

## **Position: MAWPM Business Meeting Chairperson**

### **Responsibilities:**

- The Chairperson's primary responsibility is conducting the MAWPM Business Meeting (guided by Group Conscience). This includes preparing the agenda with assistance from the Secretary and forwarding to the Web Administrator within 72 hours of the meeting. Agenda items that are not submitted at least 72 hours prior to the Business Meeting will be added to the agenda for the following month
- Communicate any information from MA World Services
- Announce any current or upcoming service position vacancies
- Submit any approved web updates within three days of Business Meetings
- Review meeting minutes after Business Meetings and submit to the Web Administrator for posting to the website within four days of receiving document from the Secretary
- Upon acceptance of position contact the Web Administrator to provide personal email address
- Two months prior to the completion of term, submit vacancy as an agenda item and script announcement

### **During the Business Meeting:**

- Make sure the Business Meeting begins and ends on time
- The suggested meeting format is: Serenity Prayer; Twelve Traditions; Attendance; Approval of last month's minutes (with corrections); Subcommittee reports; Old Business; New Business; Announcements (MAWS updates, announce any current or upcoming service position vacancies, agenda item deadline), Adjournment and Closing Prayer. This order can be amended as needed
- Rationing the time for the various reports and keeping order using Q&A Mode, keeping individual discussion time to 3-4 minutes
- If the Chairperson cannot make the Business meeting, they are responsible for finding a qualified replacement (i.e. Secretary, etc.)

**Requirements:** 12 months continuous sobriety

**Term Length:** minimum: 6 months

maximum: one additional term