

Depth and Weight Speaker Group

Contents:

Group Purpose
Anniversaries
Business Meeting Schedule
Robert Rules
Representative Jobs
1 Year Jobs List
3 Month Jobs List
3 Month Job Descriptions
Accountability Tree Chair
Accountability Tree Suggestion
Activities Chair
Archivist
Audio Chair
Checker
Jobs Chair
Literature Chair
Main Coffee Maker
Main Greeter
Meeting Chair Friday
Meeting Chair Tuesday
Membership Chair
Recording Secretary
Secretary
Speaker Czar
Speaker Seeker
Sponsor Broker
Supplies List
Supply Chair
Treasurer
Webmaster

Provide a consistent message of hope and recovery through God-Reliance and service to others as the result of practicing and teaching the principles contained within the 12 Steps, 12 Traditions, and 12 Concepts.

This group:

- Strongly believes in and promotes good sponsorship.
- Creates and follows a format and custom that group conscience believes is the best atmosphere to carry the AA message and recover from alcoholism.
- Plans and hosts regular workshops.
- Encourages its members to be active.
- Learns and follows ALL the traditions and concepts.
- Has representation in General Service Assembly, District, and Intergroup (Central Committee).
- Is involved in all 3 Legacies: Unity, Service, and Recovery.
- Takes meetings into Detox, Treatment, Jails, and Prison.
- Is excited and honored to serve the group and AA. We “get to” do these things.
- Holds each other accountable to spiritual principles and action, with great love and kindness.
- Is not judgmental of each other or other groups
- Rallies around each other.
- Does not defend or argue with others, instead, lives out the 12 steps through Love and action (walk so loud I can't hear a word you say).
- Takes any shots fired against in stride (talk to your sponsor)
- Provides good coffee and food.
- Is welcoming to all and provides a safe, fun, enthusiastic place to hear and get involved in AAs message.
- Has a lot of fun!

Anniversaries:

- Held the last Friday of the month
- Each recipient receives a signed card with AAs birthday envelope.
- Group sings “Happy Birthday” song after the meeting.

Business Meeting Schedule:

- Business Meetings will be held on the 3rd Friday of the month.
- Will be conducted by the groups secretary using Roberts Rules as outline.
- Hear job reports from group chairs, Inter Group rep, GSR, and any other service committees.
- Discuss and vote on any motions made by GSR, IR, or service committee representatives.
- Job elections will be held every 3 months.
- Accountability trees will be shaken every 3 months.
- New group motions may ***only*** be brought up if they are a time sensitive ***emergency***.

Group Conscience

- Will be held every 4 months to discuss and vote on any new motions brought to the floor.

Workshop Planning

- Workshop planning should take place on a different night of the week, other than Friday, to not interfere with our availability to the meeting and/or fellowship.

Robert's Rules of Order:

Modify by the Twelve Traditions

What are Robert's Rules of Order?

They are set of guidelines for conducting business first written in 1876. Clubs, organizations, associations and conventions generally utilize Robert's Rules for business meetings.

Why are Robert's Rules Important?

These guidelines allow everyone to be heard so this group can make decisions without confusion. This version of Robert's Rules have been modified to fit the needs of this group. Today, Robert's Rules of Order are the basic meeting operation for AA at the District, Area, Regional and National level, so it's important that everyone know these basic procedures. They should not be utilized in a way to stifle full discussion of an issue. We use these guidelines, but keep in mind that they must occasionally give way to the 12 Traditions.

Moving to Motion:

A *motion* is a proposal that the entire membership take action or a stand on an issue. Only members that can vote on motions may make motions. Motions cannot be made when any other motion is on the floor. Original motions yield to subsidiary motions such as amendments.

1) Obtain the floor by raising your hand.

a) Wait until the last speaker has finished.
Always wait until the Chairperson recognizes you.

2. 2) Make Your Motion.

1. a) Speak in a clear and concise manner. It is sometimes helpful to write out your motion before saying it.
2. b) Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
3. c) Avoid personalities and stay on your subject.

3. 3) Second the Motion.

1. a) Another member will second your motion or the Chairperson will call for a second.
2. b) If there is no second to your motion it is lost.
3. c) It is generally not advisable to second a motion to simply get on with the discussion. The better course is to wait for the motion to fail without a second and then make a new motion. This avoids the problem of having to overly amend a motion that is not effectively worded in the first place.

