



Any- Lengths Online Group Chairperson Training

1 This document is to help prepare you for chairing an online meeting. It is advised and
2 wise to review the Group's current meeting script for the meeting you will facilitate,
3 **Article IV.4.11**, and **Article VI** of our Group's ['Constitution, By-Laws, and Job](#)
4 [Description](#).' Review all documents before your first meeting, and you will enjoy it with
5 more confidently.

- 6 ● Just like at in-person meetings, the chairperson facilitates by following the script
7 for that day's meeting.
- 8 ●
- 9 ● Familiarize yourself with where the ['Service Roster'](#) and the meeting scripts on
10 our [website](#) or our [Google Drive file](#).
 - 11 ○ Before each meeting, be sure you are using the latest script version by
12 checking the date in the link shown, either in the header or footer of the
13 document; if they do not match, print or use the updated version from the
14 website.
 - 15 ○ It is helpful to print a copy or use a scrap piece of paper, to write the
16 names of the service team and readers.
 - 17 ○ Please stick to the script and avoid improvising; sharing opens at the end
18 of the first page. If you are not there yet in the reading, do not open up
19 for sharing.
- 20 ● Arrive early to your meeting (20 minutes) so you can comfortably get readers
21 and ensure the service team members are present within 10-15 minutes before
22 start time; a list of Tech and Chat hosts can be found on the ['Service Roster'](#) to
23 help fill a missing spot; you need to be aware in case it may affect the flow of the
24 meeting (i.e., missing a screenshare.).
- 25 ● Time management: start and end the meeting on time; stop shares with no less
26 than three minutes remaining for announcements and wrap up; also adjust time
27 limits on shares if you have many people waiting to share and not enough time
28 (Group set shares at three min.).
- 29 ● Use chat messages and get used to watching for messages to communicate with
30 the service team. The 'Chat' button displays a number when you have unread
31 messages, so click 'Chat' whenever you see a number near the button.
- 32 ● Chairs should, whenever possible, keep their cameras on so participants know
33 who is facilitating the meeting.
- 34 ● Look for raised hands during the sharing part of the meeting; as a 'co-host,' you
35 will see raised hands at the bottom of your screen, which signifies you have
36 members who want to share. You will need 'Participants' open so that you can
37 see the order in which to call on them.
- 38 ● If you can, scan the screen for anyone who might be physically raising their hand
39 to share or someone who seems to want or need to share.
- 40 ● Give verbal welcomes before and thank-yous after members share, however.
 - 41 ○ Minimize feedback between shares, both your own and the Group's.
42 Nobody wants to stifle personality, but your role is to facilitate, to
43 move the meeting along, not to give advice, not to respond to
44 shares, or to address certain aspects of someones share. If

45 someone is distressed, do feel free to mention the time after the
46 meeting that is kept open for those kinds of needs, but beyond
47 that, please do not start a dialog.

- 48 ● Ensure you are in a noise-free environment at home (wherever you log-in from)
49 when facilitating the meeting; however, regardless of the lack of noise around
50 you.
- 51 ● **ALWAYS REMEMBER TO MUTE YOURSELF AND STAY MUTED DURING**
52 **SHARES.** And, of course, to unmute each time a share is over so you can call on
53 the next person. Meeting chairs often forget to mute and end up sounding to the
54 Group like they are having a private conversation with whoever is sharing. You
55 might respond, laugh, or make any number of noises that you won't notice, but
56 your microphone will. So will the Group. Most importantly, it helps tech and chat
57 hosts keep a secure room.
- 58 ● If you run a topic meeting and we happen to have allot of people new to A.A. in
59 their first few days, generally make the topic 'Step 1' (as opposed to the Daily
60 Reflection).

61 What to do if/when:

- 62 1. If someone sharing has bad audio or technical difficulties, you can:
 - 63 a. Suggest that they turn off the camera while speaking to ensure all
64 available bandwidth is used for audio; turn the video back on after
65 sharing.
 - 66 b. Move on to another speaker, remembering to try them again later.
- 67 2. More than one person starts to share at the same time:
 - 68 a. briefly unmute to suggest who should go first and who follows.
- 69 3. If someone asks questions about the Group during a share:
 - 70 a. Unmute and ask them to please save all questions for after the meeting.

71 A Few Final Reminders:

- 72 1. Being a chairperson, especially if you are somewhat new to facilitating A.A.
73 meetings can affect people differently. Being at the center of things. It helps to
74 bear in mind that this role, like any other, is about being of service to A.A. and
75 the Group. It's not about being a leader or the center of attention. It's not "your"
76 meeting; it's the Groups. It's also not Group therapy, should you feel tempted to
77 offer your advice or perspective to someone who just wrapped up a share in
78 tears; this is not uncommon in A.A. The Group will console them after the
79 meeting. Your service-oriented mindset helps our meetings align with A.A.'s
80 Traditions.
- 81 2. A list of experienced and authorized chairs can be found on the '[Service Roster](#)'
82 if you cannot make any of your meetings. You will need to provide a backup.
- 83 3. During your term as meeting chair, your attendance is expected in monthly
84 business meetings to stay aware of Group news and to report on the health of
85 the meeting you facilitate. Like #2 above, send a backup if you cannot make it.
- 86 4. Questions? Send an email to service@any-lengths.org.