



## **STRUCTURE OF MEETINGS**

### **RESPONSIBILITIES OF SERVICE POSITIONS**

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## General Information

This document has been developed to provide a guideline for the structure of a CEA-HOW meeting. It is meant to answer questions about who does what, where to get literature, what to do with financial contributions, etc. If you have remaining questions or would like to offer suggestions or comments about this document, please contact your Intergroup Representative or an Intergroup officer. Officers may be contacted via email through the CEA-HOW Dallas Intergroup website at <http://dallasceahow.org/contactus.html> or via the U.S. Postal service at P. O. Box 542105, Dallas, TX 75354-2105.

Please Note: All service positions require corresponding CEA-HOW abstinence and for volunteers to be actively working the CEA-HOW program of recovery. A commitment of one year is helpful in maintaining stability within the meeting. **Abstinence requirements listed are recommendations of the Intergroup and may be overridden by a Group Conscience.**

**Structure of Meetings adopted by CEA-HOW Dallas Intergroup 06/16/2007.**

## Secretary

### What are the qualifications for serving as a Secretary?

The Secretary should be actively working the CEA-HOW program and have at least **90 days of continuous CEA-HOW abstinence**. Additionally, it is recommended that a member have other Group service experience before becoming a Secretary.

### What are the responsibilities of a Secretary?

The primary responsibility of the Secretary is to ensure that the meeting runs according to the CEA-HOW guidelines and the 12 Traditions. The Secretary:

1. Is the principal service position for a stated period of time, usually up to one year.
2. Oversees member with service commitments and may substitute for positions as needed. Ensures the periodic rotation of all service positions. Ensures that each such member has a copy of guidelines for their service commitment.
3. Arrives at meeting place early to see that the room is unlocked, chairs and tables are set up. Stays after the meeting to see room is restored to order, cleaned up and secured.
4. Ensures that the Seven Tools are read by someone with 30 days of abstinence.
5. Ensures that everyone has an opportunity to pitch every week if possible.
6. Ensures that people are quiet while others are reading or sharing.
7. Ensures that members do not engage in cross talk. Please see the attached definition of cross talk.
8. Calls for and presides over Steering Committee meeting or a Group Conscience. Group Conscience involving a substantive change affecting the group as a whole is announced at least two weeks before vote is taken and remains for a minimum of three months.
9. Ensures that members adhere to meeting format and matters voted by Group Conscience.
10. Calls for a Group Conscience as to whether to continue as Secretary if he/she has a slip.
11. Reads list of Secretary's responsibilities before nominations are taken for elections and instructs incoming Secretary.
12. Is contact person for Group, leaving phone number with Intergroup Office and World Service Office for reference.

## Treasurer

### What are the qualifications for serving as a Treasurer?

The Treasurer should be actively working the CEA-HOW program and have at least **90 days of continuous CEA-HOW abstinence**.

### What are the responsibilities of the Treasurer?

The primary responsibility of the Treasurer is to work with the meeting's Secretary to ensure that the meeting's finances are in order, and to keep current written records of all financial transactions. Other duties include:

1. Serves the group for a stated period of time, usually not more than one year.
2. Collects Seventh Tradition donations at each meeting and keeps a running, written tally of each week's donations (A form can be downloaded from <http://dallasceahow.org/forms.htm>)
3. Ensures that a prudent reserve is kept according to the needs of that meeting. Prudent reserve is typically sufficient funds to ensure one month's expenses;
4. Collects and keeps all receipts from any member who incurs reimbursable expenses. Such reimbursable expenses may include phone lists, beverages or promotional flyers. Such expenses may also include literature expenses. Reimburses such members after obtaining the Secretary's approval for reimbursements;
5. According to group conscience, literature ordering, expenses and income may be handled independently by literature person. However, when the group's literature is paid for wholly or partly by Seventh Tradition donations, Treasurer should collect literature expense receipts from literature person and present them to Secretary for reimbursement approval as in paragraph 4, above.
6. Makes reports to the group of financial transactions, at least once per month.
7. With Secretary, reviews and initials financial records prior to instructing new Treasurer as to responsibilities.
8. Distributes balance of Seventh Tradition funds, after expenses have been deducted, to CEA HOW as follows:

60% CEA-HOW Dallas Intergroup c/o Tricia Rodler, 3413 Hacienda Circle, Irving, TX 75062

30% CEA-HOW Inc., 5500 E. Atherton Street, #227B, Long Beach, CA 90815-4017

10% to CEA-HOW Area 2 c/o Rachel Prescott, 3502 Edgehill, Grapevine, TX 76051

Examples of how to calculate 60%-30%-10% split for \$100 collected:

