

## **CHAIRPERSON RESPONSIBILITIES : Guidelines for New Chairpersons**

### **BEFORE THE MEETING:**

- **ARRIVE EARLY**
- **ENSURE MEETING ROOM IS CLEAN AND ORDERLY**
- **START MEETING - ON TIME**
- **READ GROUP MEETING FORMAT** (format has been approved by the Group Conscience and should be followed)

### **DURING THE MEETING:**

- **FOR OPEN DISCUSSION MEETINGS** - BRING TOPIC PERTAINING TO ALCOHOLISM OR RECOVERY IN AA - FROM AA APPROVED LITERATURE (LIST OF LITERATURE IS PRINTED IN THE FRONT OF THE BIG BOOK)
- **PASS THE BASKET HALF WAY THROUGH MEETING**
- **END DISCUSSION 5 MINUTES BEFORE MEETING END TIME**
- **HAND OUT CHIPS**
- **CLOSE MEETING - ON TIME**
- **COUNT MONEY** (counting money during meeting can be disruptive)
- **PUT MONEY IN ENVELOPE, RECORD DATE AND AMOUNT ON ENVELOPE**
- **PUT ENVELOPE IN SAFE**

### **AFTER THE MEETING:**

- **CLEAN/STRAIGHTEN UP ROOM**
- **EMPTY AND RINSE COFFEE POTS**
- **SET A/Cs TO 75 DEGREES**
- **TURN OFF THE LIGHTS**
- **LOCK THE DOORS**

### **SOBRIETY REQUIREMENTS:**

- **6 MONTHS SOBRIETY TO CHAIR MEETING**
- **3 MONTHS SOBRIETY TO CO-CHAIR MEETING**
- ★ Please see questions to ask newcomer in preamble

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### **MEETING LEADER RESPONSIBILITIES**

❖ Come with a topic ❖ Start on time and end on time ❖ Follow meeting format & preamble ❖ Put pages back in order ❖ Pass the blue can ❖ Empty trash ❖ Turn off coffee pot ❖ Turn off light and fans ❖ Turn A/C up to 75 before leaving ❖ Lock front door

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## **CHAIRPERSON DO'S AND DON'TS**

### **DO'S ✓**

- ✓ **DO arrive early to prepare the meeting room**
  - ✓ **DO ensure the meeting room is clean and orderly**
  - ✓ **DO start the meeting on time**
  - ✓ **DO read and follow the group meeting format (format has been approved by Group Conscience)**
  - ✓ **DO bring a topic pertaining to alcoholism or recovery in AA from AA approved literature (for open discussion meetings)**
  - ✓ **DO pass the basket halfway through the meeting**
  - ✓ **DO end discussion 5 minutes before meeting end time**
  - ✓ **DO hand out chips during the meeting**
  - ✓ **DO close the meeting on time**
  - ✓ **DO ask for volunteers to help with room cleanup, trash, and coffee pots (This provides service opportunity)**
  - ✓ **DO count money after the meeting (not during, as it can be disruptive)**
  - ✓ **DO put money in envelope, record date and amount**
  - ✓ **DO put envelope in safe**
  - ✓ **DO clean and straighten up the room after the meeting**
  - ✓ **DO empty and rinse coffee pots**
  - ✓ **DO set A/C to 75 degrees before leaving**
  - ✓ **DO turn off the lights**
  - ✓ **DO lock the doors**
  - ✓ **DO put pages back in order**
  - ✓ **DO follow meeting format and preamble**
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### **DON'TS ✗**

- ✗ **DON'T ask for "burning desires" at the beginning of the meeting – Bring a topic instead**
- ✗ **DON'T ask for burning desires at the end of the meeting – Could cause meeting to run overtime**
- ✗ **DON'T count money during the meeting – Wait until after, as counting during can be disruptive**
- ✗ **DON'T start or end the meeting late – Respect everyone's time**
- ✗ **DON'T forget to check questions to ask newcomers in preamble**