4. 4) The Chairperson States Your Motion.

1. a) The Chairperson will say, "It has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
2. b) Once your motion is presented to the membership by the Chairperson it becomes "assembly property," and must follow the amendment procedure (below) to be modified.

5. 5) The Motion is Discussed.

1. a) The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it. The mover is always allowed to speak first.
2. b) All comments and debate must be directed to the Chairperson.
3. c) The membership then either discuss and debate your motion, or may move directly to a vote.

4. d) Any member may speak on a motion, but should wait until other speakers are finished before taking the speaking for a second time.
5. e) The mover may speak again only after other speakers are finished, unless called upon by the Chairperson.
6. **6) Putting the Question to the Membership.**
 1. a) The Chairperson asks, "Are you ready to vote on the question?" If there is no more discussion, a vote is taken.
 2. b) Alternately, a members states "I call the vote" at the microphone.
 1. i) Calling the question requires a second and requires a simple majority to pass.
 2. ii) This action is not debatable.
 3. iii) The person calling the question must be recognized and speak in turn, calling the question out of turn, interrupting those who have been waiting to speak, is out of order and does not have to be recognized by the Chair.
 4. iv) The person calling the question may not address the motion prior to calling the question.

7) Voting on a Motion:

At the discretion of the Chair one of three methods of voting will be used:

1. **By Voice** -- The Chairperson asks those in favor to say, "Aye," those opposed to say "no", and ask for any abstentions. The only reason to abstain from the vote is if you could personally gain or profit from the motion. Any member may move for an exact count.
2. **By a Show of Hands** -- Each member raises their hand until all hands are counted. This method is used for counting dissenting votes also.
3. **By Ballot** -- Members write their vote on a slip of paper; this method is used when secrecy is desired, such as during elections of committee members. (Please see Third Legacy voting in your service manual for further instructions.)

Minority Opinion

The minority opinion is very important to AA and helps to preserve our Traditions.

Following a vote, the Chairperson will ask to hear from the minority opinion. The Chairperson can choose how many minority opinions will be heard. The purpose is to persuade even one person from the majority to change their opinion and move for reconsideration.

1. a) If any member who voted on the prevailing side of the question raise their hands the request to reconsider a vote is considered made and seconded and discussion resumes on the matter as if the original vote had not taken place.
2. b) This is not discussion, and no rebuttal by a member of the majority is allowed.
3. c) If the motion that is being reconsidered is not debatable, then the motion to reconsider is not debatable.
4. d) A matter may be reconsidered only once. Motions to reconsider or table cannot be subject to a motion to reconsider.
5. e) Motions to reconsider must be made at the same meeting at which the vote being reconsidered was taken.

Amending a Motion:

When a motion requires change before approval, a motion to amend the motion may be made.

1. a) A "friendly" amendment is suggested to the person making the motion and accepted by him. The Chairperson will then restate the question with the amendment included and discussion on the amended motion continues.
2. b) A "formal" motion to amend is done by inserting, adding, deleting or changing the motion. For example, if the motion is to allocate \$500.00 to some task, and the discussion indicated the assembly thought that amount was too much, a member could amend the motion by saying "I move to change the motion from \$500.00 to \$250.00."
3. c) Formal motions to amend must be seconded.
4. d) If seconded, discussion of the motion to amend takes precedence over the main motion and the discussion then focuses on the amendment.
5. e) Once the assembly votes on the amendment, the discussion of the main motion resumes.

Tabling a Motion:

Tabling a motion has the effect of removing the motion from further consideration at that time, and postpones it to such time in the future when it is taken off the table.

1. a) A motion to table requires a second.
2. b) Motions to table are not debatable.
3. c) Motions to table require a simple majority to pass.
4. d) If the matter is to be postponed to a specific time, then the appropriate motion is not to table, but to postpone until {date}.

Point of Order

It is the duty of the Chairperson to enforce the guidelines of the Assembly. It is the right of each member of the Assembly who notices a shift from these guidelines to bring the problem to the Chair's attention by calling "Point of Order".

