

MEETING HOST AND CO-HOST GUIDELINES

Sisters in Sobriety Texas / Revised 3/25

HOST GUIDELINES

Thank you for your service!

General Commitments:

- You have committed to chairing a meeting with AA for the next three months—thank you for your service.
- If you are unable to chair, it is your responsibility to arrange a substitute. Use WhatsApp to find a replacement and confirm that someone has agreed to cover your meeting.
 - WhatsApp is our primary method of communication, connecting hosts from across the globe.
 - Limit conversations on WhatsApp to meeting coordination. No personal messages please.
 - Bring up any issues in Group Conscience meetings instead of WhatsApp discussions.

Preparation:

- **Keep your software up-to-date:** Ensure your Zoom and device software is current for a smoother hosting experience.
- **Scripts:** Access meeting scripts on the Chairperson page of our website. New scripts are added periodically, so verify you have the latest version.
- **Topic/Discussion Meetings:** Only use [AA General Service Conference-approved literature](#) this was approved in our Group Conscience and is in our meeting bylaws. **Topic meetings- sharing should start about 15 minutes after the hour. Discussion Book Studies should start shares at 25 after. These times are approximate.**

Meeting Flow and Environment:

- Approach hosting with patience and “love and tolerance” as we focus on AA principles. Encourage participation by calling on people if needed and maintain a welcoming, calm tone.
- Discuss your preferences with Co-hosts ahead of the meeting, such as managing unmute options and Chat functions.

Before the Meeting

- **Log into Zoom 15 minutes early:** You'll enter directly with the meeting password.

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- **Claim Host Role:** Go to the Participants box, click “Claim Host,” and enter the Host Code provided by the Meeting Coordinator.
- **Chat Settings:** Disable the chat feature for participants by selecting “Host and Co-host only” option from the menu. These options can be in different places on different devices. It is recommended that the host immediately change this setting when entering the room. Re-enable it by selecting the “Everyone & Anyone” option 10-15 minutes before the meeting ends to allow phone number-sharing.
- **Appoint Co-hosts:** Make at least two Co-hosts by selecting the three dots [...] on their video and choosing "Co-host" from the menu. Assign specific roles to each Co-host or verify they have done so themselves to avoid overlap in tasks, like managing chat, muting, and video requests.

Managing Mute/Unmute:

- At the start, disable the “Allow participants to unmute themselves” option in the Host Tools Menu or by using the three dots [...] in the Participant’s Menu or where it is located on your device.
- Ask participants to unmute as needed when they’re called on or delegate this task to an experienced Co-host.
- Enable “Allow participants to unmute themselves” option when wrapping up the meeting.

During the Meeting

- **Manage the Waiting Room:** If a name is unfamiliar or ambiguous, politely ask for clarification in the waiting room chat. If the name appears male, notify them that this is a closed women’s AA meeting.
- **Security Checks:** Require that participants turn on video briefly for verification. If someone declines, message them about the policy and keep them in the waiting room until they are willing to turn on their video upon entering.
- **Non-alcoholics:** If someone identifies as something other than an alcoholic (e.g., says "addict only"):
 - **Ask:** "Do you have a desire to stop drinking?"
 - If they answer yes, allow them to stay.
 - If they answer no, kindly remind them that this is a closed meeting of Alcoholics Anonymous and have a co-host place them in the waiting room (see Co-host Guidelines for further instruction).

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- **Newcomers:** If someone is new to AA, switch to a Newcomer Meeting after the Welcome, except during Birthday, Speaker, Primary Purpose, or Traditions meetings. Use the Newcomer Script as outlined at the end of the script.
- **Intrusions:** If a disruptive person joins, calmly remove them and continue without drawing further attention to the incident. Intrusions can happen occasionally, but a calm response helps reassure the group. Ensure that you report the intruder and complete any follow-up documentation as required by Zoom.

Managing Shares:

- When someone wants to share, they must turn on their video.
- When someone goes over the time limit, say: "Thank you for your share, [Name]. It's now time to move on so others have a chance to share."
- If uncooperative, you may mute the participant to move on to the next share.
- Encourage 3-minute shares focused on sobriety and recovery solutions. Gently redirect shares that stray off-topic by reminding participants that the focus is on personal experience with alcoholism.
- If a member's behavior or message violates group standards, send a private chat asking them to stop. Repeat offenders can be removed from the meeting, if needed.

Assistance for Hosts:

- Hosts needing guidance should ask senior members privately via chat for directions.
- If any Co-hosts act inappropriately, the Host should follow steps to address the behavior privately and contact the Group Conscience afterward.

