

Quarterly Chairpersons Guidelines

All quarterly chairpersons are thanked for their willingness to serve the Glass House Group and AA. This service comes with responsibilities, and this document is meant to serve, as is the AA way, as “suggested guidelines” (aka, responsibilities). You do not have to do all of this yourself, ask others to help you in this group service.

Pre-meeting:

- Choose chairperson for meeting. Ideally this done prior to the day of the meeting. Requirement for chairing = 6 months of continuous and current sobriety Ask all chairs to read and be
- Welcome any newcomers you recognize (before, during, or after meeting) and introduce to other AA's.
- See that meeting begins on time (and ends on time).
- Turn on all appropriate lights and check that thermostat is set correctly (guidelines in green next to each thermostat – there are 3 thermostats to monitor).
- Prepare the appropriate number of pots of coffee and be certain cups, creamer, sugar, stirrers, and sweeteners are available. If counters are not clean, wipe them down.
- Check both men's and women's restrooms for adequate toilet paper and paper towels. Resupply and clean up as needed.
- Clean, or ask another AA to, the outside butt bins. There is a “Butt Buddy” with scoop in the literature room on the shelf near the safe (an old plastic coffee can).
- See that the Chairperson's materials (Chairperson binder, the How-It-Works placard, the Big Book, the 12 and 12, Daily Reflections, As Bill Sees It, etc appropriate for your meeting, the collection baskets, the Chip holder <refill as needed>, and Newcomer's packets) are available for your appointed Chairperson.

Meeting:

After the Meeting:

- Count \$\$ with the chairperson, record all info on outside of envelope, sign (with Chair) the Collection Log on top of the safe, and place collection envelope in the safe. Insure any literature sold is paid for and envelopes for such are also placed in the safe.
- Clean kitchen, empty all coffee (unless meeting immediately to follow), turn off all burners, wipe down counters, clean cigarette butts out of receptacles out front, and, if full, take trash to dumpsters in back of building. Put all food in the refrigerator or throw out – this includes inside cabinets!
- Check the restrooms, and tidy if needed, turning off all lights (except outside light), reset the thermostats (3) according to the green sheet “After Meeting” instructions.

*Supply closet is opened by the same key as the front door, as is Literature Room. **Do not leave either of these open and unattended.** Kitchen and bathroom supplies available in Supply Closet. If you see that any items are needed, make a note on the notepad just inside the door on the right. Supplies generally restocked every other Wednesday. Approved by SC 03.2018*