

PPG

HANDBOOK

Updated August 2021

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PURPOSE AND CONTENT OF THIS HANDBOOK

This handbook is intended to convey to the newcomer to the Primary Purpose Group Calgary (henceforth referred to as PPG) and those assuming service positions within the group the way in which we operate inside the Fellowship of Alcoholics Anonymous. It will also assist alcoholics already established within the group to understand and appreciate some finer points of group protocol and procedure.

INTRODUCTION TO PPG

At PPG, we study the textbook of Alcoholics Anonymous or commonly known as "The Big Book". Time and experience have proven it to be the most successful approach to the Steps to recover from alcoholism. Because of how it was written, we believe it to be the purest 12 Step document in existence. As far as we are concerned, it is what works for us. The purpose of this meeting is to learn from the Big Book how to improve how we each work the 12 Steps by extracting the precise instructions it contains. During the meeting we try to stay focused on finding the clear-cut directions in the passage being covered on that day. If you have other opinions, thoughts, theories, ideas or personal experiences that differ from the direction of the Big Book, perhaps after the meeting in fellowship or in a private conversation with one of us is a better place to discuss it. If you have worked the Steps with a sponsor by the specific instructions in the Big Book and had the promised spiritual awakening, then we would really like to hear your insights into these directions. If are new to A.A., to this meeting or to this approach to the Steps, we want you to know you are welcome here. Our hope is that you will hear something that will be helpful to you.

PPG meets each Wednesday at:

Zoom ID: 403 829 2788

Sunalta Community Association

1627 10 Ave SW

Calgary, AB

MEETING FORMATS

BUSINESS MEETING

Meeting Frequency:

First Wednesday of every month

Meeting Time:

6:30pm - 7:30pm

Description:

Located at the Sunalta Community Association – Main Hall. 1627 10 Ave SW or on Zoom at 403 829 2788

The primary purpose group has adopted the practice of using a simplified version of the "Roberts Rules of Order" to conduct our Business Meetings. These rules have been reviewed and adopted to ensure that all business meetings maintain a format where all members are offered an opportunity to be heard. The use of these rules can seem daunting at first, but with some observation and practice, we have found it is an excellent way to ensure all opinions can be heard and weighed independently.

Each year in September, our monthly business meeting is extended (starting at 6:00pm) to account for the election of new trusted servants in the spirit of rotation.

"CALL-UP" MEETING

Meeting Frequency:

Last Wednesday of the month (occurs only once a month)

Meeting Time:

8:00pm - 9:00pm

Description:

Located at the Sunalta Community Association – Main Hall. 1627 10 Ave SW or on Zoom at 403 829 2788

The "Call-up" meeting happens only once a month and consists of 45 minutes of "call-up" meeting.

"BIG BOOK" MEETING

Meeting Frequency:

Wednesday Nights (except the last Wednesday of the month)

Meeting Time: 8:00pm - 9:00pm**Description:**

During "Big Book" meeting we read from the Big Book for 10 minutes and spend the remainder of the time sharing insights on the precise instructions that were contained in the reading.

Located at the Sunalta Community Association – Main Hall. 1627 10 Ave SW or on Zoom at 403 829 2788

BEING OF SERVICE IN PPG

At PPG, we take being of service seriously. Our combined experience has taught us that every opportunity to be of service in A.A. is a blessing and should be approached with a spirit of gratitude and humility. There are ALWAYS opportunities to be of service in PPG, or AA as a whole. If you think you want to continue your spiritual journey by "growing in understanding and effectiveness" from being of service, please join us at our Business Meeting - we would love to learn more about how you want to contribute!

Currently, PPG has the following Service Positions. More information on each position can be found later in the handbook or on our website:

- "Banff Roundup" Representative
- Chairperson
- Business Meeting Chairperson
- Cooperation with the Professional Community (CPC) Representative
- General Service Representative (GSR)
- Alternate GSR
- Greeter(s)
- Head of Setup & Cleanup
- Intergroup Representative
- Alternate Intergroup Representative
- Literature & Supply Chairperson
- Membership Chairs
- Public Information (PI) Representative
- Secretary
- Speaker Chair
- Treasurer
- Treatment Liaison
- Parliamentarian
- Online Host/Greeter

"BANFF ROUNDUP" REPRESENTATIVE

Suggested Term Length:

1 year

Position Requirements:

None

Description:

Once a year, the Calgary Intergroup Committee hosts an AA Roundup in Banff, called the "Banff Roundup". Calgary and area groups are invited to participate in the activities of the Banff Roundup Committee by sending a group elected representative.

