1. LOVE AND SERVICE GROUP'S QUALIFICATIONS AND RESPONSIBILITIES FOR: BUSINESS MEETING CHAIRPERSON

Elections for this position are held at the September business meeting

- Thank you for accepting this *one year and one month commitment*, from the day you accepted the position through the first meeting in October. If possible, you will shadow your predecessor, and train your successor when you leave the position.
- If you are filling in for a vacated position, the Commitment Chair will find someone who has done the position before to train you. You are still eligible to make yourself available for one full term of that position. We discourage making yourself available for any position that you have previously served a full term.
- You are expected to be at the 2nd Sunday monthly business meeting and become familiar with the Love and Service Group's History and Objectives.

If you are unable to fulfill your commitment at any meeting, please find someone from our group to cover for you (preferably *someone who has done the job before*) **AND** let the Commitment Coordinator know. Or, if you need to discontinue your commitment altogether, please contact the Commitment Coordinator.

The suggested **qualifications** and sobriety for this position are:

1. 5 years of sobriety
2. One prior commitment at Love & Service
3. Home Group Member
4. Working knowledge and understanding of the 12 Traditions, 12 Concepts and Robert's Rule of Order.

Your **responsibilities** are:

1. To be the Business Meeting Secretary of Love and Service on the 2nd Sunday of each month @ 4:30 pm.

2. Prepare an Agenda for each business meeting, including old business, new business and discussion topics. Ask the group no later than one week prior to the 2nd Sunday of the month for any items to add to the agenda.
3. Share the finalized/ working draft of the agenda with the Communications Chair for the monthly newsletter by their deadline- usually the Wednesday before the business meeting. Post the finalized business meeting agenda prior to the business meeting on Slack prior to the business meeting.
4. It is suggested to collaborate with the alt business meeting chair in finalizing business meeting agenda. This ensures the alternate is informed and ready to step in as needed. Collaborate with the Tech chair to have potential polls/methods for voting prepared prior to business meetings.

5. To familiarize yourself with the LnS Motions Master doc in the Business Meeting Minutes folder on google drive so that you are aware of, and can

continue to uphold the decisions of the group. You are to assist the Recording Secretary to add new group decisions and keep the list of motions up to date. Motions book and business meeting minutes can be found in the Love and Service Google drive in the Business Meeting Minutes folder.

6. To stay “aware” of the feel of the group and what’s happening. It will be your responsibility to assist in maintaining a healthy group business meeting environment by guiding the group in the use of the Traditions and Concepts to solve group problems.You are expected to apply Rule 62 when the emotions of the meeting become unhealthy.

7. The Recording Secretary will forward you the meeting minutes for your review and approval. Once minutes are approved you will email them back to the recording secretary to be distributed to the members of the group and uploaded to SLACK. Be available to assist the recording secretary in uploading the minutes to Slack and the Business Meeting Minutes Google Drive folder.

8. You will participate in the monthly Advisory Committee Meeting –held on the 3rd Sunday of each month @ 5pm.

9. The Business Meeting Chairperson will rotate into the Advisory Committee Chair the following year after the term of Business Meeting Chairperson ends.

Former Business Meeting Chairs: Danica R. (2025-2026), Kent D. (2024-2025), RJ D. (2023-2024), Megan B. (2022-2023), Terese M. (2021-2022), Bob B. (2020-2021), Laura C. (2019-2020)