

Zone Coordinator Guidelines

Chester County Zone Coordinator Guidelines:

Understand the basics of Robert's Rules.

Gain a basic understanding of A.A. organization and its Concepts and Traditions

Run Zone Meetings

- Keep things moving to stay on time for everyone present
- Allow overflow discussion on an issue to be tabled for following meeting as old business

Use an organized template for the agenda for running the Zone meeting, to keep business consistent

Come into new office with goals and plans that require a budget request (including training sessions, workshops, etc.) for coming year

Communicate consistently with all current officers (alternate zone coordinator, secretary) on issues to address for each coming zone meeting

Ensure that current minutes are completed by Secretary and emailed to all IGR's and SEPIA within two weeks of zone meeting. Ensure anonymity when the reports are published by SEPIA by omitting last names, personal email addresses, and personal phone numbers.

Attend the Steering Committee meetings at the SEPIA office.

- Prepare to give a zone report from previous month's minutes
- Plan and prepare for all zone business, including flyers that need to be handed out by sending to the SEPIA office manager for copying and distribution
- Bring an adequate bag for transporting all flyers for following week's zone meeting

Assume responsibility for all matters concerning physical location of Zone meeting including:-

- Parking problems
- Arriving early
- Assigning set up people
- Assigning reminder / calling people (2) or email reminders