Responsibilities:

- Assist in any planning and hosting efforts of the Banff Roundup Committee
- Represent the PPG at monthly Banff Roundup Committee meetings
 - Actively participate in discussion and decisions reflecting, as best as possible, the group conscience of the PPG
- Report what happens at the Banff Roundup Committee meeting at our monthly PPG Business meeting, this can be emailed to the Secretary to be sent out to all PPG members

CHAIRPERSON

Suggested Term Length:

1 month

Position Requirements:

None

Description:

The Chairperson is responsible for facilitating the meetings every Wednesday night, choosing readers and following the appropriate format

Responsibilities:

- Handle all the administrative business at "Big Book" and "Call-Up" meetings
- Arrive at meeting 15 minutes early
- If it is a "Big Book" Meeting, be aware of where to start the reading as recorded in the meeting log book
- Familiarize themselves with the pages to be read in the Chairperson's Big Book and be aware of any special instructions appropriate to those pages (Note that the reading

takes 10 minutes and stops at the end of the paragraph being read. We read from the Preface all the way to the end of Dr. Bob's Nightmare, then back the Preface)

- Assign readers for the meeting (and handout appropriate materials to the selected readers) The readings are How It Works (Original Manuscript), the PPG Description, and The Closing Statement
- Know who was elected as time moderator and find someone to take the job if they are not present
- Follow the appropriate meeting formats
- Consult business meeting chairperson for guidance

SPEAKER CHAIR

Suggested Term Length:

1 month

Position Requirements:

- 1) A member of PPG for three plus months
- 2) An understanding of what PPG does (attended business meetings, watched a few meetings being conducted)
- 3) Have a sponsor and engaged in the 12 Steps

Description:

The Speaker Chair is an integral part of the meeting and keeps the meeting in tone with the culture of our group.

Responsibilities:

- Arrive at meeting 15 minutes early
- Pick the speakers for each meeting, stop them when the timer goes off
- Consult business meeting chairperson for guidance
- Track who speaks at each meeting, names of attendees and who is an active sponsor
- Write down names of people when they introduce themselves
- For all meetings, choose speakers who will share their experience with the solution found in the first 164 pages of the Big Book
- Call on a variety of people, including people you don't know, members of AA from other groups, different genders and lengths of sobriety but who have EXPERIENCE WITH THE PROGRAM
- Suggestions include: PPG Members, people who raise their hand as active sponsors and members who you have seen attend the meeting regularly
- As this is an Open meeting, according to AA literature non-alcoholics are asked to remain observers. Anyone who does not identify as alcoholic is not to participate
- You will pick all the speakers. There will be no "burning desire" or "opening the floor". You may remind speakers to share loudly so the whole room can hear.

BUSINESS MEETING CHAIRPERSON

Suggested Term Length:

1 year

Position Requirements:

- 1) Strong knowledge of Twelve Steps, Twelve Traditions and PPG modified "Robert's Rules of Order" <http://www.ppg-calgary-aa.org/meeting-formats/ppg-business-meeting>
- 2) Familiar with PPG meeting format based on previous attendance, member of PPG for at least 6 months

Description:

The Business Meeting Chairperson holds the primary responsibility of facilitating the monthly PPG Business meetings - which occur on the first Wednesday of each month, at 6:30pm. All PPG Business Meetings are to be executed as per the adopted Business Meeting format, as decided by the group.

Responsibilities:

- Act as a resource for the chosen Chairperson for "Big Book" and "Call-Up" Meetings—this includes, but is not limited to:
 - Detail the approved Chairperson expectations as agreed upon by our group conscience
 - Discuss how chairing a meeting is a spiritual activity
 - Review the meeting format and duties
 - Be of service throughout the month if the Chairperson has and questions or concerns
 - Conduct our Annual Service Position Elections
- In the event that the Primary Purpose Group conscience has come to a tie/stalemate/spilt decision on any particular vote, it is the responsibility of the Business Meeting Chairperson to act as a deciding vote - therefore, the Business Meeting Chairperson is not permitted to cast a vote on any issue unless needed as stated above
- Seek guidance from previous Business Meeting Chairperson

COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) REPRESENTATIVE

Suggested Term Length:

1 year

Position Requirements:

None

Description:

The Calgary General Service Committee has a permanent subcommittee dedicated to reaching out to provide information to professionals within our community who regularly come into contact with Alcoholics - the Cooperation with the Professional Community Committee. Calgary and area groups are invited to participate in the activities of the Cooperation with the Professional Community Committee by sending a group elected representative.

Responsibilities:

- Assist in any presentation efforts of the CPC
- Represent the PPG at monthly CPC meetings
 - Actively participate in discussion and decisions reflecting, as best as possible, the group conscience of the PPG
- Report what happens at the CPC meeting at our monthly PPG Business meeting, this can be emailed to the Secretary to be sent out to all PPG members

GENERAL SERVICE REPRESENTATIVE (GSR)**Suggested Term Length:**

2 years

Position Requirements:

- 1) Understanding of 12 Traditions, Active in working the 12th Step, Member of PPG for minimum 6 months, attended several business meetings, willing to mentor the Alternate, understands importance of consistency and length of term.

Description:

First and foremost, PPG's General Service Representative (GSR), is responsible to ensure PPG has proper representation each month at the Calgary General Service Committee (CGSC) meeting.

CGSC meets the **LAST Monday of every month, at 7:30 p.m. at St. Mark's Church, 1802 – 33 Ave. S.W.**

Primary Purpose falls within Area 78 – Alberta and Northwest Territories, which is one of 93 areas in the U.S. and Canada. Within that area, local meetings make up numbered districts. Each group has an elected representative to meet and serve A.A. as a whole in consideration of all of A.A.'s 12 Traditions at district meetings.

