

## **Leader/Secretary Toolkit**

Enclosed please find the following documents provided in a printable packet to support our GSA Phone Bridge Leader/Secretary as they give service to the group they serve:

1. Leader/Secretary Guide (or Weekly Checklist)
2. GSA Phone Bridge Secretary/Leader Job Description

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## Meeting Leader Guide

Meeting Day \_\_\_\_\_ Time: \_\_\_\_\_

### Things to have on hand before the meeting each week:

- Digital timer/stop watch
- Pen, paper, previous notes, upcoming events (Marathon is \_\_\_\_\_, IG meeting is \_\_\_\_\_)
- Print your groups' meeting format (found on [www.greysheetmeetings.org](http://www.greysheetmeetings.org) under Formats) or ask your GSR or the previous leader for the correct format
- reliable phone connection/and fully charged or plugged in
- if applicable, the appropriate literature ("last week we ended on page \_\_\_\_\_, this week we'll begin on page \_\_\_\_\_, paragraph starting \_\_\_\_\_")
- Calendar
- Big Book of AA or other approved literature (in case sharings are few and there is still time left in the meeting)
- Appropriate abstinent beverage (suggested in case of coughing or dryness while leading)

### Ongoing:

- Trusted servants:

Name	Phone	Term	Rotation Date
Leader			
Booker			
GSR			
Treasurer			
Other			

- List of existing group conscience decisions ("keeper of the facts"):
  - Timed Shares # of minutes \_\_\_\_\_
  - First 3 shares to newcomers: yes \_\_\_\_\_ no \_\_\_\_\_
  - if no Treasurer, donations go to IG treasury: yes \_\_\_\_\_ no \_\_\_\_\_
  - Business meeting, the \_\_\_\_\_ meeting of the month.
  - Time business meeting begins: \_\_\_\_\_; Time business meeting ends: \_\_\_\_\_; Shorter timed shares: \_\_\_\_\_
  - Other group conscience decisions: \_\_\_\_\_
- Sign up for News and Updates ([www.greysheetmeetings.org](http://www.greysheetmeetings.org))

### At the end of his/her term:

- Passes on all current information (recorded above) to the incoming Leader;
- If willing, answers any questions the new Leader may have about the service position.

### Requested phone numbers:

- Sponsors: \_\_\_\_\_
- Other numbers requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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- **If NO GSR, announce the need for the position to be filled.**
  - **If GSR not present, ask if there is another GSR present who would be willing to lead the business meeting.**
  - **If no GSR able to lead, secretary/leader can help the meeting decide how to proceed (*see 4. y. below*).**

- If the leader chooses to lead the business meeting him/herself, suggested that the secretary/leader print the GSR toolkit at [www.greysheetmeetings.org](http://www.greysheetmeetings.org) for more information.

## Group Chair Person/Leader

- 1. Qualifications:** 3 months of back-to-back abstinence (“We require that our meeting leaders be abstinent at least 3 months on the GreySheet” as stated in our *GreySheet Group Purpose*). We understand this to mean:
  - a. At least 90 days of back-to-back abstinence;
  - b. Follows the GreySheet food plan (©1972 by Overeaters Anonymous) and re-published by GSA in 2014;
  - c. Eats three weighed and measured meals per day with nothing in between (does not include splitting meals or adding "extra meals" or “snacks” for any reason).

NOTE: There are no additional qualifications for leaders of Relapse/Recovery, Beginners, or Literature meetings. Some meetings may have a specific focus that has been decided by group conscience (e.g., Women over 50, Men’s meeting, weight loss >100lbs).
- 2. Suggested Length of Service:** 3 months
- 3. Responsibilities/Duties:**
  - a. Leads the meeting;
  - b. States clearly at the beginning that it is a GreySheet meeting – with no other focus;
  - c. Follows the format for that meeting (including Relapse/Recovery, Beginners, Literature meetings, or other meetings) as agreed to by group conscience;
  - d. Does not “wing it” and add to or subtract from the format;
  - e. Treats each member with respect and kindness;
  - f. Acknowledges members during identifying and day counts/milestones;
  - g. Introduces the booker and gives his/her phone number;
  - h. Stops interruptions as quickly as possible;
  - i. Asks for GreySheet-related Announcements during regular meeting announcements;
  - j. If unable to fulfill the role as leader, makes every effort to get a back-up leader (and explains the focus of the meeting for the substitute) and/or informs the GSR;
  - k. Passes on to the next leader that meeting’s group conscience about how the meeting is run.
  - l. In the absence of a GSR, the leader is not obliged to, but may help the meeting decide who will conduct the group conscience/business meeting. See below for suggestions about how to do this, based on our experience, strength, and hope.
- 4. We have learned (experience, strength and hope):**
  - a. The leader can mention that all the formats are available at: [www.greysheetmeetings.org](http://www.greysheetmeetings.org) under Phone Meeting Formats;