1. a) The Chair may stop discussion that does not follow the guidelines of the Assembly without calling "Point of Order". An explanation of the guideline will be provided before discussion on the motion continues.
2. b) Any member may call "Point of Order" from the Assembly floor.
3. c) The discussion stops and the Chair will address the guideline question before continuing.
4. d) The Chair may request the assistance of a member to act as the Parliamentarian of the group by suggesting an interpretation of these guidelines to the Chair.
5. e) A decision is made on the rule or guideline by the Chairperson and discussion is resumed.

Committee Representative Positions:

1 Year Commitments (GSR and Alt GSR 2 Year Commitments)

General Service Representative -

Treatment Committee Representative -

Corrections Committee Representative -

Public Information Committee Representative -

Cooperation Professional Community Committee Representative-

Night's Watch Committee Representative-

Education and Participation Committee Representative-

Central Committee (Intergroup) Representative -

People who make this meeting happen (1 Year):

Secretary -

Checker -

Audio Chair -

Web Master -

Speaker Czar -

Treasurer -

Literature Chair -

Accountability Tree Chair -

Sponsor Broker -

Jobs Chair -

Membership Chair -

Archivist -

Activities Chair -

Supply Chair -

Recording Secretary -

People who make this meeting happen (3 months):

Dishwasher-

Coffee pot washer-

Sweeper-

Spot Mopper-

Garbage-

Cigarette butts-

Bathrooms-

Meeting Chair-

Snacks-

Coffee 1-

Coffee2-

Set up 1-

Set up 2-

Tear Down 1 -

Tear Down 2-

Greeter 1-

2-

3-

4-

Exit greeter 1-

2-

3 -

4-

Speaker Seeker 1-

2-

3-

3-

People who make this meeting happen (3 months):

It is the responsibility of each person filling a position to arrange for coverage if you are un able to make your commitment!

It is also the responsibility for each person filling a position to train the incoming person the last week of your commitment!

Coffee Maker- Set up coffee urns. Boil a pot of water for hot tea (1 carafe). Set up mix-ins on table. Place out enough mugs to host the meeting. Maintain table during meeting.

Friday Night: Arrive by 6:30 PM. Use the 2 large urns (regular coffee 1st Urn: 100 cups & 2nd Urn: 50 cups), 1 smaller urn (decaf 40 cups).

Tuesday Night: Arrive by 7:15 PM. Use the small coffee urn (regular coffee 40 cups).

Make coffee according to this:

100 Cups water (Full Large Urn): 7 Cups of grounds (About 1 lb. of ground coffee)

50 Cups water (Half Large Urn): 4 Cups of grounds (About ½ lb. of ground coffee)

40 Cups water (Full Small Urn): 3.5 Cups of grounds

Dishwasher- Turn on dishwasher before meeting begins.

After meeting wash all mugs, carafes and any other soiled kitchen items. Dry mugs and return to storage area. Put away items on coffee prep table (creamers, sugar, tea, stirrers, etc.).

Return rectangular metal table (used for clean mugs during meeting) to kitchen. **Drain dishwasher and turn it off!**

Coffee pot washer- Wash coffee pots after meeting. Dry coffee pots and return to storage area.

Sweeper- Sweep entire meeting room floor, including kitchen, stair landing, bathrooms, and stage.

Spot Mopper- Wet spot mop any coffee spills or any areas that look like there is something on the floor the sweeper will not pick up. Responsibility covers the entire meeting room floor, including kitchen, stair landing, bathrooms, and stage. Always mop under men's urinal and around the men's toilet.

Garbage- Consolidate half full garbage cans as to not waist bags. Remove any full garbage bags in the meeting room, kitchen, and bathrooms and take to the churches outside garbage bins. If they do not fit in the outside bins, the bags should be take home of and disposed of, not left overflowing out of the bins. Replace garbage bags when necessary.

Cigarette butts- Clean all cigarette butts and louse garbage (i.e cans, drink scups, wrappers). Responsibility covers from the church doors to and including the entire parking lot. One butt on the groups is too many!!!

Bathrooms- Clean up any paper towels or tissue paper on the floor. Wipe down sinks. Clean Toilets and urinal.

Snacks- Purchase and pick up Donut "Holes" from Paula's Bakery. Have snacks delivered before 7:30pm. Set up snacks on table in attractive manor. Turn in all receipts to treasurer.