Responsibilities:

- Attend monthly Calgary General Service Committee (CGSC) meetings
 - Actively participate in discussion and decisions reflecting, as best as possible, the group conscience of the PPG

- Report what happens at the CGSC meeting at our monthly PPG Business meeting
- Present a condensed report at the PPG monthly business meetings, this can be emailed to the Secretary to be sent out to all PPG members
- Sign PPG up for service positions from time to time. The practice has been to sign PPG to fill spots for speaking at institutions and other meetings of interest.
- Read out announcements at the end of the PPG meeting. The directive from the group conscious is to only read those announcements from the Announcements Notebook that are related to Alcoholics Anonymous and are within the guidelines of our recommended 12 Traditions.
- Attend the annual AA Assembly in Red Deer (in September) as a representative for the PPG and report back to the group what happens
- Prepare a budget for the AA Assembly, as well as make all arrangements for travel and accommodations (Note: the PPG saves a portion of our collected 7th Tradition throughout the year to cover the cost for modest accommodations, travel and basic expenses for this trip)

For more information, please see the *GSR General Service Representative: May be the most important job in A.A.* pamphlet (linked on the website), which outlines responsibilities and other sources of information for the position.

ALTERNATE GSR

Suggested Term Length:

2 years

Position Requirements:

None

Description:

The position of the Alternate GSR is to support and coordinate with the GSR to ensure that all duties and responsibilities are carried out as set in the service position description of the GSR

More often than not, this will entail periodic visits to the monthly CGSC meeting in the absence of the GSR (for example).

It is the hope, though not necessary, that those who have held the position of Alternate GSR will be the first considered for the position of GSR when the position is up for election.

Responsibilities:

- Support and coordinate with the GSR to ensure that all duties and responsibilities are carried out as set in the service position description of the GSR
- Attend monthly CGSC meetings in the absence of the GSR
- Be prepared to (potentially) be first considered for the position of GSR when the position is up for election

GREETER(S)

Suggested Term Length:

1 month

Position Requirements:

Ideally, we should have a minimum of three greeters with different genders represented.

At least one of the greeters must be an experienced PPG Greeter. This entails:

- a) Having been a Greeter for at least three meetings
- b) Familiarity with the purpose and responsibilities of a Greeter
- c) Active in working the 12th Step

Description:

The Greeter is the first point of contact for members arriving at the meeting. PPG seeks to maximize our usefulness. Having people welcome incomers to the meeting and thank people as they exit is an important part of helping people feel comfortable and welcome in our meeting thus, the institution of the Greeter position.

Responsibilities:

- Stand at the entrance door from 7:45pm until 8:05pm (at least one person be stationed at the door from 8pm to 8:05pm)
- Stand at the exit door from the end of the meeting until most people have left
- Shake hands with incomers and welcome them to the PPG meeting
- If necessary, help people find a seat at the beginning of the meeting
- Help people who appear confused or uncomfortable
- Try to catch newcomers or people new to the meeting and make sure they are connected with members
- Thank people for coming to the meeting
- Engage with attendees so that they feel encouraged to return
- Be friendly, inclusive, by putting the priority on spending time with new faces, connecting with those who have not yet found a home at PPG, as experienced members arrive guiding them to less experienced members (same when people leave)

HEAD OF SETUP & CLEANUP

Suggested Term Length:

1 month

Position Requirements:

- 1) Member of PPG who has demonstrated reliability in showing up to meetings and reaching out for help so they can delegate

Description:

Responsible for orchestrating the setup and cleanup of every meeting.

Responsibilities:

- **Arrive at 7pm for setup (or, if need be, make sure to delegate someone else to arrive at 7pm sharp and takeover setup responsibilities)**
- Responsible for making sure the meeting is setup and cleaned up appropriately each week (including Business Meetings), This includes delegating, getting help and making announcements if necessary. Use the **"Pre-Meeting Checklist"** as a guideline for setup.
- If there are any sharps or needles around the door outside the meeting, use the gloves in our bin to dispose of these safely in the sharps containers at the Safe Injection Site. (If you are not familiar or comfortable please ask someone for assistance.)
- Cleanup includes:
 - Stacking chairs
 - Cleaning coffee carafe and cups
 - Mopping in the winter
 - Leaving the room tidier than you found it
 - Summer: cigarette butts
 - Winter: mopping

INTERGROUP REPRESENTATIVE

Suggested Term Length:

1 year

Position Requirements:

- 1) Understanding of 12 Traditions, Active in working the 12th Step, Member of PPG for minimum 6 months, attended several business meetings, willing to mentor the Alternate, understands importance of consistency and length of term.

Description:

First and foremost, Primary Purpose Groups' Intergroup Representative, is responsible to ensure PPG has proper representation each month at the Calgary Intergroup meeting.

Intergroup meets the **SECOND Monday of every month, at 7:00 p.m. at St. Mark's Church, 1802 – 33 Ave. S.W.**

Responsibilities:

- Attend monthly Intergroup meetings
 - Actively participate in discussion and decisions reflecting, as best as possible, the group conscience of the PPG
- Present a condensed report at the PPG monthly business meetings, this can be emailed to the Secretary to be sent out to all PPG members
- Sign PPG up for service positions from time to time. The practice has been to sign PPG to fill spots for speaking at institutions and other meetings of interest.
- Sign PPG up for Calgary AA Phone Monitoring and ensure that all phone monitoring shifts are adequately covered by PPG volunteers

ALTERNATE INTERGROUP REPRESENTATIVE**Suggested Term Length:**

1 year

Position Requirements:

None

Description:

The position of the Alternate Intergroup Representative is to support and coordinate with the Intergroup Representative to ensure that all duties and responsibilities are carried out as set in the service position description of the Intergroup Representative.