Important Chat Notes (copy and paste during the meeting):

- Visit our website: <https://www.sistersinsobrietytexas.org>
- Attendance verification: Email sistersinsobrietytexas@gmail.com with your name, date, and meeting time.
- Need a Sobriety Chip? Contact Shea L. at 409-256-0311.
- If you are new, we are glad you are here, please visit our [Newcomer Page](#)
- The phone list is available from the host or co-host.
- For 7th Tradition contributions: Go to our website or use [PayPal](#)

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After the Meeting (Meeting After the Meeting)

- **Post-Meeting Questions/Sharing:** Host a brief Q&A or additional sharing session for 10–15 minutes (unless you need to clear the room for the next meeting, especially at the 6:00 PM meeting).
- **Virtual Chips:** These are available on the “Chairpeople” page. Share them via text if requested.

Closing the Meeting

- Click “End Meeting For All”.

If you have further questions, reach out to another Meeting Host or a long-standing group member for guidance.

Next page is the Co-host guidelines.

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CO-HOSTS GUIDELINES

Thank you for your service! As a co-host, your role is to support the meeting host in managing the meeting. Cooperation is key to ensuring a smooth experience for everyone.

General Expectations

- **Attendance:** Co-hosts should stay for the full meeting. If you need to leave early, inform the host in advance so they can arrange additional help if needed.
 - **Device:** It's recommended to use a computer or tablet for co-hosting. If you use a phone, ensure you are very familiar with it and consider specialized training.
 - **Updates:** Keep your device and Zoom app updated to help meetings run smoothly.
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Pre-Meeting (10-15 Minutes Before Start)

- **Join Early:** Log in 10-15 minutes before the meeting and notify the host if you'd like to serve as a co-host.
 - **Greeting Guests:** Assist the host by admitting and welcoming participants as they arrive.
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During the Meeting

- **Participant Unmuting:** The host will control the setting to allow or restrict self-unmuting. Co-hosts may be asked to help the host unmute participants if they raise their hands or are called upon to share.
- **Chat Management:**
 - The chat will initially be limited to hosts and co-hosts only, then opened to the "Everyone & Anyone" option 10-15 minutes before the meeting ends so participants can share phone numbers.
 - Address any questions or concerns directed to you through the chat during the meeting.
 - Chat Notes are to be posted 30 minutes into the meeting. They are located under the "Chairpeople" tab on our website.

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- o Attendance verification: Email sistersinsobrietytexas@gmail.com with your name, date, and meeting time.
- o Need a Sobriety Chip? Contact Shea L. at 409-256-0311.
- o If you are new, we are glad you are here, please visit our [Newcomer Page](#)
- o The phone list is available from the host or co-host.
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• Managing the Waiting Room:

- o Use the “doorbell” sound to monitor entries. Admit recognized attendees. For ambiguous names, kindly message in the waiting room “This is a closed women’s AA meeting” and wait for a response to confirm.
- o If someone refuses to turn on their video for a security check, select the request video feature once, then directly ask them in chat once before returning them to the waiting room.
- o Remember, anyone identifying as a woman is welcome per our bylaws.

- **Handling Newcomers:** If someone is new to AA, the host will start a newcomer meeting after the welcome section. Use the chat to welcome them and announce the topic as a newcomer meeting.
- **Handling Non-Alcoholics:** If someone identifies as something other than an alcoholic, please move them to the waiting room. Ask them again, “Do you have a desire to quit drinking?” If so, admit them back to the room. If not, explain that this is a closed AA meeting and direct them to the “Other Fellowships” flyer on our Newcomer Page.
- **Managing Intruders:** If an intruder disrupts the meeting, calmly remove/report them and complete any follow-up documentation as required by Zoom. Avoid drawing attention to it—stay calm to help members feel secure.
- **Mute Control:** Keep track of unmuted participants, helping ensure that only the current speaker is heard.
- **Topic Posting:** Post the meeting topic and any relevant page numbers in the chat as needed. Remember: As new people enter, we suggest you post the topic again as they cannot see previous posts.

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- **Raise Hands:** Help manage participants' virtual hand-raising. Notify the host if someone has raised a real hand. Be sure to lower hands after share if its not done automatically.
 - **Inappropriate Behavior:** If a participant's behavior is inappropriate, privately warn them once. If the behavior continues, it's okay to remove them. For issues with a co-host, alert the host, and for a host issue, co-hosts should email the Group Conscience at sistersinsobrietytexas@gmail.com after the meeting.
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Post-Meeting (Meeting After the Meeting)

- **Support:** If you can, stay on for 10-15 minutes post-meeting to assist with the host with any needs.
- **Follow-Up:** The host may ask you to send out any relevant links, including the phone list, website, and meeting schedule.
- **Virtual Chips:** The host may ask you to send virtual sobriety chips that can be sent via text. Find them on the website under the Chairperson tab.

If you need to close the meeting, click "**End Meeting for All**".

For any questions, reach out to another meeting host or a long-standing member for guidance. Thank you for your service and commitment!