Set up- Set up chairs (Friday), step, traditions, and concept tapestries, founders pictures, set up name tags, round tables, blue table cloth, stage Big Book, mugs, and coffee pot.

Tear Down- Take down step, traditions, and concept tapestries, founders pictures, clean up name tags, break down round tables, clean up literature display, blue table cloth, stage Big Book, mugs, and coffee pot

Greeter- Make everyone feel welcome. Look people in the eye and welcome them to the Depth and Weight Group (First impressions are important!). Direct attendees so they may find the coffee, give newcomers a cup of coffee, help them find a seat, find literature or meeting schedules. Greeters might direct the handicapped to the elevators.

Exit Greeter- Shake hands and be friendly. Thank everyone for coming. Assist in any way. Offer to talk to any newcomers fleeing the meeting. (Do not hesitate to walk out with them to their car.) Invite people out to eat with us.

Accountability Tree Chair:

Requirements: At least 1 year sober

Duration: 1 Year

Description:

- Collect names and numbers of interested members
- Organize interested members into groups
- Shake the trees every 3 months
- Coordinate and fill in trees as needed
- Inform each group of their autonomy.
- Train incoming Accountability Tree Chair

Business Meeting Report:

- Update the group on progress
- Announce the function of the trees and encourage members to sign up.
- Sign up new members

Accountability Tree Suggestion/Example:

During your 10 minutes of sharing, you should comment **specifically** on where you are CURRENTLY in the following areas:

- 1) **The Circle and triangle -**
 - a. Are you proportionally involved in each of the three sides of the Circle and Triangle? In other words:
 - b. Where are you specifically in your Program of Recovery (Steps)?
 - c. Where are you in Unity & Fellowship, which is the interacting with other AA's (Traditions)?
 - d. Where are you in Service, which is the giving back and contributing, inside or outside of AA (Concepts & Warrantees)?
- 2) **Prayer and Meditation -**
 - a. How many times did I do evening review and meditation since our last meeting?
 - b. How many times did I do morning prayer and meditation since our last meeting?
 - c. Have I been using my evening review to help with my vision in my morning meditation?
 - d. How is my relationship with God?
 - e. What specific things am I doing to deepen and broaden my relationship with God?
 - f. Have I been praying the 9th Step prayers?
 - g. Have I been praying for others?
 - h. Have I invited or have I been praying with other members of my family?
- 3) **My A.A. Program-**
 - a. How many meetings have I attended since we last met?
 - b. Do I have and am I a member of a home group?
 - c. Am I of service to my AA group? (coffee, cleanup, speaking, group officer)
 - d. Am I of service to those OUTSIDE of AA? (work, family, friends)
 - e. Am I spiritually accountable to some people in my life? (sponsor and spiritual advisors)
 - f. Do I have a sponsor? How do I use my sponsor? Am I accountable to my sponsor?
 - g. Am I a sponsor? If so, what am I doing for my sponsees?
- 4) **Relationships-**
 - a. How are my relationships with others going? (friends, fellow A.A.'s, neighbors, coworkers, strangers in traffic, etc.)
 - b. Have I been short, hard to be around, easily angered, sarcastic, etc.?
 - c. Am I frequently having to apologize for what I've done?
 - d. Have I been lusting after or coveting my neighbor or my neighbor's things?
 - e. Am I happy with what I have or am I obsessing about what I want?
- 5) **Home Life-**
 - a. How is my home life?
 - b. Have I been kind, considerate, understanding and loving, even when I don't think the other person "deserves" it?
 - c. Have I needed amends lately? (did I raise my voice, was I sarcastic, did I angrily brake something, slam doors, etc.) If so, did I make the amends?
 - d. Have I been in fights or arguments at home? (Wife, kids, parents)
 - e. Am I having any sex problems? Is there intimacy (or is it more closely described as "In To Me See") with my lover? Would your partner agree with your opinion of this?
 - f. Am I fantasizing about others? Am I acting out sexually? (pornography, selfish gratification, masturbation, affairs)
- 6) **Career-**
 - a. How are things at work, school, or my career?
 - b. Am I having problems with my boss or co-workers? Am I being short, grumpy, or acting out of silent scorn?
 - c. How am I doing with my money? Do I have enough to pay my bills? Am I overspending?
 - d. Am I carrying money on credit cards or lines of credit? Am I in debt?
 - e. Am I giving to charities? (things, time and/or money)
- 7) **General-**
 - a. How is my physical health? Am I overweight? Am I exercising my body? Am I exercising my mind?
 - b. Do I keep my word? Am I where I say I will be? Am I on time?
 - c. Do I have a good attitude toward life? Am I living life on my terms, "life's terms", or on "God's terms"?
 - d. Where has my self-will/ego manifested itself recently? (judgementalism, manipulation, agenda's, condescension, dishonesty, fear, justification, being inconsiderate, stubbornness, close-mindedness, etc.)

