

## How to Chair New Life Discussion Al-Anon Meeting

Chairperson is responsible for: a) bringing the topic to discuss (last Monday of the month is step or tradition of the number of that month); b) assigning reading of Suggested Preamble to the Twelve Steps, introduction to the Twelve Steps; and today's page from "One Day At a Time" & "Courage To Change" daily readers; c) starting meeting at 7 pm and ending discussion no later than 7:55 pm to give time to read the Suggested Al-Anon Closing from the Groups at Work manual. Chairperson may read this statement should no further discussion be offered and more than 4 minutes of silence has been noted: *"It seems like the discussion has ended, if there is no further sharing, may we take a vote to close?"* (Chairperson's statements are in italics and underlined.)

1. Begin with the meeting format from the Groups at Work manual opening with The Serenity Prayer.
2. Read the Suggested Al-Anon Welcome including our group insert
3. *"We do group introductions. You may use your first name or first and last name.* Go around the table clockwise.
4. Have assigned member read the Suggested Al-Anon Preamble to the Twelve Steps.
5. *"We will now read our Twelve Steps and Traditions as written in our Groups at Work manual or daily reader. If you choose not to read when it is your turn, just say "pass".* Have assigned member begin The Twelve Steps with the opening paragraphs, and then read 2 steps apiece, going around the table clockwise. Continue with The Twelve Traditions, reading opening paragraphs and 2 apiece.
6. *"Thank you all for helping with our Steps and Traditions. Now we will read today's page from our daily readers. Today is (date) on page (\_\_\_\_)."* Have assigned member read from "One Day At A Time". Have assigned member read from "Courage to Change".
7. *"We are self-supporting, so we will now pass the basket to cover group expenses and appeals beyond the group level. If anyone is interested in chairing a meeting, please sign up on the calendar in the basket".* (While basket is going around, ask) *"Is there is any business be discussed or announcements to be made?"*.
8. After business is finished, give meeting format statement: *"This is a discussion meeting. We will go around the table clockwise to give everyone an opportunity to share. We suggest that you limit your sharing to 3 minutes. You may pass. After everyone present has had an opportunity, the floor will be open for additional sharing. Tonight's topic is \_\_\_\_\_.* (Remember that silence may only be an indication of members thinking; it is not your responsibility to fill in all the gaps).
9. ***It is the chairperson's responsibility to control "one-on-one sharing" and "advice-giving".*** Should members start answering other member's comments directly to them, ***gently*** interrupt and remind, "We are here to share our personal experience, strength & hope with the group; there will be time after the meeting to talk one-on-one, thank you".
10. If applicable, you can close the discussion with additional reading on topic from any of our Conference Approved Literature. Remind members that we stay after the meeting for personal talk time and to answer any questions they may have. Read Suggested Closing – "close with The Lord's Prayer or a silent prayer of your choice".