

JUST FOR TODAY VIRTUAL - Anniversary Meeting Format

Notes to Chairperson and Virtual Meeting Host

- The Virtual Anniversary Meeting is typically chaired by the JFTV Secretary or their designee; and is held on the **last Saturday of the month** at the 7AM virtual meeting.
- Please log in at least 5 minutes prior to the meeting start time to make sure you can connect.
- **Anniversary Speakers**
 - o Are invited to let the JFTV Secretary know that they will speak (ahead of the meeting):
 - o Confirm the presence of those you are expecting;
 - o Ask if anyone else is there to speak (who has not already notified JFTV Secretary);
 - o Organize the order of your speakers from shortest to longest lengths of sobriety;
 - o Set expectations for the speakers for the time to speak
 - After the readings divide the remaining time (usually 50 minutes) by the number of speakers;
 - Subtract a couple of minutes from that number and tell speakers that they have x number of minutes to speak;
 - Ask each speaker to set a timer for themselves; and/or
 - Zoom has a timer app which the speaker can see. Gently remind the speaker if he/she is going over the allotted time.
- **Before the meeting starts:**
 - o Ask for 2 volunteers to read the Preamble and Promises (we skip the 12 steps reading for this meeting due to time);
 - o Confirm that the newcomer liaison is present, renamed and is co-host for the meeting;
 - o Rename yourself as follows: **Today's Chair, Name**
- The VMH will mute all at the start of the meeting and help to mute folks during the meeting
- Please check in with the VMH at the break for announcements, and any time you need help
- Black text is to be read as a script by the Chairperson—there is *no need to read the slides aloud*; let participants read on the screen
- The Chairperson and VMH may share cell phone #s in case of difficulties during meeting
- Guidance in the format is marked as follows:

<Guidance to Chairperson> (Chair) or <Guidance to VIRTUAL MEETING HOST> (VMH) Thank

you for your service! You are going to do GREAT!

Meeting Format

- **Welcome** to the Just for Today Virtual Monthly Anniversary meeting of Alcoholics Anonymous. My name is. . .
- This is a 60 minute speaker meeting ending at 8:00 am.
- Just a reminder that you can use the **rename function** to add your phone number or Hashtag. Those on the phone can dial *6 to mute and unmute and *9 to raise their hand. If you have other tech questions you may chat with those identified as host or co-host.
- Our daily meetings are Closed Meetings of Alcoholics Anonymous. In support of **AA's singleness of purpose**, attendance at closed meetings is limited to persons who have a desire to stop drinking. If you think you have a problem with alcohol, you are welcome to attend. We ask that when discussing our problems, we confine ourselves to issues as they relate to alcoholism. As a reminder, we do not engage in "**crosstalk**" by interrupting or participating in spontaneous dialogue while someone is sharing. We encourage you to express your identification with, or appreciation for, the speaker, but please refrain from judging or giving advice.
- It is our convention to welcome non-alcoholics to attend this – our monthly Anniversary Meeting. Thus, there may be those among us who are not alcoholic.
- We invite any **participants who are new** to this meeting, new to AA, or visiting to introduce themselves at this time.

<Chair: Let new or visiting participants introduce themselves>

- Our Group uses the chat function for announcements and has a LIAISON who is here for anyone who is new to AA or new to JFTV. Would today's **New Person LIAISON** please introduce themselves?

<Chair: Let New Person Liaison introduce themselves>

If no one volunteers promptly, VMH will take this role.

<NEW PERSON LIAISON (or VMH): **Post the "Welcome Announcement" IN CHAT TO EVERYONE**

- Those who are willing to take calls or texts may post their number in the participants list. Those who are willing to be temporary sponsors may post a Hashtag (#) in front of their names to indicate that they are available for sponsorship. If you are new, have a look at the participants list for numbers of people willing to take calls, hashtags for people willing to be temporary sponsors and the LIAISON who is here to answer questions. For those who cannot see the list, please stay a few minutes after the meeting to chat and ask for names and numbers.

<VMH: Share Screen with Traditions>

- We read the **Tradition of the Month** at this meeting:

<Chair: Read the Tradition of the month>

- Let's begin with a **Moment of Silence** to use as you wish.

<VMH: Share Screen with Preamble>

- Ask your volunteer to read the **Preamble of Alcoholics Anonymous**:

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

<VMH: Share Screen with Promises>

- Ask your volunteer to read the **Promises**:

If we are painstaking about this phase of our development, we will be amazed before we are halfway through. We are going to know a new freedom and a new happiness. We will not regret the past nor wish to shut the door on it. We will comprehend the word serenity and we will know peace. No matter how far down the scale we have gone, we will see how our experience can benefit others. That feeling of uselessness and self-pity will disappear. We will lose interest in selfish things and gain interest in our fellows. Self-seeking will slip away. Our whole attitude and outlook upon life will change. Fear of people and of economic insecurity will leave us. We will intuitively know how to handle situations which used to baffle us. We will suddenly realize that God is doing for us what we could not do for ourselves. Are these extravagant promises? We think not. They are being fulfilled among us—sometimes quickly, sometimes slowly. They will always materialize if we work for them.

- Our format today is that we hear from various group members who have celebrated an AA anniversary in the past month.
- I have a list of those who wish to speak today to celebrate their anniversary and will call on one at a time. We have <xx> speakers today, so please limit your sharing to <xx> minutes. In the interest of hearing from all our celebrants – we ask that you set your own timer, and we will set one as well. I will interrupt and ask you to wrap up if you go over the time.
- <Chair: Introduce each speaker, mentioning sobriety date (years); beginning with member with least sobriety>

<Chair: About halfway through the meeting:>

- Let's take a break for the 7th tradition and announcements. The 7th Tradition of Alcoholics Anonymous states that every group ought to be fully self-supporting, declining outside contributions. Please go to justfortodayaa.com and send your 7th Tradition contributions by check or PayPal. Directions are on the website.

<VMH: Put website and 7th tradition information in the Chat to Everyone >

- Let's check in with the Virtual Meeting Host to see if there are any announcements.

<VMH: Any JFTV and/or AA announcements can be put in the Chat to Everyone>

- As a reminder - please look for our LIAISON, participants with phone numbers who are willing to take calls and texts, and those with hashtags who are willing to be temporary sponsors.

< NEW PERSON LIAISON or VMH: Drops the "Welcome Announcement" in Chat to Everyone one more time.

- That's all the time we have for today. In closing, if you want or need to connect or if you feel at risk of drinking today, please stay after the meeting and check in with someone.
- We hope that you heard something to take with you, but please leave the names and faces here where they belong in the virtual halls of AA.
- Please check our group website at justfortodayaa.com for group news and general AA-related information.

<VMH: JFTV Information (website, contact gmail, secretary gmail can be put in the Chat to Everyone>

- Let's end the meeting with the "we version" of the serenity prayer. Please feel free to unmute yourself.

*God, grant us the serenity to accept the things we cannot change,
courage to change the things we can,
and wisdom to know the difference*