Activities Chair:

Requirements: At least one year sober

Duration: 1 Year

Description:

- Come up with ideas for group members and their families to fellowship outside of home group.
- Work with other group members on any ideas they may have.
- Plan and coordinate the activities.

Business Meeting Report:

- Inform group on any upcoming activities or poll group members for interest in new activity ideas.

Archivist:

Requirements: At least 2 years sober
Been a home group member for 2
years.
Reliable computer with internet
access.

Duration: 1 Year

Description:

- Preserve important records, documents, and objects.
- Preserve a copy of all speaker recordings on groups shared storage.
- Maintain groups shared storage (i.e Google Drive)
- Organize archival records and develop classification system.
- Prepare archival records, such as document descriptions, to allow easy access to information.

Business Meeting Report:

- Update the group on any pertinent info.

Audio Chair:

Requirements: At least one year sober.

Duration: 1 Year

Description:

- Make sure the audio equipment is set up and tested by 7:30pm.
- Responsible for recording the speakers and workshops.
- Work with webmaster to provide unedited recordings to be posted on groups website.
- Make recommendations for new equipment when needed.
- Maintain batteries in recorder.
- Tear down audio equipment at the end of the meeting.
- Train the incoming Audio Chair

Business Meeting Report:

- Update the group on any pertinent info.

Checker:

Requirement: At least 1 year sober.

Duration: 1 year

Description:

-Check the church after the meeting to make sure of the following:

- All windows are closed.
 - Both air conditioners are turned off.
 - Dish washer has been drained and is turned off.
 - Lock all outside doors. (After the doors are closed, turn back again to be sure they are locked.)
 - ALL LIGHTS ARE OFF, including all THREE bathroom lights. (open the bathroom doors to be sure all lights are turned off)
 - Make sure fridge door is shut tight.
- Act as the liaison between our group, the church, and other groups that meet in the church.

Business Meeting Report:

-Inform group of any pertinent information

Jobs Chair:

Requirement: At least 2 years sober

Duration: 1 Year

Description:

- Oversees all 3 month jobs.
- Assign new members jobs immediately.
- Ensure job responsibilities are being fulfilled properly.
- Help fill in and replace jobs as necessary.
- Responsible for calling no shows after missing one week (without coverage); after missing two weeks (without coverage) the job is reassigned.
- Maintain current job list and make available to group.
- Ensure that each member knows that if they cannot fulfill their position, they are responsible to find a replacement for that night.
- Stand near membership chair at end of meeting to help facilitate new members.
- Be familiar with and keep a copy of the 3-month job descriptions readily available.
- Train the incoming Jobs Chair

Business Meeting Report:

- Give update on how things are running
- Address any concerns or give positive reinforcement
- Ask for any supply needs

Literature Chair:

Requirements: At least 2 years sober
Has a paying job

Duration: 1 Year

Description:

- Responsible for purchasing the groups literature.
- Maintain adequate inventory of group approved books, pamphlets, and schedules. (Group to absorb cost of schedules)
- Collect and maintain money from book sales for the purpose of replenishing books.
- Work with treasurer when purchasing pamphlets and schedules. (Hand in all receipts to treasurer.)
- Announce literature availability at the end of the meeting and stress its importance. (Done at chairs discretion. I.e. exert can be read to boost enthusiasm.)
- Set up and keep literature attractive.
- Mark cost of literature in each book.
- Train incoming Literature Chair

Business Meeting Report:

- Inform group of sales and purchases
- Inform group of potentially stale pamphlets
- Any other info deemed necessary

Main Coffee Maker:

Requirements: At least 1 year sober

Duration: 3 Months

Description: (In addition to standard coffee maker responsibilities.)

