

## GUIDELINES FOR FAST BREAK CHAIRPERSONS

Congratulations, and thank you for taking the commitment to serve Fast Break. Your term runs from July 1-- December 31. You and your co-chair are responsible for leading your meeting during this period. Most co-chairs trade off on an every-other-week schedule, but you may manage the responsibility any way that suits you both. If neither of you can make the meeting, please arrange for another group member to chair. A current roster of FB officers and FB I Co-Chairs is enclosed.

If you are an FB1 chair, please arrive at the meeting 10-15 minutes before the meeting start time to set up chairs, put the steps/traditions shades up, and generally prepare the room.

**Remember never to leave the room unattended once you have unlocked the front door.**  
All meeting materials for FB are in the blue plastic binder in the cabinet.

Each FB1 chairperson should leave this binder on a chair for the FB2 incoming chair to use.

Be sure you have the correct laminated guideline sheet for your meeting. Also in the folder are the Preamble, How it Works, a collection envelope and other materials. Start the meeting on time and follow the correct script for your meeting.

According to Fast Break tradition, chairpersons do not share unless everyone else has shared and time remains. Chairpersons are responsible for ensuring that as many people as possible have an opportunity to speak. This may require a gentle but firm interruption of a long share. The meeting formats include suggested language for this purpose.

Readings are selected from AA conference approved literature, which means Alcoholics Anonymous published the materials. Specific titles to use:

Alcoholics Anonymous (The Big Book)  
Came to Believe  
A.A. Comes of Age  
AA in Prison: Inmate to Inmate  
Daily Reflections  
Any AA pamphlet

Pass It On  
Twelve Steps and Twelve Traditions  
Living Sober  
As Bill Sees It  
Dr. Bob and the Good Old-Timers

Day	Fast Break 1	Fast Break 2
Monday	Speaker followed by a Show of Hands	Reading from AA conference-approved literature followed by round-robin sharing.
Tuesday	Reading from AA conference-approved literature followed by round-robin sharing.	
Wednesday	Big Book Meeting	Reading from AA conference-approved literature followed by round-robin sharing.
Thursday	Step/Tradition. Alternating step/tradition followed by round-robin sharing.	Speaker followed by a show of Hands
Friday	Reading from AA conference-approved literature followed by round-robin sharing.	
Saturday	Reading from AA conference-approved literature followed by round-robin sharing.	
Sunday	Reading from AA conference-approved literature followed by round-robin sharing.	

Our cabinet in back contains available literature including meeting books (the costs for new literature taped to inside lid of chest). Literature requests: *Living Sober* and meeting books "available at no charge for newcomers."

Monies collected for literature may be added to the collections for each meeting without separate notation. After you have collected all monies, send the proceeds on the same day to @fast-break2 via Venmo and indicate your day and time (example "Tuesday FB1 proceeds", "Saturday FB proceeds", etc.)

We keep 90 day and yearly coins in a Tupperware container in the same cabinet as we keep the literature.

**Use only books marked "Property of Fast Break." Other new copies of literature should not be used as they are for sale.**

If you chair a speaker meeting, please have your speaker lined up ahead of time.

**Chairs are not to make changes to a meeting format / Scrip unless approved by the overall group. Including changes such as the location where the Chairperson sits within the Circle and changing the chair layout.**

Please make sure you have secured a key from the outgoing chairperson for your day/meeting time.

**FB2 MUST LOCK UP** after checking that everyone is out of the room, INCLUDING THE BATHROOMS.

Both FB1 and FB2 Chairs should check bathrooms to ensure no one has left a mess. This has (infrequently) been a problem in the past and our landlord has called attention to it.

**Fast Break in person business meetings take place on the second Friday of every month at 7:55 AM ending at 8:20AM. Chairpersons are strongly encouraged to attend. There will be quarterly combined Zoom and Live business meetings on the second Tuesday of the month from 6:00PM to 6:45PM. The overall chair and co-chair will announce when the quarterly meetings take place.**

If you have minor disruptions, consider calling a group conscience of attendees to address it. If there is a major disruption that may involve a security risk, please call 911 immediately.

If you have any questions, please feel free to email the officers at [fastbreakuws@gmail.com](mailto:fastbreakuws@gmail.com) or reach out to any long-time group members. Many of us have held these positions over the years and know the routine. We're happy to help, and we're grateful for your service.

**Please note that these guidelines were originally put together 6/27/2016. Modified by the chair in 2019 and 2022. All items in red are changes proposed by the current Chair.**