More often than not, this will entail periodic visits to the monthly Intergroup meeting in the absence of the Intergroup Representative (for example).

Responsibilities:

- Support and coordinate with the Intergroup Representative to ensure that all duties and responsibilities are carried out as set in the service position description of the Intergroup Representative
- Attend monthly Intergroup meetings in the absence of the Intergroup Representative
- Be prepared to (potentially) be first considered for the position of Intergroup Representative when the position is up for election

LITERATURE & SUPPLY CHAIRPERSON

Suggested Term Length:

1 year

Position Requirements:

Trustworthy with buying literature and supplies, sometimes needs access to large amounts of funds when purchasing books, reliable member of the meeting, ability to pick up literature and supplies from Central Office.

Description:

It is the responsibility of the Literature & Supply Chairperson to ensure that the group is supplied with sufficient quantities of A.A "conference approved" literature (a minimum of 12 "Big" and 12 "Little" copies of our textbook, Alcoholics Anonymous), monthly denominations of length of sobriety "chips" (medallions), other service material (brochures/pamphlets), as well as coffee supplies (coffee, sugar, etc.).

Responsibilities:

- Ensure that the group is supplied with sufficient quantities of A.A. "conference approved" literature (a minimum of 12 "Big" and 12 "Little" copies of our textbook, Alcoholics Anonymous), monthly denominations of length of sobriety "chips" (medallions), other service material (brochures/pamphlets), as well as coffee supplies (coffee, sugar, etc.)
- Maintain a group "literature inventory"
- Order literature and literature related supplies when needed (on a monthly to bi-monthly basis)
- Communicate the literature and supply needs of the group to the rest of the group at every PPG Business Meeting
- Report a total inventory valuation to the PPG Treasurer and PPG group as a whole (at every PPG Business Meeting at the minimum), including how many books were ordered for PPG and how many were sold to PPG attendees throughout the month
- Ensure that all money is collected from the sale of literature and make sure it is delivered to the Treasurer directly, or it is included in the group's weekly 7th tradition
- Introduce any suggested changes to literature to the group, as well as report any specific literature requests from meeting attendees at the PPG Business Meeting as a whole for consideration
- Be familiar with the general make-up of the PPG literature and supply requirements as to be able to provide information for those who ask
- Safeguard upkeep and maintenance of the PPG "bin of supplies" including, but not limited to, weekly organization of the bin prior to storage and discarding any bin contents which are no longer needed

MEMBERSHIP CHAIRS

Suggested Term Length:

2 years

Position Requirements:

- 1) Been a member of PPG for 3 months or more
- 2) Have a holistic understanding of PPG (especially how it runs)
 - a) Attended a minimum of one business meeting (preferably more)
 - b) Attended a minimum of eight "Big Book" or "Call-Up" meetings
- 3) Have a sponsor and be engaged in the Twelve Steps
- 4) Have some knowledge of service and an AA home group
- 5) Access to a computer

Description:

The membership chairs are required to keep a spreadsheet of the active members of Primary Purpose Group. To sign-up as a member of PPG, we ask for your Name, Sobriety Date, Phone number, and E-mail address. This information is NOT made public (in respect of AA's anonymity), but is made available to PPG members for contact purposes. The membership chair can bring their own ideas about how to support the membership of the meeting.

Please note, Due to the sensitive nature of this position and to ensure membership chairs are chosen with care, one cannot nominate themselves for the position. Membership Chairs must be nominated by another PPG member

Responsibilities:

- Keep a spreadsheet of active members of PPG and will be responsible to add members to the PPG WhatsApp
- Attend all business meetings to be available to register anyone new who wants to join PPG
- Report on our membership at Business Meetings
- Make themselves available to meet with new members of PPG to: tell them about our website, where to find job descriptions, the 7th Tradition email, answer questions, get them a Robert's Rules handout, give them literature on service etc.
- Attend "Big Book" and "Call-Up" Meetings regularly
- Bring 4 printed updated membership lists to the meeting on the second Wednesday of each month for members to access (not keep)
- Every six months at the minimum, ensure each member of PPG is contacted to see how they are doing, ask if they still want to be PPG members, ask how we can support them if necessary as well as confirm all recorded contact information
- Help to create unity and fellowship within the group by planning small gatherings, when necessary, come up with ways to keep the membership strong, help problem solve

PUBLIC INFORMATION (PI) REPRESENTATIVE

Suggested Term Length:

1 year

Position Requirements:

None

Description:

The Public Information (P.I.) Committee has the task of carrying the message of recovery to the still-suffering alcoholic, by informing the general public about the A.A. program.

The P.I. Committee carries the message by getting in touch with and responding to the media, schools, industry, and other organizations who can report on the nature and purpose of A.A. and what it can do for alcoholics.