- Responsible for Church Key.
- Need to start coffee by 6:30pm
- Work with Supply Chair to make sure there is enough coffee for next meeting.
- Responsible for making sure coffee is being made correctly.
- Responsible for using judgment if more coffee should be made during a meeting.
- Train incoming Main Coffee Maker.

Main Greeter:

Requirements: At least 2 years sober

Duration: 3 Months

Description: (In addition to standard greeting responsibilities.)

- Look for new faces.
- Ask if they've been there before.
- Find out how long they've been sober.
- Ask if they have a sponsor.
- Get out of the greeter line and take them to the Sponsor Broker or another available member to help them get temporary sponsorship.
- Train Incoming Greeters

Meeting Chair – Friday Night Speaker Meeting:

Requirements: None

Duration: 1 Month

Description:

- Ask the speaker for a reading selection from the Big Book.
- Find 3 non-home group members (that are alcoholics) to read and direct them to the stage (Steps, Traditions, and Concept corresponding to the month)
- Give the 5-minute warning before the meeting starts.
- Open the meeting strictly ad hearing to the format sheet.
- Thank the speaker, present them with a mug.
- Close the meeting strictly ad hearing to the format sheet.
- Train incoming Meeting Chair

Business Meeting:

- Select a home group member at business meeting to chair the following month.

Meeting Chair - Tuesday Night Big Book Study:

Requirements: At least 6 months sober

Duration: 3 Month

Description:

- Give the 5-minute warning before the meeting starts.
- Open the meeting strictly ad hearing to the format sheet.
- **Redirect the meeting if discussion veers off track.**
- Close the meeting strictly ad hearing to the format sheet.
- Ask home group members in attendance that evening to do group announcements (Literature, Membership, and Sponsor Broker)
- Responsible for collecting and getting 7th tradition to the Treasure and book sales money to Literature Chair.
- Responsible for updating literature, membership, and sponsor broker of any pertinent information.
- Train incoming Meeting Chair

Business Meeting Report:

-Update the group on any pertinent info.

Membership Chair:

Requirements: At least 1 year sober

Duration: 1 Year

Description:

- Collect and maintain a list of active members name and phone numbers.
- Inform the Sponsor Broker, Jobs Chair, and Accountability Tree Chair of new and departed members.
- Call any members who have gone “AWL” for two weeks, out love and kindness.
- Responsible for announcing monthly anniversaries, leading us in singing happy birthday, purchasing and coordinating birthday cards.
- Make an announcement at the end of the meeting, pointing out the importance of belonging to a home group and how to join this one.
- Announce where you’ll be at the end of the meeting and make yourself available.
- Train Incoming Membership Chair

Business Meeting Report:

- Introduce new members
- Remind people of upcoming anniversaries
- Any other pertinent info

Recording Secretary:

Requirement: At least 1 year sober
Reliable computer with internet access.

Duration: 1 Year

Description:

- Keep complete and accurate records of business meetings.
- Maintain a separate record of motions made at business meetings and the action taken thereon.
- Note members that were present. (sign in sheet)
- Provide typed minutes to be reviewed at least one week prior to next business meeting.
- Supply archivist with copy of approved business meeting notes.

Business Meeting Report:

- Review previous meetings minutes for approval.

Secretary:

Requirements: At least 3 years Sober

Duration: 1 Year

Description:

- Create agenda for monthly business meetings.
- Chair business meeting in accordance to agreed Roberts Rules
- Lovingly assist with any potential difficulties that may arise during the meeting.
- Train incoming secretary.

Business Meeting Report:

- Update Group on any info that is of importance.

Speaker Czar:

Requirements: At least one year sober.
Reliable computer with internet access.

Duration: 1 Year

Description:

- Maintain an updated list of potential speakers and contact info.
- Be sure to log the date when a speaker spoke.
- Make list available to the speaker seekers and other group members.

