

Spiritual Progress Group

Secretary Guidelines and Suggestions

- **MEETING FORMAT:** Please adhere to the meeting format in your meeting's notebook. These notebooks have been created to provide consistency and clarity.
- **FORMS:** Your meeting notebook should contain copies of any forms you may need. Please notify the Secretary Coordinator BEFORE you run out of any of them.
- **END OF TERM:** You are responsible for informing the Steering Committee of the name, address and phone number of your successor and for making final payment of contributions to the group Treasurer. Terms end on June 30th and December 31st.
- **"PROBLEM CHILDREN":** Alcoholics Anonymous meetings exist for the purpose of carrying our message of recovery to still suffering alcoholics. As meeting secretaries we are responsible for keeping our meetings "on track" and in adherence to our meeting's format. Rambling or "off-the-subject" sharing needs to be lovingly but firmly controlled. We need to let our chairperson know how much time is allowed for their chair before the meeting starts. It is again, secretaries' responsibility to inform the chairperson that their time is up in a discreet manner.
- **CHAIRPERSONS:** Meeting chairpersons should be selected on the basis of having a solid experience of recovery to share. It is good practice to schedule chairs well in advance and to confirm a day or two before the meeting. Ask the chairperson to avoid "drunk-a-log" as our group name is "Spiritual Progress" not "Problem."
- **COURT CARDS:** No A.A. secretary is required to sign anyone's proof of attendance. If you do not wish to sign cards, make that fact known during the meeting announcements.
- **GOOD TENANTS:** Los Gatos Downtown Neighborhood Center. It is our responsibility to treat their property with the care and respect to which it is entitled. Please see that all chairs and tables are returned to their appropriate locations and that any spills or stains are cleaned up. Make sure no stragglers remain in the building (check the restrooms) and that all doors are locked. Watch and observe any special notices put up by the Neighborhood Center or your Steering Committee. We have a good relationship with our buildings, let's keep it that way.
- **WHAT TO DO IF.....:** Contact the Secretary Coordinator and if unavailable, contact the Steering Committee Chairperson. It is far easier for us to resolve questions than to fix problems that occur because the questions were not asked. Communication is a two way street.
- **ANNOUNCEMENTS/SECRETARIES NOTEBOOK/H&I CANS:** Please your email weekly for announcements. DO NOT KEEP NOTEBOOKS IN THE CLOSET WITH MONEY IN THE NOTEBOOK POCKET. DO NOT LEAVE H&I CANS WITH MONEY IN THE CLOSET.
- **STEERING COMMITTEE:** It is required that current secretaries attend each Steering Committee meeting during their tenure, if they cannot attend, it is their responsibility to have an alternate attend for them. The committee meets every 2nd Sunday of the month

at 10:45 am in the Masonic Sanctuary. As a trusted servant, your voice speaks for all at your meeting. We need a group to have a group conscience.

- **EXCESS NOISE:** No loud cars, motorcycles and voices. Remind people that this is a neighborhood, with people living nearby. We do not want to offend them or disrupt their lives with our meetings. Also, within the meeting, children are not encouraged to sit in meetings, especially if baby-sitting is provided. Most children simply cannot sit still for an hour.
- **CLEAN UP:** “Please pick up your own coffee cup and clean up spills” is pretty clear. Even if there is a regular cleanup person assigned, ask for all the support you can get, and encourage everyone to pick up after themselves. If spills remain on the floor after the chairs are stacked it is required to clean them up. All meeting rooms with carpets are to have NO food or beverages in them. It is the responsibility of the secretary to make sure the group adheres to that rule. The rooms should always be left in better shape than when the meeting started.
- **7TH TRADITION:** We are self-supporting through our own contributions. Net money collected should reflect attendance. If you have questions see the treasurer or steering committee chair. Remember that we have rent, insurance, refreshments, coffee and babysitting (some meetings). H&I cans are to be passed separately from the 7th tradition. This is a guideline set by the H&I committee. The cans will be maintained by the meeting H&I rep or at least approximately every month by the H&I representative for the group (at the monthly Steering Committee meeting.) 7th tradition funds are to be turned in weekly, unless other arrangements are made with the treasurer. Use the form provided and be sure to provide the date, time, day, location, book sales, 7th tradition and attendance. **WE CAN'T PAY THE BILLS WITH MONEY YOU STILL HAVE. THIS HAS REMAINED OUR #1 PROBLEM. YOUR CONTRIBUTIONS GUARANTEE THE GROUP MEETS ALL OF THEIR FINANCIAL OBLIGATIONS.**
- **AT THE END OF YOUR TERM RETURN KEYS (if any) AND BINDER TO THE SECRETARY COORDINATOR FOR UPDATING.** THEY WILL BE RESPONSIBLE FOR ORIENTATING THE NEW SECRETARY AND GIVING THEM ALL NECESSARY DOCUMENTS NEEDED TO RUN THEIR MEETING. If unable to meet this requirement please pass your experience on to new secretary and refer them to secretary coordinator for additional training or information.