Responsibilities:

- Carry the message of the still-suffering alcoholic, by informing the general public about the AA program
- Get in touch with and respond to the media, schools, industry, and other organizations who can report on the nature and purpose of AA and what it can do for alcoholics
- Work with the local PI committee to carry the AA message around Calgary
- Periodically inform PPG of local activities
- May arrange for group volunteers to participate in PI programs requested by schools, businesses, law-enforcement agencies and other organizations interested in the AA approach to recovery from alcoholism
- Within the framework of Tradition Eleven, use suggested methods (ranging from personal contact to public service announcements on radio and TV) to inform other alcoholics of AA meeting times and locations

SECRETARY

Suggested Term Length:

2 years

Position Requirements:

- 1) Member of PPG for minimum 6 months, attended business meetings, Active in working the 12th Step, Reliable, Access to a computer to digitize summary of the minutes and receive reports from chair people in various positions
- 2) Reliable access to a computer and internet

Description:

The Secretary will be present and on time for all group business meetings, including supplementary business meetings such as a group inventory, etc. If the secretary is not able to attend, it is the responsibility of the Secretary to find a trusted servant to be present for all Secretarial duties on their behalf. At all PPG Business Meetings, the Secretary is responsible for taking detailed notes, or "minutes", of the meeting's proceedings.

Responsibilities:

- Be present and on time for all group business meetings, including supplementary business meetings such as group inventory, etc.
- Find a trusted servant to be present for all Secretarial duties on their behalf if they are unable to attend a business meeting
- Take detailed notes, or "minutes", of the meetings proceedings at all PPG Business Meetings, type and email to membership list after Business Meetings
- Recount the previous month's minutes to the group as accurately as possible at the start of each business meeting
- Keep minutes in an orderly and legible fashion (digital is perfectly fine) and must be available to group members between PPG Business Meetings
- Digitize minutes and send out to membership each month
- Send out a monthly email reminder of the Business Meeting and any other events as well as requesting reports from any chairs that wish to send them in
- If deemed necessary, request that the Business Meeting Chair send reports in advance of the Business Meetings
- If requested, the secretary must produce a hard copy of all minutes to be stored in the brown folder in the group's "bin" as the PPG official record
- Keep a **running list of all motions voted down in the last six-month period**. *As per the adopted PPG guidelines, motions voted upon which fail are not to be re-addressed until after a 6 month "cooling off" period.* It should also be noted that any and all motions that are put forth by the group **which directly affect the agreed upon meeting format will have a mandatory 1-month tabling (again, a "cooling off" period) before formally voted upon in the following months Business Meeting.**

TREASURER

Suggested Term Length:

2 years

Position Requirements:

1 year

Description:

It is the responsibility of the Treasurer to handle the general finances of the PPG.

Responsibilities:

- Verify and collect weekly 7th Tradition. If the Treasurer is not available to collect the 7th Tradition, this duty falls to the meeting chairperson chosen for the month
- Ensure all collected monies are deposited into our PPG bank account and that a detailed financial report is prepared for each Business Meeting for presentation and review
- Ensure all group expenses are covered including, but not limited to; rent, literature expenses, coffee and supplies, chips, etc.
- Get all PPG group cheques signed by the correct amount (any 2) of PPG Signing Authorities
- Monitor group expenses and, when excess is over the agreed upon \$800.00 milestone, motion for an even 4 way "split" of excess funds - to be disbursed to AA New York GSO, Area 78, Calgary General Service Committee (CGSC) and Calgary Central Office (Intergroup)
- Advise on any proposed group expenditures based on present financial status

TREATMENT LIAISON

Suggested Term Length:

2 year

Position Requirements:

- 1) Minimum of 1-year sobriety
- 2) Been a member of PPG for at least 6 months
- 3) Familiarity with the Twelve Steps and the Twelve Traditions
- 4) Active in working the 12th Step
- 5) Especially familiar with Tradition 6, any literature concerned with AA's cooperation with treatment centers

Description:

PPG has many members and attendees from local treatment centers. To be of maximum usefulness we seek cooperate with nearby treatment centers to best integrate their clients into alcoholics anonymous.

Responsibilities:

- Build and maintain relationships with treatment centers
- Gather information from treatment centers on how to best help their clients
- Offer ideas on ways PPG and treatment centers can work together
- Communicate and implement methods for increased cooperation within PPG
- Create contact list and procedure for continuing treatment center relations

AUDIOVISUAL PERSON

Description: The A/V person sets up, trouble shoots and maintains the computer equipment to host the hybrid meeting.

Suggested term length: 1 month

Position Requirements: The ability to get to the meeting early. Basic computer hardware and software trouble shooting skills. The ability to carry the equipment from storage to the meeting room.

Responsibilities:

- Be at the meeting approximately 40 minutes early to set up
- Carry equipment upstairs from the basement storage
- Set up equipment including projector, computer and stereo
- Test the speakers and microphone with a zoom test
- Trouble shoot problems during the meeting
- Pack the equipment into the storage containers
- Ensure the equipment is properly stored within PPG's allocated storage space
- Ensure the equipment maintained for the following week. IE. equipment needing to be replaced or software needing updates (speak with GSR and literature supplies persons when equipment is needed)

PARLIAMENTARIAN

Suggested Term Length:

1 -2 years

Position Requirements:

Good understanding of the simplified "Robert's Rules of Order"

Description:

The Parliamentarian holds the primary responsibility of helping the Chairperson with running the meeting using the "Robert's Rules of Order"

Responsibilities:

- Handle any Robert's Rules discrepancies during the business meeting
- Help answer any questions from the members during or in-between the meetings

- Chance to offer a “Robert’s Rules of Order” tip during the meetings for the membership to improve everyone’s understanding

PPG ONLINE SERVICE POSITIONS

ONLINE HOST

Description: The Online Host supports the speaker chair, helps ensure a safe and enjoyable online space, and generally helps PPG run a smooth hybrid meeting!

