

DISTRICT 26 THIRD FRIDAY SPEAKER MEETING

SECRETARY SCRIPT

[Zoom meeting edition - revised September 2020]

Notes to Secretary - please familiarize yourself with these guidelines and the Script *before the meeting*:

- The formal portion of the meeting lasts 75 minutes, from 7:15 to 8:30 PM, Attendees are welcome to stay after for fellowship (subject to Host availability).
- Speakers generally speak for 30 minutes if there is one speaker, 20 minutes each if there are two, 10 minutes each if there are three.
- The readings: All readings will be posted by the Host on the Screenshare. Before the meeting begins, ask for volunteers to read aloud the Welcome, Preamble and Steps, Tradition of the Month, and Closing at the appropriate times (see script below). Or your group can arrange this among yourselves ahead of time.
- Usually during in the open sharing part of the in-person version of this meeting, people just speak up or (sometimes) raise their hand to speak. In the Zoom version, we follow the same format. Please keep an eye out for people using the blue Raise Hand icon. It is very easy to see this next to a person's name in the Participants list - people with this icon shift to near the top of the list - so you may want to leave the participant list open during the meeting. If you prefer not to use the icon, please communicate that to the group!
- We suggest limiting shares to three minutes. If you can arrange ahead of time for someone in your group to be the timer, that would be helpful.

Script

At 7:15pm:

Welcome to Al-Anon By The Bay (District 26)'s Third Friday Speaker Meeting. Let's open with a moment of silence, followed by the Serenity Prayer:

Will the person reading the Welcome please read it aloud now?

This is an open meeting and we welcome visitors seeking information about Al-Anon as well as newcomers to Al-Anon and Al-Anon members.

Will the person reading the Twelve Steps please read the Preamble and the Steps now?

Will the person reading the Tradition please read the Preamble and the Tradition of the month now?

This is the time we pause to honor the Seventh Tradition, which states that we have no dues or fees but are self-supporting through our own voluntary contribu-

tions. Please send contributions to District 26. The address will now be posted in the chat.

During the speakers and the sharing portions of the meeting, the chat function will not be available. It will be available at the break and at the end of the meeting. Also, there will be fellowship for at least fifteen minutes after the meeting, and the chat will be open for all, including private chat, at that time.

A reminder to everyone: as a courtesy to the group, please mute yourself at all times except when you are actually sharing with the group.

Our speaker[s] tonight is/are And tonight's topic is.....

[After the speaker, or after the first speaker, if there's more than one:] We will now take a 5-minute break.

[Call the meeting back to order. Introduce the next speaker, if there is one.]

....

[After the speaker(s) is/are done:]

Now we will begin the open sharing portion of the meeting. A reminder for anyone who missed the announcement about how to share in the Seventh Tradition earlier: please mail your contribution to District 26; the mailing address will again be posted in the chat.

We ask that you keep your shares to 3 minutes so that as many people as possible can share in the time we have. Would someone please volunteer to keep time?

At 8:25 pm:

Are there any AI-Anon-related announcements?

If your group would like to sponsor a Third Friday Speaker Meeting, please contact Susan S. Our Host will post her contact information in the chat.

It's time to end the formal portion of the meeting, but everyone is invited to stay for fellowship.

If you wish to, please unmute yourselves to thank our speaker(s) and show our appreciation for everyone who helped put this meeting together.

Will the person reading the Closing please read it now?

We will now close with the Serenity prayer.