

R2 Commitments and Description of Roles and Responsibilities

All co-hosts

Co-hosts 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. **The unrestricted use of Zoom chat during the meeting is a privilege extended only to co-hosts. Use it wisely and in compliance with our safety statement.** *You are expected to attend the monthly business/committee meeting.* All service positions must be filled by trained members only.

Greeter

Sobriety requirement: ≥ 30 days; 1 month commitment

Primary roles:

Your primary roles are to greet people as they enter the room and to stand for the group when they are muted and cannot greet the person who is sharing.

Responsibilities:

Arrive at least 15 minutes before the meeting. Get co-hosted and rename yourself in a manner such that newcomers can identify you by your service position. Ex: RGreeter – name. Welcome attendees as they arrive during the pre-meeting. Greet the person sharing on behalf of the group.

Topic Master

Sobriety requirement: ≥ 30 days; 1 month commitment

Primary roles:

Your primary roles are to educate attendees on how R2 chooses topics and where/how to submit topics for future consideration; to introduce the meeting's topic, to help choose the meeting's leader, and to inform latecomers of the chosen topic.

Responsibilities:

Arrive at least 15 minutes before the meeting. Get co-hosted and rename yourself in a manner such that newcomers can identify you by your service position. Ex: RTopic Master – name. Announce the topic as selected by the Topic Wheel and determine if the topic was selected recently. Determine the leader for the meeting either by topic author or Leader Wheel spin. Unmute the leader (if necessary) to begin the sharing portion of the meeting. Coordinate with the Bouncer and Chip Host to post Topic announcements in the chat as appropriate.

Scribe

Sobriety requirement: ≥ 90 days; 1 month commitment

Primary roles:

Your primary roles are to edit last names, indicate attendees who have shared, and mute them and lower their hand after sharing.

Responsibilities:

Arrive at least 15 minutes before the meeting. Get co-hosted and rename yourself in a manner such that newcomers can identify you by your service position. Ex: RScribe – name. Change surnames to the first letter. Add “RLeader” to the topic leader for the meeting. After an attendee shares, add “Shared” to the front of their name, mute them, and lower their hand.

Chip Host

Sobriety requirement: ≥ 6 months; 1 month commitment

Primary roles:

Your primary roles are to introduce people who are receiving virtual R2 chips and to inform celebrants how to request a real R2 chip in the mail.

Responsibilities:

Arrive at least 15 minutes before the meeting. Get co-hosted and rename yourself in a manner such that newcomers can identify you by your service position. Ex: RChip Host – name. Monitor the Participants list and make note of newcomers. Monitor the chat and listen to the shares for mention of sobriety milestones. Coordinate with the Bouncer and Topic Master to post Chip announcements in the chat as appropriate. Enthusiastically present the chips.

Timer

Sobriety requirement: ≥ 6 months; 1 month commitment

Primary roles:

Your primary roles are to time the shares and provide audible notices to the sharer of when to start wrapping up.

Responsibilities:

Arrive at least 15 minutes before the meeting. Get co-hosted and rename yourself in a manner such that newcomers can identify you by your service position. Ex: RTimer – name. Mute all system sounds/notifications that might make noise during the meeting. Time the shares using the web timer; use your discretion to allow more or less time as appropriate.

Bouncer

Sobriety requirement: ≥ 6 months; 1 month commitment

Primary role:

Your primary role is to maintain security for the meeting. You uphold the Safety Statement—which may require you to make judgment calls. Reminder: R2 is inclusive until protocol is violated.

Responsibilities:

Arrive about 30 minutes before the meeting. Get co-hosted and rename yourself in a manner such that newcomers can identify you by your service position. Ex: RBouncer – name. Admit attendees from the waiting room. Maintain security using established group conscience protocols. Coordinate with the Chip Host and Topic Master to post the Safety Statement in the chat as appropriate.

Host

Sobriety requirement: ≥ 6 months; 3 month commitment

Primary roles:

Your primary roles are to create and maintain an open, friendly, safe, and inclusive space where all members feel comfortable participating. You set the tone of the meeting and are viewed as the representative of the group and R2 as a whole. Support both AA and group traditions. Understand why this group was created and supply clear guidance that we are an autonomous 6 Step secular AA group under the umbrella of AA. *We are not an alternative to AA; we are AA with a suggested program that is devoid of any religious component.*

Responsibilities:

Be familiar with all service position duties/responsibilities. Arrive about 30 minutes prior to meeting start time. Get co-hosted and rename yourself in a manner such that newcomers can identify you by your service position. Ex: RHost – name. Share music if asked by the Slideshow Freak. Present the meeting using the slideshow. Unmute future shares. Guide the meeting. Redirect the conversation back to principles of the group's conscience as/when necessary.

Slideshow Freak

Sobriety requirement: \geq 12 months; 1 month commitment

Primary roles:

Your primary roles are to open and set up the room, co-host trusted servants, and run the presentation by presenting the slides and displays in a consistent and competent manner. You are in charge of running the meeting.

Responsibilities:

Be familiar with all service position duties/responsibilities. Arrive at least 30 minutes prior to meeting start time and open the room. Announce the room opening via WhatsApp threads. Rename yourself in a manner such that newcomers can identify you by your service position. Ex: RSlideshow Freak – name. Co-host other service members as they arrive. Prompt/remind service people to change their name if necessary. Provide security until relieved by the Bouncer. Share music during the pre-meeting. Co-ordinate with the Host to fill service positions. Stand in for any service position that isn't filled. Present the meeting using the slideshow. Keep the room open for 30 minutes after the regular meeting concludes; provide security, guidance, and leadership if the Host and/or the Bouncer must leave.

Sponsorship Concierge (Sponcierge)

Sobriety requirement: \geq 12 months; 1 year commitment

Primary roles:

Your primary roles are to maintain a list of people willing to sponsor others and to respond to requests from people looking for a sponsor.

Responsibilities:

Maintain a confidential list of potential sponsors and their contact information. Respond in a timely fashion to individuals requesting assistance with connecting with potential sponsors.