Suggested Term Length: 1 month

Position Requirements: A computer to manage the meeting from (unfortunately a smart phone won't work). Also, some knowledge of how to manage a Zoom meeting or a willingness to be trained!

Responsibilities:

- Logs on 15 minutes before the meeting and is assigned “**Host**” by Speaker Chair
- Supports Online Greeter to encourage pre-meeting fellowship and welcoming
- Keeps an eye on chat and Zoom room throughout the meeting to help create a safe and enjoyable meeting space
- If there is a Zoombomber or online attendees purposefully causing disturbances, the Online Host is responsible for removing that person from the Zoom meeting
- If an online attendee forgets to mute, the Online Host can kindly mute them
- Keeps the meeting room open for 15-20mins after the serenity prayer to encourage fellowship and connect with new or struggling members. The Online Host can create breakout rooms for this if needed

ONLINE GREETERS (1 OR MORE!)

Description: Similar to the in-person Greeters, the Online Greeters help create a welcoming meeting environment for online attendees. They also inspire fellowship before and after the meeting and ensure newcomers get connected

Suggested Term Length: 1 month

Position Requirements: A computer or smartphone

Responsibilities:

- Logs on 15 minutes before the meeting and is assigned “co-host”
- Greets every person as they enter the room and welcomes them to PPG before the meeting (it’s ok to stop after the meeting has started)

- After the meeting, they stay online for 15-20 minutes to inspire fellowship
- If there are newcomers or someone who may be in need of help, the Online Greeters ensure those folks get connected with PPG members

PRE-MEETING CHECKLIST

SETUP OBJECTIVES

- 1) Be sure to arrive at the meeting 1 hour prior to the start of the "Big Book" and "Call-Up" Meetings and 15 minutes prior to the Business Meeting the first Wednesday of each month
- 2) Make coffee and set up the coffee supplies (i.e. mugs, sugar, etc.)
 - a) With the basket and stem removed, fill the urn with COLD water to the desired level (cover base with ½ inch of coffee)
 - b) Insert stem into heating unit well in the bottom of the urn, place basket on stem and fill with the appropriate amount of coffee (cover base with ½ inch of coffee)
 - c) Put cover on urn and plug into outlet to let coffee begin brewing, Ensure the outlet is working.
- 3) Arrange tables and chairs to be comfortable. For a "Call-Up" meeting (last Wednesday of every month) be sure to clearly distinguish an area for the speaker(s). Direct tables and chairs to face the speaking area.
- 4) Setup a table at the front of the room with AA books and Literature. If it is a "Big Book" meeting, scatter the "Loaner Big Books" on the chairs for easy access during the meeting.
- 5) Set up the Basket, Medallions, notebooks, etc. at the Chairpersons table for easy access during the meeting

MEETING SCRIPTS

MEETING INTRODUCTION

HYBRID MEETING INTRODUCTION Note: To be read by the chairperson

Hello and welcome to Primary Purpose Group. My name is **(name)** and I am an alcoholic. Please join me in a moment of silence to consider the alcoholic still suffering. **(moment of silence)** Thank you. A word about our hybrid in-person and digital meeting...

Here at the Primary Purpose Group we think that cellphones and background noise can be a distraction to ourselves and others, diverting us from our primary purpose. Out of respect for the newcomer, we kindly ask you silence your cellphone and mute yourself on Zoom during the meeting. Thank you in advance.

A word to our in-person attendees about Alberta Health Services requirements: all attendees must wear a mask to comply with AHS. Please do so out of respect for the fellow alcoholic. Thank you very much for your help!

We are here to carry a message of hope. If you are a disturbance to this meeting, you will be asked to leave. If you need to have a conversation with someone, please wait until after the meeting.

We have a practice of knowing each other's names at PPG. If you are on Zoom, please make sure your name is correct so we can call on you by name. For those in the room we'll now go around and introduce ourselves without saying the traditional 'hello' at this time. **(go around the room for introductions)**

(SPEAKER CHAIR: TAKE A LIST OF PEOPLE'S NAMES YOU DON'T KNOW FOR LATER. WHEN SELECTING PEOPLE DO NOT POINT, CALL THEM BY NAME. THIS IS IMPORTANT TO BUILD FAMILIARITY AND BELONGING AS WELL AS MAINTAINING ORDER IN THE MEETING.)

Welcome everyone. This is an Open meeting of Alcoholics Anonymous and anyone interested in the program of recovery from alcoholism may attend. Non-alcoholics may attend Open meetings as observers, however only alcoholics may participate in sharing. On that note, this is a podium meeting. We use the podium so our online attendees can hear your sharing. When asked to speak please come to the podium, wearing your mask, and stand on the "X" so the folks online can see you on the camera! You may take your mask off when sharing, but please put it back on when walking back to your seat.

We respect that some people present at this evening's meeting may currently be dealing with significant life problems, however this meeting is not a dumping ground. If you would like to talk about some issues you are experiencing in your life, we encourage you to speak with someone after the meeting. During the sharing we ask that you confine your discussion to the SOLUTION as found in the first 164 pages of the "Big Book".

Would all those who engage in active sponsorship please raise your hand.... **(while hands are up)** If you need to talk to someone, have questions or currently don't have a sponsor we encourage you to approach or message one of these individuals after the meeting.

I have asked **(name)** to read the Primary Purpose Group description.

