

Meeting Format Secretary Notes

I. Introduction

"Hi, my name is _____, and I'm an alcoholic. Is this anyone's first AA meeting?"
-If anyone raises their hand, ask them to introduce themselves, and say, "We don't ask that to embarrass you. We just want to get to know you, and welcome you to the group" (or something similar). Offer them a 'Newcomer Pack' (take it to them), shake their hand, and encourage them to keep coming back.

"Is this anyone's first meeting at CTC?"
-If anyone raises their hand, ask them to introduce themselves, and say, "We don't ask that to embarrass you. We just want to get to know you, and welcome you to the group" (or something similar). Offer them a 'Newcomer Pack' (take it to them), shake their hand, and encourage them to keep coming back.

II. Anniversaries

"Our meeting recognizes sobriety anniversaries with coins of 30 day increments, so if you have a length of sobriety to acknowledge, please introduce yourself and come forward to receive your chip at the appropriate time."

"Does anyone have 24 hours, or a desire to stop drinking?"

"Does anyone have 30 days?"

"60 days?"

"90 days?"

"4 to 6 months?"

"7 to 9 months?"

"10 months to 1 year?"

"Are there any other lengths of sobriety to be recognized?"

*Try to determine in advance if any group member is about to leave CTC. If this will be anyone's LAST meeting as a client, ask them to come forward, shake their hand, and present them with a bronze theme coin and a Meeting Directory (small blue book). Wish them continued success, urge them to come back and see us, or whatever seems appropriate.

III. Other Announcements

Any additional announcements are made at this time. They might include (but are not limited to):

- *An upcoming event
- *A participation signup (to attend an outside meeting, for example)
- *A new service available to the group
- *A 'Group Conscience' meeting after the regular meeting
- *A drawing or raffle

IV. Reports

Any reports to be made to the group are done at this time.

LAST MEETING OF EACH MONTH is when the Treasury report is made to the group. It should consist of:

- Starting balance
- Income
- Expenses
- New Balance

Be sure to say, "*As always, our records are available for review by any home group member at any time, upon request.*"

V. Closing

Say something like, "That's all I have, thanks everyone. I now turn the meeting back over to the Chairperson."

Additional Secretarial Duties

- Signing and stamping of attendance slips
 - Making sure coffee gets made
 - Selecting and mailing cards and certificates as required, and acquiring signatures and stamps as necessary
 - Verify donation amounts
 - Monitoring inventory, and ordering literature and supplies
 - Maintaining lists (Home Group Members and Temporary Sponsors)
 - Conducting drawings
- Act as alternate Chairperson when required

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