Business Meeting Report:

- Encourage everyone to get potential speakers to you.
- Remind everyone what kind of speakers the group is looking for. (see group purpose document)

Speaker Seeker:

Requirements: At Least 2 Years Sober

Duration: 3Months

Description:

- Familiarize self with Groups Purpose and speaker seeker guideline.
- Use groups speaker list or find qualified speakers
- Contact and schedule speakers using the speaker seeker guidelines (DO NOT WAIT TIL WEEK OF)
- Call and remind speakers 1 week in advance.
- Host the speaker and make them feel welcomed. Introduce them to other group members. Make sure they are not sitting alone.
- Invite the speaker to go out with group after meeting.
- Manage out of town speakers travel expenses and arrangements.
- Supply Web Master with schedule of speakers including name, home group, and home town.
- Train the incoming Speaker Seeker

Business MeetingReport:

- Update group on how things are going.
- Any other important info.

Note: A qualified speaker has recovered from alcoholism as the result of taking the steps in the big book of Alcoholic Anonymous and can relay that experience in an attractive manner.

Sponsor Broker:

Requirements: At least 3 years sober

Duration: 1 Year

Description:

- Responsible for acquainting one's self with new potential group member sponsors.
- Responsible for acquainting oneself with the personal dynamics of the potential sponsors in the group. ie, experience with children, marriage, etc.
- Match up prospect with temporary sponsor that night. It is up to the individuals to decide if they continue to work together.
- Make announcement at the end of the meeting stressing the importance of sponsorship and what a Sponsor Broker does.
- Train incoming Sponsor Broker.

Note: Potential sponsors have worked the 12 steps out of the big book, with their own sponsor, and are in a position to do the same for the prospect.

Business Meeting Report:

- Update group on Sponsor Broker activity.

Supplies List:

Cleaning Supplies: (What we keep stocked)

Garbage bags:

 kitchen bags – 13 gallons and

 large black bags – 30 gallons

Clorox Hand wipes – blue reusable cloths

Paper towels

Dish soap

Sponges

409 or some type of all-purpose cleaner

Coffee Supplies:

Coffee:

All coffee should be of good quality (ex. Trader Joe's, Starbucks, etc.)

We need 1 ½ lbs. for Friday Night and ½ lb. for Tuesday Night of Regular

We need ½ lb. for Friday Night of Decaf

Mix-Ins:

Sugar

Equal

Splenda

Sweet n low

Creamer (Dunkin Donuts, Coffee Mate, etc. Flavored)

Half and half (Quart at a time)

Tea (Regular and Decaf)

Coffee stirrers (Sold by the paper products at Walmart)

Napkins

Supply Chair:

Requirements: At least 1 year sober
Reliable Transportation

Duration: 1 Year

Description:

-Responsible for keeping the closet and our shelves organized.

-Responsible for Purchasing and Keeping Stocked:

Coffee Supplies (See List)

Cleaning Supplies (See List)

Water for Speakers

Name Tags

Dry Erase Markers

Sharpies

Garbage Bags

-Responsible for saving and submitting receipts to the treasurer.

Train Incoming Membership Chair

Business Meeting Report:

-Give update on how things are running

-Address any concerns or give positive reinforcement

-Ask for any supply needs

*See coffee and cleaning supply lists

Treasurer:

Requirements: At least 2 years sober
Has a paying job

Duration: 1 Year

Description:

- Collect all money brought in from contributions.
- Reimburse members for group expenses (with receipts).
- Maintain adequate financial records.
- Pay rent and other expenses in a timely manner.
- Send respective contributions.
- Coordinate with speaker seeker in regards to speakers travel expenses (ie. airfare, hotel room, mileage)
- Maintain a prudent reserve.
- Train incoming treasurer

Business Meeting Report:

- Provide copies of financial report to home group members and review all expenses

Webmaster:

Requirements: At Least 1 Year Sober
Be able to maintain a website.
Reliable computer with internet access.

Duration: 1 Year

Description:

- Maintain and update groups info on website.
- Post announcements and fliers of upcoming events.
- Work with speaker seekers to get updated speaker calendar.
- Keep the speaker and workshops calendars updated.
- Work with audio chair to get speaker and workshop recordings.
- Edit talks and workshops when required.
- Upload the speaker's recordings and/or workshops in a timely manner.
- Work with treasure to renew domain names and website yearly.
- Train the incoming Webmaster.

Business Meeting Report:

- Inform group of any changes or any other pertinent information