I have asked **(name)** to read the Original Manuscript of 'How It Works'.

(name) will be our Time Moderator this evening. After 3 minutes of sharing, the timer will signify your time is up

(name) is our Speaker Chair. They will select speakers for the meeting by name. Please do not share unless you are asked. When asked to share, SPEAK UP.

Before we begin, do we have any visitors from out of town here with us in the room? **(prompt with name and where they're from if they don't offer)**. How about online? Please unmute yourself and say hello

Is there anyone in the room who is new, coming back or straight up needs some help? Please raise your hand. How about online? If you like, please go ahead and unmute yourself.

Thank you for reaching out! Welcome to the Primary Purpose Group. Stick around after the meeting so we can connect with you.

When we have any Newcomers, we like to take a moment to have two meeting attendees speak about the disease of alcoholism, the solution to that problem and the program of action contained in the Big Book.

(Speaker chair chooses two attendees to share by name, ideally one male and one female)

We will be asking for AA announcements at the end of the meeting. If you have any AA related announcements you would like to share with the group, you will have the opportunity to deliver them via chat or text message. We will not be passing around an announcement book nor taking announcements from the floor.

Let's get on with the meeting!

FOR BIG BOOK MEETINGS, GO TO BIG BOOK SHEET
OR

FOR CALL UP MEETINGS:

Tonight's meeting is a call up meeting. If you are asked to share please discuss your alcoholism, and recovery from alcoholism through the program of action in the Big Book.

(turn it over to the Speaker Chair)

SPEAKER CHAIR: DO NOT POINT AT ATTENDEES. CALL THEM BY NAME FROM YOUR LIST.

(Sharing period goes until 8:50pm. After sharing, go to closing sheet)

MEETING FORMAT—BIG BOOK MEETING

Note: To be read by the chairperson

Tonight's meeting is a Big Book Meeting. We encourage everyone to bring their "Big Book" to follow along, however, Big Books are also distributed throughout the room to share. **(no pause)** We will be picking up where we left off on page **(#)**, paragraph **(#)**, where it says **(paragraph start)**. Please remember to only read a paragraph or two to offer others a chance to read.

When you are finished reading say 'pass' to signify you're done. The timer will go off after 10 minutes. **(mark in the log book what page and paragraph to start on next time)**

Thank you everyone. PLEASE REMEMBER TO CONFINE YOUR SHARING TO THE TEXT READ THIS EVENING FROM OUR "BIG BOOK" If you do not have experience with what is read we ask that you introduce yourself and pass. AND SPEAK UP!

(name) will now select people to share.

(SPEAKER CHAIR: DO NOT POINT AT ATTENDEES. CALL THEM BY NAME FROM YOUR LIST.)

(sharing period until 8:50pm)

****Go to Meeting Closing Script (the one to be read by Chairperson NOT the one that was handed out)**

MEETING CLOSING

Note: To be read by the chairperson

That brings us to the end of the sharing portion of our meeting. We hope you will all join us next week. **(SPEAKER CHAIR: unlock the chat and copy/paste links below)**

Announcements: Post in chat starting with "PPG" - or TEXT 403-829-2788

Website: www.ppg-calgary-aa.org

7th Tradition: ppg7thtradition@outlook.com

We will now take announcements. In person attendees, please text announcements to **(GSR name)** at 403-829-2788. The online chat function has now been enabled for those joining online. You can post your announcements in the chat and **(GSR Name)** will read them. Please put "PPG" at the start of your message so we can easily determine what needs to be read.

Please note, we have AA pamphlets for free and AA Books for sale. If you do not yet have a Big Book, please see me after the meeting. You can also order a Big Book online. If you would like to visit our group online, please see us at www.ppg-calgary-aa.org.

We like to encourage Home Group Membership. If you would like to join our group, please attend our Business Meeting, in hybrid format, on the 1st Wednesday of every month starting at 6:30pm.

We also believe strongly in sponsorship. For both the "Sponsor" and "Sponsee", sponsorship is a gift of this program. As Dr. Bob taught us, we engage in sponsorship for four reasons:

- 1) A sense of duty.
- 2) It is a pleasure.
- 3) Because in doing so we are paying our debt to the men and women who took the time to pass it on to us.
- 4) And because every time we do we take out a little more insurance against a possible slip.

Once again, would all those who engage in active sponsorship please raise your hand.... **(while hands are up)** If you need to talk to someone, have questions or need someone to work the steps with we encourage you to approach one of these individuals after the meeting. If you're online you can also direct message one of us.

At this time we would like to celebrate the completions of steps. We recognize these steps as a foundation of recovery.

Is there anyone who has had a new experience with step 12, working with others, in the past 2 weeks?

Is there anyone who has a new experience with step 9, making amends, in the past 2 weeks?

Is there anyone who has a new experience with step 5, confession, in the past 2 weeks?

Is there anyone there who has a new experience with step 4, inventory, in the past 2 weeks?

Is there anyone who has a new experience with step 3, giving your will and life to God, in the past 2 weeks?

...and most importantly the step 1, or "desire step"? Is there anyone here tonight who has surrendered or has the honest desire to try this program and change their life?

We decline all outside contributions. If you are not a member of AA, please do not make a contribution. If you are a member of AA but not our group, your contributions are welcome. If you are a member of PPG, remember each group ought to be fully supported by the voluntary contributions of their own members. Expenses like rent and coffee go up. To remain free of outside influences, our contributions must as well.

