

Here are the answers to your questions, with page references from the *Group Handbook 2023*:

1. **Is it ok for the secretary to share at the meeting they are in service at?**
 - The handbook does not explicitly state whether the secretary can share. However, since the secretary's role includes introducing the chairperson and ensuring the meeting runs smoothly, it would be best determined by group conscience. *(Page 3-5)*
2. **Is it ok for a chairperson to still share if they recently relapsed?**
 - The handbook suggests that the recommended length of sobriety for a chairperson is at least six months. If they have recently relapsed, the group conscience should decide whether they should continue to chair. *(Page 4)*
3. **Is there a difference between being a secretary at a fellowship vs an independent meeting?**
 - Each A.A. group is autonomous and decides its own meeting format and customs. Fellowships with multiple meetings may have a Steering Committee to help guide group decisions, whereas independent meetings operate solely on their group conscience. *(Pages 10-11, 14-15)*
4. **Is it the secretary's job to fill the service commitments when the meeting ends that the members do not take?**
 - The secretary is responsible for requesting volunteers for greeters and filling service commitments as determined by group conscience. *(Pages 5, 16)*
5. **What should a secretary do if a drunk person walks through the doors? Or if someone is being disruptive to the meeting?**
 - No individual, drunk or sober, should be permitted to repeatedly interrupt or disturb an A.A. meeting. If necessary, the secretary should gently intervene and suggest they meet with members after the meeting. *(Page 4)*
6. **Is it the responsibility of a Secretary to buy a Big Book for a newcomer? What if they don't have money to do this?**
 - **The literature person is typically responsible for purchasing books, and these expenses can be reimbursed by the treasurer. *(Pages 5, 16-17)***
7. **Is it the Secretary or the Chairperson's choice on how to close a meeting?**
 - Meetings generally close in the manner determined by the group conscience, such as The Lord's Prayer, The Serenity Prayer, or the "I am Responsible" statement. *(Pages 8-9)*
8. **Why should the Secretary attend the Business Meetings? (Debbie)**
 - The secretary plays a key role in ensuring the group operates effectively. Business meetings allow them to stay informed on group matters, help implement group conscience decisions, and coordinate responsibilities. *(Pages 11, 14-15)*
9. **When the secretary's service commitment is up, how should they go about getting someone else to take the service commitment?**
 - It is suggested that groups determine the length of service for secretaries, and when a term ends, they should assist with transitioning the next person into the role. *(Pages 5, 15)*

10. **Are there specific questions a secretary should ask someone before you ask them to chair a meeting?**
 - The handbook recommends selecting chairpersons with experience in recovery and at least six months of sobriety. *(Page 4)*
11. **Is the Secretary responsible for the meeting room only or the entire meeting space? Kitchen, Bathrooms, etc**
 - The handbook does not explicitly state this, but responsibilities for cleaning and maintenance tasks are often divided among members, such as the "inside and outside cleanup" role. *(Pages 16-17)*
12. **Is it the Secretary's responsibility to set up the meeting and what should this consist of doing to prepare for the meeting?**
 - Yes, the secretary is responsible for preparing the meeting place, including refreshments if applicable. *(Pages 3-5)*
13. **How should a Secretary introduce the chairperson? Why?**
 - The secretary should introduce the chairperson and turn the meeting over to them, following the format determined by the group. *(Pages 6, 8)*
14. **If someone is going into a long share, what is the best approach to asking them to wrap up? Why is this important?**
 - The group conscience may establish guidelines like "share briefly" or "only once" to avoid monopolization of the discussion. *(Page 4)*
15. **Should you pass the coffee collection, H&I can, and 7th tradition basket together or separate? Why?**
 - The pink H&I can should be passed separately from the 7th tradition baskets. *(Page 7)*
16. **Should the Secretary read the announcements on the clipboard or the binder or just pass it around? Why?**
 - The handbook suggests that the secretary assure announcements are made appropriately but does not specify whether to read them aloud or pass them around. *(Page 3-5)*

Check out the AA Group Handbook in its entirety on the VSC Workshop Website



(Will be posted by 2/21)