

Guidelines for running the Beginners' Meeting

Each group is rostered to run the Saturday morning Beginners' Meeting for a six week period as listed above.

The meetings are split between two topics with a 10-minute break. Topics are listed in the guide located at the venue and in [GL-01](#). The meeting format is also in the guide located at the venue and [here](#).

The week before your group is due to start, a group member needs to attend the Beginners' Meeting to collect the \$20 float from the outgoing group and be shown where the banners, literature etc. are stored.

The rostered group is responsible for ensuring there's an adequate supply of literature, including the Meetings List, at each meeting; for supplying tea, coffee, sugar and milk for each meeting; and for cleaning up the venue after the meeting.

Handover procedure at the end of the week six meeting

Please have a \$20 float ready to hand over to the incoming group. It is better to have a single \$20 note rather than offer to take it out of the Seventh Tradition basket.

Please ensure that you are passing on an adequate stock of literature, at least two copies of the major titles: Big Book, pocket Big Book, pocket 12&12, Living Sober and Daily Reflections. This is so that the float can be used for milk, tea, coffee and biscuits and avoids the group going into the red before they even start!

After deducting payment for these supplies, all contributions should be held by the group until its rostered six weeks is complete, after which the total amount should be handed in or forwarded by cheque/money order to the CSO, marked as a donation from the Beginners' Meeting. The donation needs to be accompanied by a note which sets out 7th Tradition donations received and expenses incurred by the Group. Cheques/Money Orders need to be made payable to ACT & Region Central Service Office.

If your group is unable to run the meeting as scheduled, please contact the Beginners' Meeting Coordinator as soon as possible to allow for alternative arrangements to be made. Roster changes will be notified to relevant Groups.

Please ensure the incoming group is aware of these procedures.