**CHAIRPERSON’S RESPONSIBILITIES**

**Revised July 25, 2022**

**Before the Meeting:**

* Please arrive early to make coffee and to prepare for the meeting. Clean up any books, trash, etc. left behind on the chairs of floors.
* Select one or two members to act as greeters at the door.
* Select male/female newcomer contacts and designate someone (preferably a newcomer to read “How It Works”.

**During the Meeting:**

* If there are visitors from other groups attending a discussion meeting, please give them an opportunity to share during the meeting and/or visit with them after the meeting.

**After the Meeting:**

* Collect the money from the basket and the coffee can and count what was collected. Using the envelope and the stamp in the podium, fill in the date, meeting time and amounts collected for coffee and literature if any. This allows the Treasurer to ensure that all meeting envelopes are accounted for.
* After the meeting, collect books and any trash left behind. Clean the kitchen area, empty and clean the coffee pots and turn off the coffee burners. If you are unable to do this yourself, please ask someone to do this for you.

Approved: September 10, 2022