

Secretary:		Date: ____/____/____		TOPIC:	
Chairperson:		Meeting Name:			
Name / Group	Share ✓		Share ✓	Suggested Meeting Format This format is to help newcomers to chairing – not appropriate for Steps etc.	
1.		20.		<ul style="list-style-type: none"> ➤ Introduce yourself. ➤ Read Preamble: <i>Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.</i> <i>The only requirement for membership is a desire to stop drinking.</i> <i>There are no dues or fees for AA membership; we are self-supporting through our own contributions.</i> <i>AA is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses or opposes any causes.</i> <i>Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.</i> ➤ Call speakers (tick off names). ➤ About half-way through the meeting read “How it Works”. ➤ Call speakers ➤ If there is about 5 mins or less to go before end of meeting call the secretary to share – they are more likely to finish on time. If last speaker finishes on time call the secretary to close the meeting. <p style="text-align: right;">Thank You for Chairing our Meeting</p>	
2.		21.			
3.		22.			
4.		23.			
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17.		36.			
18.		37.			
19.		38.			
(A) = Opening Balance	\$: :	= Closing balance (E) at previous meeting			
(B) = Expenses	\$: :	NOTES:			
(C) = Net {(A) minus (B)}	\$: :				
(D) = Collected	\$: :	Donation:	Literature sold:		
(E) = Closing Balance	\$: :	(C) + (D) above			

*I am responsible ...
When anyone, anywhere,
reaches out for help, I want the hand of A.A. always to be there.
And for that: I am responsible.*

