

R2 Commitments and Description of Rules and Responsibilities

Cohosts:

Cohosts are custodians of the meeting and are equally responsible for the welfare of the group. You have many controls at your fingertips. Be careful what you press. If not sure, ask someone before pressing a button if you do not know what it does. **Let the bouncer do their job.** Please make commitments a priority, and if an **OCCASIONAL** absence is needed, notify the group and get your shift covered. **Keep your mic muted when you are not speaking to the group. Keep all privileged chatting ability to the group or individuals in compliance with our safety statement. Our safety statement applies to the committee as well as the group.**

Host 1 year min – 3 Month Length – Minimum 12 consecutive meetings.

Primary role:

You stand for the meeting. You stand for this group's secular version of AA. Create an inclusive space for all members to feel welcome and safe to participate. Focus on supporting both group and AA traditions. Supply clear guidance that we are a 6 Step Secular AA group and provide clarity of our autonomy under the umbrella of Alcoholics Anonymous. Understand why we suggest 6 Steps and why this group was created. We are not an alternative to AA; we are AA with a suggested step program that is free from magical thinking. Be ready to fill in with any other position as needed.

Responsibilities:

Show up 30 minutes before the meeting. Rename yourself. **Example: RHost - Name**

Share some music before meeting if asked by Slideshow Freak.

Present the meeting following the meeting slides with a fun and helpful spirit.

Unmute people as you choose them to share. Scribe will mute and put hands down.

It is not necessary to make a comment after every share. Keep responses after shares, IF NEEDED, brief. Do not take sharing time away from others with frequent comments. Hosts are leaders, not group sponsors. If there is a violation of the safety statement that does not require removal, be the responsible party to redirect the conversation back to the principles of the group conscience.

Expect to stay 30 minutes after the meeting.

You are a trusted leader and as such should be trusted to be consecutively hosting the meeting without unnecessary avoidable absences. All hosts are expected to attend the monthly committee meeting.

Timer 6 months min – 6 months length min.

Primary role:

To keep the timer on members' shares and ring the bell at pre-set intervals.

This keeps the meeting moving and allows more people to take part.

Responsibilities:

Show up at least 15 minutes before the meeting.

Get co-hosted and rename yourself. **Example: RTimer - Name**

Open the web timer and set the clock for 3:15 and hit the reset button.

When the sharing portion of the meeting starts, including the leader, **share your computer sound, use stereo option. Mute your system sounds and any apps that might make noises during the meeting.**

Start timer after the person gives their name.

Colors start to change 30 seconds before the end of the timer, press first bell when the color changes, second bell at next color and third bell at timer end. Use your discretion to allow more or less time. You may have to reshare your sound during burning desires.

Bouncer 6 months min – 6 months length min.

Primary role:

To let people in the meeting from the waiting room and keep the meeting safe from unwanted interruption. You handle the security of the meeting as a whole. Stay on guard.

Before deciding on removal, muting, stopping video, etc., ask yourself is it good for the group as a whole. Principles before personalities.

Responsibilities:

Show up at least 20-30 minutes before the meeting

Get co-hosted and rename yourself. **Example RBouncer - Name**

Let commitments in first, then let people in only after the host says it's ok to start letting people in.

Keep an eye out for zoom bombers, inappropriate screen images or other offensive issues.

Move the person either to the waiting room to give a warning or remove them from the meeting.

Keep an eye out for unmuted mics and mute them if needed.

Stay aware throughout the meeting for new entries, don't let people wait too long in the waiting room.

Unlock chat to everyone and direct and allow unmuting mics when called for in the meeting format.

Post Safety Statement on the 15-minute marks to the group chat, but not during a share:

Safety Statement:

We place principles before personalities. It is the decision of this group's conscience that if any person endangers another individual or disrupts the group's efforts to carry the message of AA to the alcoholic who still suffers, they will be removed. Zoom bombing, threats, discrimination, and predatory behavior will not be tolerated.

Chip Host 6 months min – 6 months length min.

Primary role:

To present new member welcomes, milestone chips and sober anniversaries. This is a celebration for each person that reaches a milestone to show the rest of us that it can be done.

Responsibilities:

Show up at least 10 minutes before the meeting.

Get co-hosted and rename yourself. **Example: RChip Host - Name**

Listen during the meeting for any shares about sober milestones and write it down.

When presenting, celebrate the responders to the chat first, in order, then ask for 1 to 11 months at the same time. Look for hands and unmute one at a time and ask what they are celebrating.

Ask for any anniversaries that were not chatted. Look for hands and unmute one at a time and ask what they are celebrating. Remember to give keep coming back chip for everyone that stayed sober today at the end.

Request via chat for new members and milestones to let you know in advance of the chip board.

Cut and paste this several times during the meeting in the chat to everyone, but not during a share.

If you're new to the meeting, taking a chip for 1-11 months, or celebrating a sober anniversary of one or more years, please send me a message so we can celebrate with you later at chip time!

Topic Master 30 days min — 3 months length min.

Primary role:

To guide the spinning of the topic and random box wheels.

Responsibilities:

Show up at least 10 minutes before the meeting

Get co-hosted and rename yourself. **Example: RTopic Master - Name**

Read the Topic Master slide to the group.

Ask for the wheels to be spun. This starts the sharing portion of the meeting. If the topic is recently used, you can spin again. **Be clear about what the topic is. Say it out loud to the group. Repeat the topic to the group when the box wheel is stopped.**

If the topic is from a member that is present, introduce them and let them share on their topic.