- b. The meeting goes more smoothly when the leader is not multi-tasking (for example, exercising, preparing food, outdoor activities, driving in the car) to respectfully provide love and service for everyone present and for the meeting as a whole;
- c. When acknowledging members during identifying and day counts/milestones:
  - i. It is suggested that the leader acknowledge each individually (“welcome, Xxxx”; “yea Xxxx”)
  - ii. When it is time to move on, then the leader may acknowledge the rest as a group at the end (“welcome to everyone on the line”; “congratulations to everyone celebrating a day count/anniversary of GreySheet abstinence”);
- d. It helps to stop interruptions as quickly as possible (interruptions might include: kitchen noises, snoring, outside conversations, people being unmuted while multi-tasking, people walking outside or on public transportation). The leader could ask the moderator to mute the line or simply ask members to make sure they are muted;
- e. The leader is empowered to interrupt to address distractions that interfere with our primary purpose (e.g., a member is monopolizing, using foul language, interrupting other members, speaking negatively about others, personally attacking individuals or the program);
  - i. The action needs to be swift;
  - ii. First, ask the person to wrap it up (e.g., “Please end your share now, we are moving on;” “I will handle interruptions, Xxxx, you do not need to help lead;” “If you persist, there are options to drop your call or block you from the conference line”);
  - iii. Ask the moderator to mute the line;
  - iv. Motion to close the meeting/business meeting;
  - v. If the problem persists, the leader can inform the moderator liaison to ask the conference call company to block the number temporarily;
  - vi. It helps to remind those sharing to acknowledge the timer;
- f. When more than one person comes in at once, it may help to give an order to who speaks;
- g. When meetings have a specific focus (for example, Relapse/Recovery, Beginners, Women’s/Men’s Meeting) it may be helpful to restate the meeting’s group conscience about how to apply the 3<sup>rd</sup> Tradition (“the only requirement for membership is the desire to stop eating compulsively”);
- h. When introducing the booker, the leader may choose to ask the booker’s permission to give the phone number when the booker is not present, so people know who to contact if they wish to qualify;
- i. The leader may choose to ask the speaker to give his/her phone number immediately after their qualification for those unable to stay on until the end of the meeting, and then repeats the number at the end of the meeting as well;
- j. When introducing the speaker, the leader will clarify with the speaker how they would like to be timed (e.g., “would you like a 5 minute heads up?”)
- k. It often helps when the leader reminds members that they are to stay muted at all times unless they are sharing (by hitting \*1);

- l. It may also be useful to remind members that they can increase their personal volume by hitting \*6 – and decrease their personal volume by hitting \*4;
- m. The leader may thank everyone who shares, but does not comment or “cross-talk” about each share (e.g., anything other than “thank you”);
- n. Ten minutes before the end of the meeting, the leader may take a “burning desire” (speaking for up to one minute to stay abstinent);
- o. Then we have claiming of seats (identification and thanks only, e.g., “thanks for the meeting,” or “I don’t eat NMW,”), until the end of the meeting;
- p. The leader may need to interrupt during claiming of seats to remind members that it is a time for identification only (e.g., “Thank you Xxxx, this time is for claiming of seats only.”);
- q. When leading a ½ hour meeting (e.g. Relapse/Recovery and Beginners Meetings) the leader may find it particularly helpful to pay close attention to the timing of all parts of the meeting (including the 5-minute qualification, and 5 minutes to close the meeting);
- r. In addition, R/R and Beginners meetings place a very high priority for allowing as many to share as possible within the ½ hour time frame;
- s. ½ hour meeting formats (e.g., Relapse/Recovery and Beginners Meetings) may have different ways of closing at 5 minutes before the end of the meeting;
  - i. Relapse/Recovery may not have “burning desire” nor asking for sponsors;
  - ii. Beginners Meetings may not have “burning desire” or claiming of seats, but does have time to ask for sponsors;
- t. The leader of literature meetings or other types of GreySheet meetings (e.g., Tools) may need to pass on to the next leader that meeting’s group conscience about how the literature/topic is handled (e.g., reading something twice before sharing; reading three paragraphs then three shares; one person reading until they wish to stop, then another picking up where that person left off, 5-10-minute qualification on a topic then open for shares, etc.);
- u. The leader may wish to thank all those who read/shared on the meeting, however, we have found that for larger meetings (+75 attenders) or shorter meetings (1/2 hour formats), members prefer to eliminate this practice allowing more time for shares;
- v. We have found that sharing phone numbers at the end of the meeting after the Serenity Prayer works better to allow as many shares as possible during the meeting time;
- w. It is helpful to have a pencil and paper handy to write down the names and numbers;
- x. The leader may wish to announce the time and day of the next business meeting and suggest any concerned member can bring up ideas or thoughts at that time;
- y. In the absence of a GSR, the leader is not obliged, but may help the meeting decide who will conduct a group conscience/business meeting. **Here are some options:**
  - i. The leader may choose to step up him/herself and announce Topics and take Minutes at **Group Conscience/Business Meetings**.
  - ii. The leader may be willing to chair the meeting, but cannot also take minutes. In that case, he/she may ask someone to serve as a secretary/note-taker for the Group Conscience/Business Meeting.

- iii. The leader may not wish to chair the meeting, and may ask if there is anyone with one year of back-to-back GreySheet abstinence who would be willing to chair the meeting (there may be a GSR from another meeting on the line who would be willing to do this service, or simply another member who is willing).
  - iv. In our experience, meeting members are helpful in recalling what happened at the previous business meeting and can assist in the running of a business meeting.
  - v. The leader is always able to decline leading the business meeting, and the meeting can then decide how to proceed;
- z. Lastly, and most importantly, if you are in doubt about how to handle a situation, please contact someone who is a seasoned leader for help – someone who leads meetings in a way that you admire.

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