At PPG we currently take contributions digitally. You can e-transfer our email ppg7thtradition@outlook.com, which has been posted on screen. We also take Debit and Credit, using a Square Account. If you would like to use this option please see our Treasurer (name of Treasurer) The 7th Tradition ensures we can continue to help the alcoholic who still suffers.

Please LISTEN UP as **(name of the GSR, Alternate GSR or Speaker Chair)** reads the announcements. **(read announcements from text, then Zoom chat)**

I have asked **(name)** to read our "Closing Statement". **(chosen person reads "Closing Statement")**

Thank you everyone. Please stay after the meeting to get connected with the Fellowship, talk to someone, and to be of service! If you're online we will leave the Zoom meeting open for 15 minutes so you can get connected. We are excited to meet newcomers. Please join me to close this meeting with the Serenity Prayer.

(Serenity Prayer)

(meeting close at 9:00pm)

BUSINESS MEETING

Hello everyone and welcome to the Business meeting for the Primary Purpose Group for the month of **(month)**

My name is **(name)** and I have the privilege of chairing tonight's business meeting.

Before we begin, I would like to invite all those who care to, to join me in a moment of silence to remember the alcoholic still

suffering.

(Observe a moment of silence)

Thank you.

I have asked **(name)** to read the 12 Traditions for us this evening.

(Have volunteer read the 12 Traditions)

In an effort to learn more about our 12 Traditions, **(name)** has agreed to read a selected passage on one of our Traditions this

evening. **(Reading)** Thank you.

Do we have any attendees this evening who have come with the purpose of joining the Primary Purpose Group? Please raise your hand. **(Go around and get new people to introduce themselves)** We are glad you have chosen to join PPG.

In your 1st month as a member you are allowed to engage in discussion. Voting privileges start when you return next month. Our membership chairs **(name)** will collect your contact info after the meeting and get you onto the WhatsApp group chat.

The Primary Purpose Group has adopted the practice of using a simplified version of the "Robert's Rules of Order" to conduct our Business Meeting. For those who are new, this might seem complex, don't worry, we have a handout and you will figure it out in time. If you are feeling a little lost or have some questions, please see our Parliamentarian **(name)** after the meeting.

A note for all attendees: at this meeting we aim to put principles before personalities. Please direct all discussion, questions and comments during the meeting to me, the Chair. This will help us stay away from inflammatory remarks and keep us aligned with our primary purpose!

Tonight's business meeting will start with a review of what happened last month, filling monthly service positions, a reports section, and a business section.

(Secretary) please read us the minutes from our last Business Meeting.

Are there any errors or omissions?

We must now choose our monthly service positions. Thank you to everyone that was of service last month. When nominating someone or yourself, please ensure that the nominee meets the requirements:

– The Chairperson should be familiar with all service position requirements, and if they are not sure a nominee is compliant, they should look further into. Formal motion must be made to veto sobriety or membership requirements

-Vote if more than 1 nominee. Get nominees to leave room

Ask for nominations. Ask if nominee accepts nomination

A/V Setup (if running hybrid meeting)

Speaker Chair

Chairperson

Setup/CleanupCoffee

Two greeters (online as well if running Hybrid meeting)

Time moderator (No description)

We are now in the reports section:

Reports following the format:

Max length is 3-minutes

Discussion. Motion to accept. Second. All in Favor. If there is a recommendation coming from a report there needs to be a vote.

Please note that motions should be reserved for the business section of the meeting

Treasurer

GSR or Alternate

District Rep (if there are items that the GSR has not reviewed)

Intergroup Rep or Alternate

Parliamentary Tip

Ask if there are any other reports

We will now be entering the business portions of tonight's meeting

A reminder to all that we aim for a 2/3 majority on all votes and recognize the minority voice. Please address the chair in all

statements regarding the motion, and speak either for or against the motion. We have a hard stop of this meeting at 7:45. At that time, all unresolved motions will be tabled until the next business meeting.

Review old business...

Is there any New Business to be added to tonight's agenda? Is there a Second?

Motions are the preferred method to add new business. After a motion is brought forward, ask the person who made the motion to speak for it first. People should be speaking for or against the motion.

Once you have all the old and new business, you can prioritize the order. Note that new business can be taken at any time during the business section.

At PPG we consider the Minority Voice: The 5th concept applies any time a vote is taken that results in a minority side.

Any member that voted on the losing side has the right to make a 5th concept statement.

After the 5th concept statement, it is up to someone on the majority, or winning side, to make a motion to reconsider. It's not a revote on the original motion, it's an entirely new motion to reconsider the motion that just passed or failed.

The motion to reconsider is debated and then voted on, if the motion to reconsider passes, then the original motion comes back onto the table for debate again, after which another vote is taken.

The chair's job is to remain impartial, so not to call for a revote or for a motion to reconsider.

After a non unanimous vote that results in a minority side, wait 10 to 20 seconds to see if anyone is going to make a 5th concept statement.

If no one does, move on with the business.

If someone does make a 5th concept statement, I wait 10 to 15 seconds to see if someone on the winning side will motion to reconsider (it must be someone from the winning side), if not, move on with business.

Motion to Adjourn? Second? All in Favor? Thank you everyone. Would those who care to, please join me in closing this meeting with the Serenity Prayer.

Close with the Serenity Prayer.