If the topic is for a committee member to choose a topic, let them choose and share on the topic.

If the topic is general, or the person is not present that submitted the topic, ask for the **Random box Wheel** to be spun. When the number is settled, count on your screen from the top, skipping any committed cohosts to that night's group. Pick the person, **unmute them**, and ask them if they would agree to share on the topic. If not ask the next person to the left of their box and so on.

Get the topic text for cut and paste from the Slideshow Freak or write it down yourself.

Cut and paste this several times during the meeting in the chat to everyone and direct messaged to new arrivals, but not during a share:

Welcome to the meeting,

To those of you that have just joined us,

Our main topic tonight is: _____

Reminder: you can share on this topic or any topic or none at all. Just tell us how you are doing tonight.

If you need an attendance sheet visit <https://reasonandrecovery.org> and click on Attendance at the bottom of the Members page.

If you have a topic for the group, dealing with recovery, please send it to the Topic Master for addition to a future spin.

After the meeting go to the R2 website and fill out the topic form to send the latest used topic. Make sure to add who the topic was from.

Slideshow Freak 1 Year min – 6 months length minimum.

Primary role:

You run the meeting presentation. Share the slides and other displays in a consistent and capable manner. You are in charge of running the meeting.

Responsibilities:

Show up 30 minutes before the meeting and open the room. Share some music before meeting or have the Host share some music. Rename yourself. **Example: RSlideshow Freak – Name**

Co-host all commitments when they arrive. Know who is on duty and covering commitments in the meeting. Ask cohosts to rename themselves to their position if they forget.

Download the latest slide show and have it and the wheels ready to present. (Topic Wheel, Box Wheel, Chips) (*On PC Alt-Tab will switch between windows.*) Make sure you are displaying full screen (F11 on PC) It is a good idea to post advance notice to WhatsApp chat groups like OMAGOD and Tus-Nua etc. of the meeting with the link to zoom. Use this image and following text:



Join Zoom Meeting

<https://us06web.zoom.us/j/686521002> Reason and Recovery 6 Step Secular Group of AA

Mute your system sounds and any apps that might make noises or beeps during the meeting. Mute all mics at 2 minutes after the hour, and make sure allowing people to unmute is locked. Turn of doorbell.

Share screen **with sound** at the beginning of the meeting and run the slides until the Topic Wheel.

Share the **Topic Wheel** webpage and spin it for the topic when asked.

Save the text of the topic and chat it to the Topic Master.

If needed, share the **Box Wheel** and spin it.

Stop sharing the screen after the box is chosen.

Reshare the slideshow at about (check with host) 10 minutes before the hour to display **Burning Desires**.

Run thru slides up to **Chip Board** presentation. Make sure the image fits the screen at 100%.

Share **Chip Board** and select the chips as they are needed.

Return to the main slideshow and share the rest of slides until meeting completion.

End screen share when the music stops.

Expect to stay 30 minutes after the meeting or pass the host position to a cohost if you must leave early.

Scribe 3 months min – 3 months length min.

Primary role:

To edit surnames and list “Shared” members. **Mute and lower hands after shares.**

Responsibilities:

Show up at least 15 minutes before the meeting.

Get co-hosted. Rename yourself. **Example R Scribe – Name**

Keep an eye on all members throughout the meeting for needed name changes.

Remove surnames and add **“Shared” to the front** of members names that have shared.

This helps the leader to choose unshared random members from the group.

Example: Shared – Name

Add **“Leader”** to front of topic leader for the meeting. Example: **Leader - Name**

Mute the mic and lower the hand after each share.

Sponsorship Concierge 1 year min – 6 months length min.

Primary role:

To announce the sponsorship information and collect names and link up phone numbers with requests.

Responsibilities:

Show up in time to be of service.

Get cohosted if needed. Get renamed or rename yourself. **Example: Sponsorship Concierge – Name**

Present the following statement and also cut and paste the statement into the chat during the presentation:

Sponsorship can be a key to working AA's steps and Sponsors help us navigate the paths of sobriety. If you are new, please do not be afraid to ask for a sponsor if you want one. Also, if you are open to sponsoring someone, please let us know. To help ease linking sponsors and sponsee, we have two Sponsorship Concierges -

Greeter 30 days min – 1 month length min.

Primary role and Responsibilities:

Show up at least 15 minutes before the meeting.

Get cohosted. Rename yourself. **Example: RGreeter - Name**

Welcome people that enter the room before the meeting.

You stand for all the members of the group that are muted and cannot greet the person sharing. Wait for the person to name themselves and their recovery, and then say “Hi (person’s name)” Be loud enough to hear and friendly enough for a smile. **If they forget to identify as an alcoholic, just say “Hi – Name” anyway.**

DO NOT BREAK INTO A PERSONS SHARE AND SAY “WHO ARE YOU?” it’s rude and disconcerting.

Thank you for giving your time and energy by being of service to the group. **You make the meeting what it is!** Some of these commitments will require more training than others. Please make sure that you receive enough training to feel confident in performing the task. **If unsure, Ask for help. We are all here to help.**

Our purpose is to create a safe space to carry the message of sobriety, hope, courage, and change to the alcoholic that still suffers as well as to those that are further along on this “road of happy destiny”. We are all trusted servants, but this is their meeting. It’s principles before personalities, even ours.

Above all, have fun. **“We absolutely insist on enjoying life”.**

R2 - Nathan