

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 Steering Committee Chair or Recording Secretary BEFORE you run out of any of them.
- **END OF TERM:** You are responsible for informing the Steering Committee (via a form to be provided) of the name, address and phone number of your successor and for making final payment of contributions to the group treasury. Terms are Jan to June 30th and July 1 to December 31st. Secretaries chair out in the first 1-2 weeks after their term ends.
- **"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, the secretary's 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 a "drunk-a-log" as our group name is "Spiritual Progress" not "Problem."
- **COURT CARDS:** No A.A. secretary is obliged to sign anyone's proof of attendance. If you do not wish to sign cards, make that fact known during the meeting's announcements. During ZOOM meeting attendees can send an email to spiritualprogress950130@gmail.com for an email confirmation of attendance. The person needs to put the meeting time and day of attendance.
- **GOOD TENANTS:** We are tenants of the Los Gatos Neighborhood Center. It is our responsibility to treat their property with the care and respect to which is entitled. Please see that all chairs and tables are returned to their appropriate locations and that any spills or stains cleaned up. Make sure not stragglers remain in the building (check the restrooms) and that all doors are locked. Do not leave the Main Hall unlocked during meetings in Rooms 214 or 206. Watch for and observe any special notices put up by the Neighborhood Center or your Steering Committee. We have a pretty good relationship with the Neighborhood Center: 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 NOTEBOOKS/H&I CANS:** Each secretary has a mail box located in the Main Hall closet. This is where any announcements will be placed. Please check your box before the meeting starts. DO NOT KEEP MONEY IN THE NOTEBOOK POCKETS. DO NOT LEAVE H&I CANS WITH MONEY IN THEM 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 10:45am in the Main Hall. As a trusted servant, your voice speaks for all at the 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 offend them or disrupt their lives with our meetings. Also, children are not encouraged to attend, especially if baby sitting is provided. Most children simply cannot sit still for an hour.

- **CLEANUP:** 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 chairs are stacked, (no more than 8 high) it is required to mop the floor. 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 this rule. The rooms should always be left in as good or better shape than when the meeting started.
- **7th TRADITION: CURRENTLY ON ZOOM we use VENMO or Mail checks.** Net money collected must be a minimum of the rent for that meeting (see treasurer's report for your meeting cost.) We are self supporting through our own contributions. If the minimum is not met, it is the secretary's responsibility to pass the basket again. H&I cans should also be passed around at the time of the 7th tradition. The cans will be emptied approximately every month by our H&I representative (at the monthly steering committee meeting.) Depending upon the size of your meeting, 7th tradition funds should be mailed in weekly(i.e. the larger of the Sunday meetings) or monthly using the form provided. **WE CAN'T PAY THE BILLS WITH MONEY YOU STILL HAVE. IN THE PAST, THIS HAS BEEN A #1 PROBLEM. YOUR CONTRIBUTIONS GUARANTEE THE GROUP MEETING ALL OF THEIR FINANCIAL OBLIGATIONS.**