

TLG Wednesday Big Book Study
Chairperson Position
Lead and Facilitate the Big Book Study

Qualifications:

- 6 months sobriety / 6 month term
- Have a working knowledge of the Big Book and have experience navigating others through it
- Have very 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 report.
- Follow  Customs & Practices for Meeting Chairpersons for your specific meeting. These best practices are posted on our 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/promises at the end.
- Read the script and facilitate the meeting starting on time, ending on time.
- Secure your greeter and coffee maker position commitments with new home group members if possible. When you appoint a new greeter or coffee maker for your meeting, provide them their service commitment description available in the Trusted Servant folder.
- Instead of a timer, we offer a dictionary person as an additional service opportunity that day. If the Chair feels they need to implement a timer, that's up to the Chair to handle how they see fit.
- Make sure everyone has an opportunity to comment or ask a question after each paragraph is read. (*Reminding attendees this is not a time for general sharing. Invite them to stay after and fellowship with us after the meeting*)
- 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.