


## TLG Tuesday Speaker/Discussion Meeting Chairperson Position

*Facilitate the Tuesday Speaker Discussion meeting (Dress up attire please)*

### **Qualifications:**

- 6 months sobriety / 6 month term
- Be willing to dress up a bit because this is the podium meeting.
- Have the ability to read efficiently and be able to stick to the script.
- Have strong leadership skills and be able to use your voice when needed to ensure the integrity of the meeting.

### **Responsibilities:**

- Attend the monthly Business meetings and provide a report.
- Follow  Customs & Practices for Meeting Chairpersons for your specific meeting. These best practices are posted on the Three Legacies group website and available in the Meeting Chairperson notebook.
- Ask A.A. members to read the designated readings in the format directly from the Book, as well as the prayer at the end.
- Read the script and facilitate the meeting starting on time and ending on time.
- Secure your timer, greeter and coffee maker position commitments with new home group members if possible. When you appoint a new timer, greeter, or coffee maker for your meeting, provide them their service commitment description available in the Trusted Servant folder
- Chair will choose and call on people to share. Try to rotate between a member of the group, and then a member of a different group. Rotating back and forth. *(If possible with discretion)* It is your responsibility to call on people you know who are able to carry a message and stay on topic.
- Carry out the Groups Conscience of the meeting, by sticking to the script, speaking up if the meeting needs to get back on track
- Starting one month before you rotate out of this position, start announcing that the position will be open and when. Start looking for someone who may want the position when you rotate out.