



Chair Training:

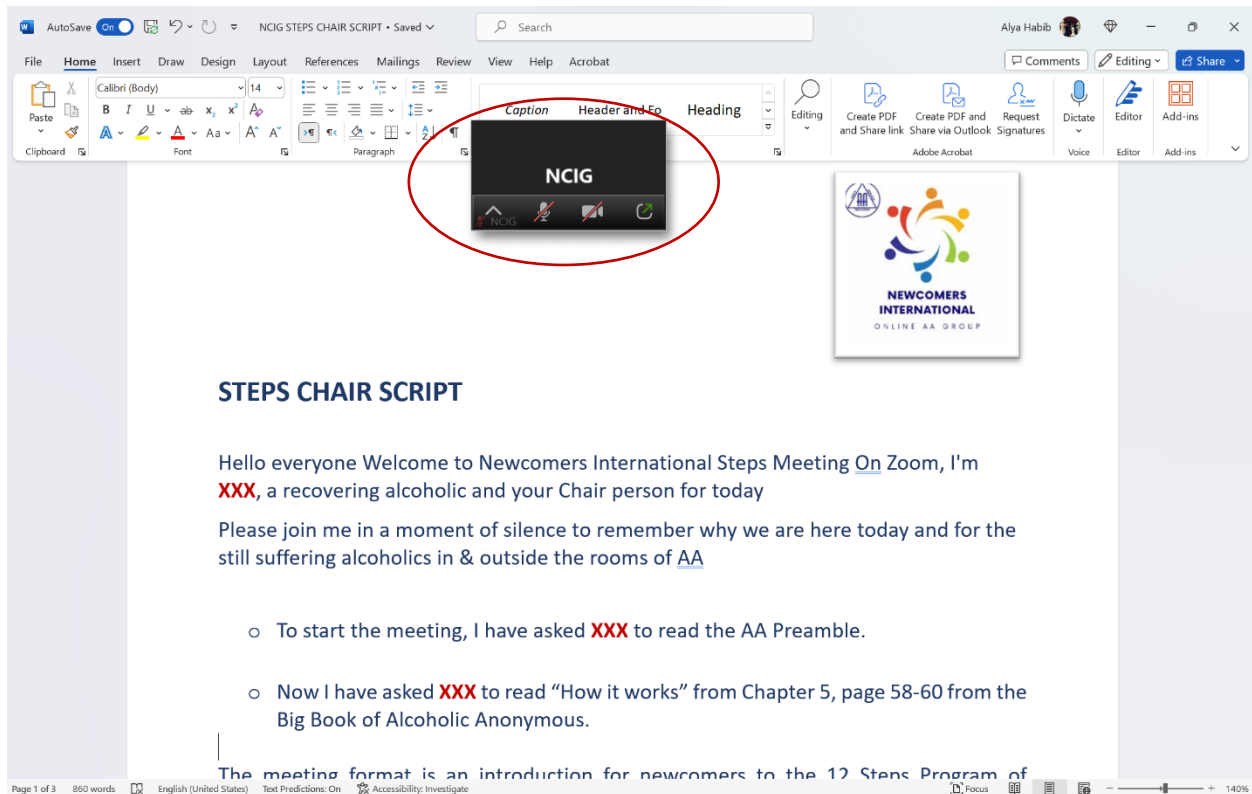
If you are chairing the meeting, please note the following:

1. Choose the meeting format Chair Script from our website and download it to your computer desktop. <https://newcomersinternational.com/services/>

A screenshot of a web browser displaying the "Services" page of Newcomers International. The page is divided into three columns, each representing a different role. The first column is for the "Meeting Chairperson" role, the second for the "Room Support" role, and the third for the "Meeting Security" role. Each column includes a "Role Description" and a list of tasks. At the bottom of each column is a "Download" button. In the first column, three buttons labeled "Speaker Chair Script", "Steps Chair Script", and "Topic Chair Script" are circled in red. The browser's address bar shows the URL "newcomersinternational.com/services/".

2. Update the chair script with the service team to avoid missing anyone. Remember, preparing for your meeting will make it easier for you to manage & avoid any embarrassment.
3. Arrive at the meeting 15 minutes early to welcome your guests and make sure your service team are there on time. You can assign service to another home group member if your service member was late to the meeting. By 8:50pm UK, your service team must be there and ready

4. When in the meeting, make sure your script is open and the meeting screen is minimized to be able to see the script clearly.



5. **Follow your chair script** and make the meeting fun! Remember, we are recovering alcoholics and should not take ourselves too seriously! 😊
6. Cheer newcomers in the **day count segment** and make them feel comfortable.
7. When people are sharing try to acknowledge what they have shared and show them empathy. Make them feel at ease and help them enjoy their meeting to encourage them to come back.
8. As chair you need to be vigilant to shares to make sure everyone in your meeting is safe (profanity, racial comments, sexual comments, bullying, harassment, and insulting others) are not allowed at all times!
9. Open the meeting after the meeting for shares and support.
10. Remember to enjoy your time and avoid being nervous, perfection is an illusion! So, feel proud of yourself because you are helping others to stay sober today. 😊

Thank you..

