

## Chairperson Advisor (CA)

### Responsibilities:

- Serve as Chairpersons' point of contact for training, support, and ongoing feedback
- Foster an ongoing atmosphere of appreciation and respect for Chairpersons
- Attend and report at all Group Conscience Meetings
- Coordinate with Chairperson Coordinator (CC) and Safety Support Team in monitoring chairperson conduct
- Serve as a role model for all chairs by adhering to the MAWPM Meeting Script and Chair Guidelines
- Train new chairpersons:
  - Welcome new chairs individually within a week of notification by CC
  - Schedule and conduct Chairperson orientation monthly, or as needed:
    - Review script and guidelines for Chairpersons
    - Review MA literature (readings, etc. on website and app)
    - Confirm new Chairperson understands and agrees to the Chair Guidelines
    - Provide host code upon verification new Chairperson has read and accepts the Guidelines and Script
    - Conduct Practice on phone or app functions on the line when a meeting is not in progress
  - CA or delegate will shadow new chairpersons for one meeting or more as needed.
- Schedule and conduct mandatory annual Chairperson re-commitment sessions
- Review and update Chairperson Guidelines annually
- Two months prior to the completion of term, submit vacancy as an agenda item and script announcement

**Requirements:** Two-years continuous clean time from marijuana and proven leadership in MA or another 12-step program

**Term Length:** minimum: One Year  
maximum: one additional term

Approved 10-13-24