

## **Meeting Format Chairperson Notes**

### **I. Call to Order - Introduction**

"Good evening. I'd like to welcome everyone to the (Mon/Tue/Wed) night meeting of the Rock Solid Group of Alcoholics Anonymous.

My name is \_\_\_\_\_, and I'm an alcoholic. For those who wish, could we please have a moment of silence for those still sick and suffering, inside and outside these rooms, followed by the Serenity Prayer."

### **II. Serenity Prayer**

"God, Grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference."

### **III. Preamble - What AA Is**

"I've asked a friend (or my friend \_\_\_\_\_) to read 'What AA Is'."

### **IV. How It Works**

"I've asked a friend (or my friend \_\_\_\_\_) to read 'How It Works'."

### **V. Traditions**

"I've asked a friend (or my friend \_\_\_\_\_) to read 'The 12 Traditions'."

### **VI. Promises**

"I've asked a friend (or my friend \_\_\_\_\_) to read 'The Promises'."

### **VII. Cards/Prayers/Guests**

"Is there anyone sick or in the hospital that we need to send a card to, or to keep in our prayers?"

The Secretary will take down any appropriate information, and pass cards for signatures as needed.

"Are there any guests?"

Welcome any guests to the meeting, and thank them for coming. *These will usually be lead speakers.*

### **VIII. Announcements from Floor**

"Are there any announcements?"

Allow announcements for floor, and thank each speaker when finished.

### **IX. Announcements from the Chair**

"My name is \_\_\_\_\_, and I'm an alcoholic."

Additional announcements required are made by you at this time. (*See Announcement notes*).

### **X. Secretary Announcements**

"I'm going to turn the meeting over to the Secretary for additional announcements, reports, tokens and anniversaries."

The Secretary makes their standard announcements at this time (*See Secretary notes*).

### **XI. Newcomers, Anniversaries & Coins**

The Secretary will manage this step of the meeting.

### **XII. Burning Desires/Urgent Matters**

"Does anyone have an urgent matter or burning desire that needs to be discussed?"

### **XIII. Topic of Meeting**

Monday - "Tonight we will be reading a chapter from the Big Book entitled \_\_\_\_\_, which begins on page \_\_\_\_."  
Begin the reading with a volunteer or a pre-designated starter.

Tuesday - "Tonight we will be reading Step/Tradition # \_\_\_\_ from the 12 & 12 book, which begins on page \_\_\_\_."  
Begin the reading with a volunteer or a pre-designated starter.

Wednesday - "Tonight we have a lead speaker to share their story with us. Please welcome \_\_\_\_\_."  
Respect anonymity! Remember to use speaker's last name ONLY with their permission.

### **XIV. Discussion & Comments**

"I'd like to open the floor for discussion and comments."

### **XV. Final Thought**

At your discretion, if time permits, read (or ask someone to read) a final inspirational passage from "Just for today", "As Bill Sees It", "Daily Reflections" or a similar book with a relevant message.

### **XVI. Anonymity Statement & Lord's Prayer**

"I've asked a friend (or my friend \_\_\_\_\_) to read 'The Anonymity Statement'."

### **Announcement Notes**

The following are **suggestions** for announcements to make as Chairperson. Any or all may be incorporated into your personal routine. Some are appropriate for every meeting, others on occasion or as the need arises. Some can be read by the Secretary if you prefer.

"The Rock Solid Group meets here every Monday, Tuesday and Wednesday night at 8:00. Monday is a Big Book/Discussion meeting, Tuesday is 12 & 12/Discussion, and Wednesday is a Lead/Discussion. We always have coffee and cookies available. There is free literature available at the table, so please help yourself. We also have a list of all AA books and literature, along with prices, which can be ordered and delivered to you here. If you need something from the list and cannot afford it, please see the Secretary or myself and we'll work something out."

"This meeting of Alcoholics Anonymous is open to all clients of CTC, as well as former residents and guests, by permission from CTC. We are glad that you are all here - especially the newcomers. The meeting will last approximately one hour. We will close the door at about 8:15. Merit sheets and attendance slips will not be accepted after that time. Signed slips may be picked up here, immediately after the meeting. Please try to limit your sharing to five minutes, so that everyone who wishes to share has an opportunity to do so."

"In accordance with the 7th tradition which states that every A.A. group ought to be fully self-supporting, we have a basket for donations which allows us to have coffee and cookies, cards, stamps, literature, supplies and so forth. There are no dues or fees for AA membership, but any donation you can make is welcome."

"Because the general public is not free to enter CTC at will, and because CTC clients are not free to attend outside AA meetings at will, an inherent limitation exists for CTC clients to experience everything that Alcoholics Anonymous has to offer. Since its inception, the Rock Solid Group has desired to bring the 'look and feel' of outside meetings to residents of CTC. However, WE ARE NOT affiliated with CTC in any way. We value and guard our confidentiality and anonymity. Please know that NOTHING said or done within our meetings is conveyed to CTC personnel, nor is it permitted or tolerated. To do so would be to violate the very foundation on which this group was formed. We know our group is unique; we know it is special. We welcome and encourage

your involvement and suggestions."

"If you would like to make Rock Solid your home group, or you need a temporary sponsor from the outside, please see the Secretary or myself after the meeting."

"For some of us, this is a matter of life and death. I ask that you please respect the person reading or speaking, and not talk while they have the floor. If you must carry on a private conversation, please take it outside the door."

### **Additional Best Practices**

As Chairperson, it is your job to keep the meeting moving in an orderly fashion. After the topic has been presented, remind the group to try to limit their sharing and stick to the topic that was presented. Those who do not have personal experience with the topic are encouraged to refrain from sharing. Those in their first 30 days of sobriety are encouraged to listen.

Conduct the meeting by starting to your left or right and continuing around the room. Try to begin with experienced members to get the topic off to a good start. Do not allow members to dominate the meeting by speaking longer than 5 minutes or so. Try to limit newcomer sharing where possible and, when necessary, remind members to share only their personal experience with the topic. You may have to interrupt members who are off topic or dominating the meeting - It is your job to do so. If 2 or 3 members in a row share off topic- Have the topic read again by the presenter. Also, we do not encourage members sharing more than once until all have been given an opportunity to share. Do not allow 'cross-talk'.

When a guest speaker is in attendance, do everything possible to make them feel welcome. After they have spoken, be sure to thank them, make appropriate comments, and present them with a Certificate of Appreciation (signed and stamped by the group).

Speak loud and clear, and face the group. You are encouraged to develop and utilize your own style, but basic guidelines should be adhered to.

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