

# Berkeley Fellowship of Alcoholics Anonymous

## On-Line **SECRETARY** Instructions

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### **BEFORE THE MEETING:**

- **Arrange a Speaker** If you are Secretary at a speaker meeting
- **Preview** the upcoming reading (if literature meeting) with the Host to predetermine a stopping point (in the case of a long chapter)
- **Read the BFAA News and Events** so you can announce any key events to the group.

### **START THE MEETING ON TIME - END THE MEETING ON TIME**

### **Zoom Secretary Responsibilities**

- **Arrive** 15 minutes early
- **Greet** people as they enter the zoom room
- **Assign** readers for HIW, Traditions, Promises & prayers (if meditation meeting)
- **Read the script:** [DO NOT linger on the BFAA website when going through the script]
- **Announce** any key events from the BFAA website

### **AFTER READING OR SPEAKER**

- **Review** 7th tradition donation page
- **Read Cross Talk Statement** and discourage all members, when sharing, from cross talk
- **Call on people** to share (minding the cue)
- **Encourage** people to share (secretary should try to hold their share and only share if there is time at the end)
- **Open** the room in the last 15 min of the meeting for newcomers and shy sharers
- **Stay** for up to 15 min. for fellowshiping after the meeting
- **Close** the meeting with a Saying or Prayer of someone's choice

- **NOTE :** It is your responsibility to find a substitute Secretary if you cannot attend the meeting