Edinburgh and Midlothian Intergroup
Service Role Descriptions

INTERGROUP PRISONS LIAISON OFFICER

Purpose of the Role

The Prisons Liaison Officer coordinates AA service within prisons, helping to bring meetings, literature, and support to incarcerated alcoholics. The role ensures prison service is organised, safe, and aligned with AA's primary purpose.

Term: Typically a three-year term, confirmed by Intergroup.

Qualifying Requirements

- **Active AA Membership** with understanding of AA service and outreach.
- **Minimum two years' continuous sobriety**.
- **Eligibility for prison clearance**, including ID checks and training.
- **Good communication skills** for liaising with prison staff and volunteers.

Key Responsibilities

Coordination of Prison Meetings
Organise AA meetings within prisons and maintain contact with chaplains, officers, and rehabilitation staff.

Volunteer Management
Recruit, brief, and support AA volunteers entering prisons. Ensure understanding of security procedures and Traditions.

Literature and Resources
Arrange delivery of AA literature in line with prison regulations.

Reporting to Intergroup
Provide regular updates on prison meetings, attendance, and needs.

Continuity of Service
Maintain clear records of contacts, procedures, and meeting arrangements.

Notes

Prison service is a vital part of AA's outreach, helping ensure incarcerated alcoholics have access to AA's message.