initial meeting is scheduled. 8. Notify the Facility Chair when additional presenters are needed. 9. Maintain a working committee to carry out these duties. 10. Notify the Area Treatment Facilities Committee (TFC) Chair and Facility Chair if you need assistance or anticipate that you will no longer be able to perform your tasks. 	<p>The service responsibilities include:</p> <ol style="list-style-type: none"> 1. Protect the anonymity of AA member's information and keep AA information within AA. 2. Ensure the AA Community is informed about BTG as outlined in the Bridging the Gap - AA Pamphlet P-49 3. Monitor and check your e-mail daily and respond to requests or inquiries in a timely manner. 4. Sign up TC Volunteers <ul style="list-style-type: none"> - Fill-out the required forms -Maintain a TC list -Send the forms and information to your RC. 5. Facilitate BTG Requests <ul style="list-style-type: none"> -Get to know your TC's so you can appropriately match BTG requests with TC's. - Locate TC's for BTG Requests within your assigned area - Complete and submit <i>Newcomer Instructions to the Facility Committee(s)</i>. - Answer TC's questions about BTG. - Receive and send the TC Request Forms to other BTG Regions or Facility Committees as needed. - Follow-up with TC and newcomer to get feedback. 6. Ensure all forms are legible and complete. 7. Send e-mails to the initiating Facility Committees and destination Region(s) when BTG Requests have been assigned. 8. Regularly communicate with TC's and the various MGS Treatment Facilities committee members. <ul style="list-style-type: none"> - Keep the RC and Area TFC Chair advised of how the TFC can best serve the Newcomers, District and coordinate BTG efforts with the local Intergroup offices. 9. Notify the RC and the Area TFC Chair if you need assistance or anticipate that you will no longer be able to perform your tasks. 10. Become familiar with the local Intergroup, www.aa.org, and www.marylandaa.org websites with particular attention to the Treatment Facilities Committee Web page 	<p style="text-align: center;"><u>Regional Coordinator</u></p> <p>Responsible for a number of localities. The service responsibilities include:</p> <ol style="list-style-type: none"> 1. Facilitate BTG activities with Local Coordinator (LC)'s, local Districts, Intergroup and BTG LC's within their region. <ul style="list-style-type: none"> - Conduct regular meetings with you LC's - Conduct BTG training and information meetings. - Participate in local events to inform the AA Community about BTG. 2. Provide support and guidance to LC's so TFC business is being conducted in accordance with the AA Literature and Guidelines. 3. Monitor and check your e-mail daily and respond to requests or inquiries in a timely manner. <ul style="list-style-type: none"> -Ensure that all BTG requests are acknowledged within 24 hours and communicate with LC's who did not respond to requests within their area. 4. Monitor the number of reliable LC's and TC's within your region to ensure there is adequate coverage. <ul style="list-style-type: none"> - Coordinate BTG Outreach and registration efforts. - Recommend LC appointments and re-assignments to the Area Chair. - Maintain a list of LC and their assigned areas. 5. Facilitate TC's and LC registration. <ul style="list-style-type: none"> - Submit completed Temporary Contact Volunteer Forms to the Area TFC Chair and Registrar. 6. Represent your BTG Region at MGS and Intergroup. 7. Assist the area committee to develop and or update written instructions. 8. Complete and submit the <i>Maryland General Service TFC BTG Coordinator Quarterly Report</i> to the Area TFC Chair. 9. Mentor a co-chair that can assist when you are not available. 10. Notify the Area TFC Chair if you need assistance or anticipate that you will no longer be able to perform your tasks.

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ⁱ Our standard policy is that we do not provide Temporary Contact lists to facility employees. We never want an A.A., employed by the facility, to be in a position where their supervisor orders them to give the A.A. Contact lists to anyone.