- a. Multiply total number of dollars collected by (0.6) for amount to send to Intergroup:  
Multiply  $(\$100) \times (0.6) = \$60$
  - b. Multiply total number of dollars collected by (0.3) for amount to send to World Service Office:  
Multiply  $(\$100) \times (0.3) = \$30$
  - c. Multiply total number of dollars collected by (0.1) for amount to send to Area 2:  
Multiply  $(\$100) \times (0.1) = \$10$
  - d. Add totals to be sent to Intergroup, WSO and Area 1 to double-check your calculations:  
 $\$60 + \$30 + \$10 = \$100$
9. Sends 7<sup>th</sup> Tradition donations to CEA-HOW monthly, even if the donations are very small. Please include a form (see sample at <http://dallasceahow.org/forms.htm>) with Meeting Number, Intergroup Number, City, Day, and Time (eg Grp 867, IG 90119, Dallas, Sat 11:00 am). At the very least, please include the requested information on your check. If you do not know the meeting number, it can be found on the meeting list at <http://dallasceahow.org/dallasmeetings.htm>. The Intergroup number is 90119. If you do not have internet access, you may contact the Treasurer directly for a copy of the form or the meeting number.
  10. Checks from members for literature or other donation should be made out to CEA-HOW Dallas Intergroup and forwarded to the Intergroup Treasurer immediately. The group will be responsible for any returned checks and/or NSF fees

REMINDER:

Keep in mind that there are many other ways for members to contribute to CEA-HOW, which contributions may be sent to one or all offices:

- Regular contributions (outlined above)
- Birthday contributions - Individuals celebrating their CEA-HOW birthday by giving one dollar for every year in program. Your Group may be credited for this donation. You may also wish to celebrate your sponsor's birthday by contributing one dollar for each year of your sponsor's CEA-HOW birthday.
- Individual contribution - These may be sent directly to the CEA-HOW office. Your Group may be credited for these donations, if you so request. Limit: \$1000 per year.
- In memory of deceased contribution - To express gratitude for a deceased CEA-HOW member, individual members and Groups can send contributions in the deceased member's name.
- Bequest in wills contribution - Bequests are only accepted from CEA-HOW members, Limit: \$1000.
- Special contribution - Money raised at conventions, marathons, workshops and other special events are to be sent by the sponsoring body immediately following the event.

## **Intergroup Representative**

### What are the qualifications for serving as an Intergroup Representative or IR?

An Intergroup Representative should have 90 days of working the Program, **90 days of continuous CEA-HOW abstinence** and make a one year commitment to attend the monthly Intergroup meetings.

### What are the responsibilities of an IR?

The primary responsibility of the IR is to carry information between your Meeting and the Intergroup:

1. Reporting to your Meeting about upcoming activities sponsored by the Intergroup, current meeting issues discussed at the Intergroup meeting and the Intergroup's monthly balance sheet. This oral reporting to your Meeting may be done either once per month or during one or more weeks, depending on whether your Meeting prefers one report or several, shorter reports.
2. Periodically reporting to the Intergroup about the concerns and issues that arise in your Meeting.
3. Obtaining current DFW Metroplex Meeting List, flyers concerning upcoming activities, literature, and other recovery support materials available from the Intergroup Office. You should take ONE flyer for each announced activity and make an appropriate number of photocopies for your meeting, getting reimbursed for your photocopying and any other literature expenses from your Meeting.
4. Giving a copy of the Intergroup Meeting Agenda Packet you obtained at the Intergroup meeting to your Meeting's Secretary.
5. Giving a copy of the updated literature order form to the Literature Person for your Meeting.
6. **Ensuring that a Meeting Change Form is completed whenever there is a change of service positions at your Meeting.**
7. Participating in Intergroup Committees (although any Member of any Meeting may do so, IR's are especially encouraged to become active in Intergroup Committee work).

### When and where are the Intergroup meetings?

Intergroup meetings are held on the third Saturday of the month at 12:15 p.m. at the Center for Spiritual Development, 5324 W NW Hwy, Dallas, Texas.

### What do I do to prepare for an Intergroup meeting?

You will need to know your meeting's number to sign in at the Intergroup meeting. This number is on the DFW Metroplex Meeting list preceding the time and location of your meeting.

You may wish to take notes during the Intergroup meeting, so bring paper and a pen.

Additionally, the Intergroup meetings follow parliamentary procedure as set forth in Robert's Rules of Order. These Rules can be purchased in any bookstore as a paper back for a nominal amount, and will assist you in understanding proper procedure at the Intergroup meetings.

### How many Meetings can one person represent in the Intergroup?

One individual may represent more than one Meeting to the Intergroup. However, each IR gets only one vote on each Intergroup matter brought to a vote. This means that even if a person is the IR for 3 meetings, that IR will only have one vote, not three votes.

