

TLG Service Position Description
Meeting Service Chair
Chairperson trainer, organizer and oversight

Qualifications:

- 1 year sobriety / 1 year term
- Must have held a previous meeting chairperson position at TLG within the last 1 year and are familiar with all the current customs, practices and duties.

Responsibilities:

1. Attend all monthly Business Meetings and provide a report.
2. Train in new meeting Chairpersons, go over their service position description with them, answer any questions they may have, assist coordination with church to get them a key/login information to the meeting room, review meeting scripts, and to go over any group conscience issues with them as they may arise, doing your best to make sure all Chairpersons are adhering to the same policies, procedures, customs and practices.
3. If any of the meeting Chairpersons are unable to chair their designated meeting, the Meeting Service Chair is the point of contact and should arrange for one of the other current Chairpersons to fill in. *(In the case that none of the current chairpersons are available to cover, you have the option to reach out to the most recent past chairpersons - reference Trusted Servant list that provides past Chairpersons up to year year past - or fill in yourself.)*