

REVISED 2.6.2025

Guide for Chairperson for AAmeetingonline.com meetings

As the chairperson of the meeting, you are a trusted servant of the group and its group conscience to fulfill our mission – to carry the message of AA to the sick and suffering alcoholic. This is an important service position because as the chairperson – you provide guideposts to keep the meeting focused and accessible to all people who have a problem with alcohol and want a solution. Tradition 2: “Our leaders are but trusted servants; they do not govern.’

The Tech Hosts will handle calling on and unmuting AAs who have raised their hand.

Please consider the following when people are sharing:

1. Listen for adherence to **AA General Service Conference approved literature**. It is important to keep our message focused on AA. While other types of literature or poems may seem inspiring, they can dilute the clear solution that AA provides. Readings should be limited to AA approved literature.*

**see below for how to determine what is AA approved literature*

2. Listen for violations of our traditions and if needed, interrupt to preserve the focus on AA’s solution and common good, such as:
 - a. Outside issues that are political or otherwise divisive (tradition 10)
 - b. Breaking the anonymity of other members -even if for a “good” reason – to celebrate someone’s achievements or sobriety. We all must have the right to remain anonymous unless we choose otherwise. (tradition 11)
3. Listen for wandering away from the message of AA and the importance of reaching the sick and suffering alcoholic. This could be **the first and only** meeting that someone ever attends. The hand of AA must be there for newcomers- it is our responsibility.
4. Help a speaker or someone that is sharing focus on AA and/or wrap up their share by kindly asking them to wrap it up so others can share or to keep the focus on AA:
 - a. If the content is no longer about AA or Alcoholism
 - b. If the content is off color or potentially disturbing
 - c. If they are sharing for longer than 4-5 minutes
 - d. If their focus has been lost
5. If someone other than you opens the meeting, ask the speaker for an AA related topic that can be posted in the chat for everyone.
6. If you are EVER unsure of what to do – privately chat one of the tech hosts for help.

7. You may wonder – does the chairperson have to “share” personally each week – great question – no! You can simply read something and open the meeting – there is no requirement to use the full 10 minutes.

HELPFUL FACTS

*How to find and determine if what you want to read is AA conference approved literature:

- Look for the phrase "**This is A.A. General Service Conference-approved literature**" printed on the material
- Check the publication source – most AA conference-approved literature is printed by **AA World Services, Inc.**
- Google “List of AA conference approved literature” to see what options are available.
- Exercise prudence – www.everythingAA.com and the email “Daily Ponderables” do not exclusively share Conference approved Literature.

*Here are some suggestions for how to find topics:

- Use the AA Daily Reflections reading for the day– read it aloud and open for discussion
- Read “How it Works” – beginning of Chapter 5 in the The Big Book
- Use the list of AA approved literature, select a book or pamphlet and read a section and open with a topic
- Ask someone in the meeting ahead of time to be the speaker
- Read an article from an issue of the **AA Grapevine**

*Here are some suggestions about how to re-focus the meeting or ask someone to wrap up:

- Sorry _____, I need to ask you to keep your remarks focused on AA and the topic please
- Thank you _____, given our time, could you wrap it up so others can share?
- Sorry _____, but we need to avoid talking about outside issues that can divide us – can you either wrap it up or refocus?