What is the CEA-HOW Dallas Intergroup?

The Intergroup is the level of organization of CEA-HOW that provides support directly to Meetings by providing them with literature, information regarding recovery workshops and activities. Each Intergroup consists of a representative from each CEA-HOW Meeting plus an Executive Board.

Each Intergroup is a member of a geographically defined Area and Representatives elected from each Intergroup attend Area Assemblies. Delegates are elected from Area Assemblies to attend CEA-HOW's Business Conference at which policies for CEA-HOW as a whole are discussed and defined. A General Service Board is then elected from among the Area Delegates.

To more fully understand the responsibilities of each of the Intergroup Executive Board members and/or understand how the Intergroup is organized, you may wish to read the Intergroup's Bylaws. A copy of the Bylaws is available at the CEA-HOW Dallas Intergroup website at <http://dallasceahow.org/forms.htm> or from an officer of the Intergroup.

## Literature Person

### What are the qualifications for serving as Literature Person?

The Literature Person should be actively working the CEA-HOW program and have at least **90 days of continuous CEA-HOW abstinence.**

### What are the responsibilities of the Literature Person?

1. Monitor the supply of literature to ensure the availability of literature for group members. (A list of available literature may be found on the website at <http://dallasceahow.org/forms.htm>.)
2. Request monies to purchase books from Treasurer. This should be approved by the Secretary. Meeting should not have to take funds from donations (7th Tradition) to support literature. If money is needed to purchase more literature, Treasurer should be notified and Secretary should approve additional funds. Most new meeting service position people share the cost of the first literature order purchase, then reimburse themselves as meeting grows.
3. Purchase literature as required to maintain an adequate supply. It is suggested that literature be purchased from the CEA-HOW Dallas Intergroup. Literature may be purchased from 10:00 to 11:00 am on the third Saturday of each month at the Center for Spiritual Development, 5324 W NW Hwy, Dallas, Texas. Literature closet is on the second floor, at the top of the stairs. The income from the literature sales helps to support our Intergroup Office.
4. Mark each piece of literature in pencil with the selling price. The literature table is to be self-supporting. To do this, we add a dollar for any book over five dollars. The dollar (\$1) takes care of shipping costs and adds additional literature to the table. It is suggested that a Group conscience be held on this matter.
5. Obtain copies of and print an adequate supply of each of the following:
  - a. Current local area meeting lists (available at <http://dallasceahow.org/dallasmeetings.htm>)
  - b. Phone bridge meeting lists
  - c. Phone bridge meeting guidelines (available at <http://www.ceahow.org/BridgeLineInfo.pdf>)
  - d. Current phone lists for Outreach calls (available from Membership Chairperson)
6. Arrive at the meeting early to put out literature and stay after the meeting to assist members with literature purchases and to return the literature to its storage location.
7. Purchase a cart (one time only), from a discount store, for a reasonable amount of money to use for transporting and/or displaying literature and supplies. Money is to be collected from Treasurer and approved by Secretary. Cart is to be left with meeting when chairperson leaves service.

**NOTE: No food plans or maintenance menus are to be displayed on the Literature table. Newcomers cannot purchase these items, their sponsor must purchase the food plan for them.**

**Sponsor books cannot be on the Literature table, under any circumstances. They are for sponsors only; newcomers may not purchase them. Questions from sponsor books are not to be copied for sponsees.**

Only AA Conference Approved Literature & CEA-HOW Literature may be used at meetings. 12 Step Living Books are fund raisers, for sale as a convenience to CEA-HOW members who wish them, not as a recommendation or endorsement by CEA-HOW WSO. Book Study Meetings shall use only AA Conference Approved Books.

Starting literature for a meeting: AA Big Book, AA 12 Steps and 12 Traditions, Came to Believe, As Bill Sees It, CEA-HOW Pamphlets, Forever Abstinent, and Sponsor Book

**IMPORTANT:** Checks for purchases from members must be made payable to CEA-HOW. Checks must be sent to the Intergroup office within two (2) weeks of date written, no matter how small. If for any reason there is a returned check, for any checks deposited by the Intergroup, the literature person will be contacted and the meeting is responsible for those bad funds. ***It is recommended that checks not be accepted for payment of literature purchases.***

## **Newcomer Chairperson**

Newcomer Chairperson should have a least **90 days of continuous CEA-HOW abstinence** and be working the program.

Call the newcomers from the sign-in sheet at least twice a week to see how they are doing.

Get a list of people who are willing to work with newcomers.

