

## **Berkeley Fellowship of Alcoholics Anonymous On-Line SECRETARY Instructions**

11.4.23

### **BEFORE THE MEETING:**

Arrange a Speaker If you are Secretary at a speaker meeting

Preview the upcoming reading (if literature meeting) with the Host to predetermine a stopping point (in the case of a long chapter)

Read the BFAA News and Events so you can announce any key events to the group.

**START THE MEETING ON TIME - END THE MEETING ON TIME**

### **Zoom Secretary Responsibilities**

Arrive 15 minutes early

Greet people as they enter the zoom room

Assign readers for HIW, Traditions, Promises & prayers (if meditation meeting)

Read the script: [DO NOT linger on the BFAA website when going through the script]

Announce any key events from the BFAA website

### **AFTER READING OR SPEAKER**

Review 7th tradition donation page

Read Cross Talk Statement and discourage all members, when sharing, from cross talk

Call on people to share (minding the cue)

Encourage people to share (secretary should try to hold their share and only share if there is time at the end)

Open the room in the last 15 min of the meeting for newcomers and shy sharers

Stay for up to 15 min. for fellowshiping after the meeting

Close the meeting with a Saying or Prayer of someone's choice

### **NOTES :**

**1) It is your responsibility to find a substitute Secretary if you cannot attend the meeting**

**2) It is your responsibility to find a replacement when your 6 month term has ended.**