

Unity Commitments BBA Meeting

All positions held at this meeting, except chips, cake, set-up, take down, and greeters, require that the person has worked all 12 steps. Positions are held for one year and are elected on _____

Chairperson: _____

Treasurer: _____

Speaker Finders: _____

Topic Minder/Timer: _____

Sponsor Coordinator: _____

Phone List Coordinator: _____

Set Up: _____

Take Down: _____

Chips/Cake: _____

Coffee: _____

Greeters: _____

Unity Commitments

BBA Meeting

Chairperson:	Leads the meeting team
Treasurer:	Collects money, pays bills,
Speaker Finders:	Get alternating men and women 15 minute speakers. Speakers get their own 5 minute speakers, one of each gender
Topic Minder/Timer:	Holds up the "Keep On Topic" sign when speakers drifts off topic. Times the speakers: 14 minutes for 15 minute speaker 4 minutes for 5 minute speaker
Sponsor Coordinator:	Connects sponsees with sponsors. Announce yourself at end of meeting
Phone List Coordinator:	Passes around the phone list. Maintains computer file. Creates printouts.
Set Up:	Sets up chairs, tables, audio, as needed.
Take Down:	Restores room to previous condition
Chips/Cake:	Collects names and years of cake takers. Hands out chips, per the script. Brings cake. Announce yourselves at end of meeting
Coffee:	Sets up and takes down coffee. Maintains stock (money from treasurer)
Greeters:	Welcomes people to the meeting.