## **Program Chairperson**

The Program Chairperson obtains leaders and speakers for the meeting. Written schedules of the meeting programs are often the best way to avoid slip-ups. Secretary should be notified as to who will be leading each meeting. Program Chairperson should have at least **90 days of current CEA-HOW abstinence** and be working the program.

It is necessary that a leader must have a minimum of 30 days continuous CEA-HOW abstinence and have completed a Third Step Ceremony; a speaker has to have a minimum of 6 months continuous CEA-HOW abstinence and have completed all 12 Steps of the CEA-HOW Program of Recovery. We try to share our recovery. Telephone calls or notes to confirm engagements serve a similar purpose. A word or a note of thanks after the meeting is always appreciated.

## **Beverage Chairperson**

Responsible for setting up equipment for coffee, tea or sugar-free drinks. Most meetings have hot water and instant coffee and tea available. Some meetings have coffee makers. Make sure that there are adequate supplies of beverages, coffee cups, etc.

New meetings may: Ask participants to bring coffee and tea so there will be a supply accumulated; chairperson may collect funds from Treasurer to buy supplies needed. Expenses should be approved by Secretary. Group conscience should be taken to see if coffee maker or cart should be purchased for meeting.

Should arrive at the meeting early and stay after the meeting to clean up.

There may be two (2) people for this position, a chairperson and an assistant. An assistant is a person who can be relied on when needed (ex. when chairperson does not attend a meeting).

There is no abstinence requirement for this position.

## **Membership Chairperson**

Collects 4 sign-in sheets per month (one each week) and compiles into one concise list.

If a participant is not signed in for 2 meetings during the month, it is recommended that their name be removed from the active phone list in order that we may provide newcomers with a list that reflects the current membership.

There is no abstinence requirement for this position.

## **Greeters**

Two (2) people volunteer to welcome participants at the next meeting. Should arrive early and stay until the end of the meeting. At the beginning of each meeting, should remain by the entrance to greet people as they walk in.

Responsibility is for one month (four [4] meetings) or longer if desired.  
There is no abstinence requirement for this position.

## **Steering Committee**

In many Groups, all regular attending, abstaining members are invited to participate and vote in a monthly Steering Committee meeting. Meeting is held before or after the regular scheduled CEA-HOW meeting.

Example of things discussed are:

- minor changes to meeting formats (i.e. breaks, if coffee/drinks are to be served)
- allocation of Group funds
- election of officers
- other business matters that are concerns of meeting and require a Group conscience

To safeguard the stability of the Group, abstinence and program requirements for the positions of Secretary, Treasurer, program chairperson and literature positions may be established by a Steering Committee. In this way, the weekly Group meeting does not have excessive time taken up in business matters. Occasionally, matters of major importance may be brought before the entire Group for a vote.

## Definition of Crosstalk

As taken from Los Angeles Intergroup Oct/Nov 2005 Newsletter

### CROSSTALK

(taken from various intergroup newsletters)

What is it? Why does it hurt?

Webster defines crosstalk as “interference in one track of a recording caused by another track.” In 12-Step programs, the term “crosstalk” is used to describe various forms of “interference” in meetings.

Suggested CEA-HOW guidelines are:

1. The only appropriate comment about anyone’s share—a speaker’s or that of another member—is: “Thank you for your share.”
2. Any comments, negative or positive, about another’s share, experience, life, program, or remarks are crosstalk—that is, interference.
3. A member may talk about his or her own experience as it relates directly or indirectly to another’s share, but should not refer to that person’s share. Even comments such as “When you talked about...it reminded me of my own experience,” are possibly inappropriate.
4. Any form of interruption—remarks, side conversations, gestures, inappropriate laughter, an extreme facial expression, or a spontaneous outburst—is crosstalk.
5. Any advice given during the meeting—whether asked for or not—is crosstalk. If advice is requested, it can be offered after the meeting or by phone.

Why does CEA-HOW strongly discourage crosstalk? There are several reasons:

- We need to feel safe about expressing our experience, strength, and hope without fear of direct or indirect response. For many members, these rooms are the first place we have felt safe speaking about our experience.
- Crosstalk is frequently the expression of an opinion, whether good or bad, of a person’s share. Such an opinion often feels judgmental. Being judgmental is a character defect many of us are trying to let go of.

Avoiding crosstalk helps to guarantee safety, protect privacy, and ensure anonymity for all of us. It is suggested that each meeting do two things to eliminate crosstalk:

1. Define crosstalk in a group conscience at a business meeting; and
2. Include the definition and the prohibition of crosstalk in the format at the opening and the closing of the meeting.

Avoiding crosstalk in our meetings should not discourage anyone from sharing, but, rather, guarantee that each member speaks only about his or her own experience, strength and hope.