

**DOCUMENT 7:
SERVICE POSITIONS—DESCRIPTION OF RESPONSIBILITIES**

INTRODUCTION

FA meetings remain strong when FA members take active roles by volunteering for their meetings' service positions. Listed below are the service positions for an FA meeting, with the suggested abstinence requirements and the responsibilities of each position. "Abstinence" refers to continuous abstinence while the member is working with an FA sponsor.

From the outset, FA meetings have had continuous-abstinence requirements for those wishing to take on service positions. This practice ensures the stability of the meetings, the continuity of communications between meetings and the larger organization of FA, and the quality of service. It also protects and supports newcomers, whose first need is to focus on their own recovery rather than to immediately take on service positions. Additionally, members in service positions maintain a credible body size unless they have been in program for an insufficient time to reach their credible body size.

In keeping with Tradition Nine, FA meetings regularly rotate leadership to avoid dependence on any single member. Depending on the level of responsibilities and the needs and size of the meeting, positions may be rotated every six months, once a year, or in periods that make the most sense for individual meetings. (Please see the Meeting Service Positions List on the last page of this document for more clarification.)

The number of filled service positions varies from meeting to meeting. Some positions are required for all meetings in order to ensure communication between individual meetings and the rest of FA (specifically, WSI, Intergroup, Chapter and Web & Directory Contacts). Ideally, WSI, Intergroup, and Chapter Contacts serve for a minimum of one year. It is suggested that Web & Directory Contacts serve for two years. Smaller meetings will not initially need to fill all the other service positions, but we list them because they might later be helpful for those meetings and are definitely pertinent to larger meetings. The commonly used guidelines for length of abstinence for each service position are given below. These are mentioned for reference, and it is recommended that meetings follow them when possible. It is understandable that newer meetings may not yet have members with the length of abstinence recommended here.

REQUIRED SERVICE POSITION

WSI Contact

Two years of continuous abstinence and completion of one AWOL strongly suggested.

- Acts as the liaison between the meeting and World Service Incorporated (WSI).
- Makes sure that his/her own name and contact information are accurately recorded with WSI on the FA website (www.foodaddicts.org) by creating or updating his/her own online profile. (If the member does not already have an online profile, then he/she can create one on the FA Website by going to “Login,” and “Create Profile.” If the member already has an online profile, then he/she logs in and verifies the profile information.)
- Provides his/her contact information (first name, last name, phone number and email address, ensuring all are exactly the same as listed in his/her FA online profile) to the Web & Directory Contact and confirms that his/her online profile information is up to date.
- Receives and reviews all correspondence sent by WSI via email and takes necessary action.
- Receives and prints the Frontier Sponsor List, the Frontier Phone List, the Universal Language List and the *Gratitude in Action* newsletter sent by WSI via email and ensures an adequate number of copies are always available on the literature table.
- Reads the WSI correspondence aloud at the business meeting, makes copies available to members as needed or requested, and gives one copy to the secretary, who files it permanently in the business meeting binder. The meeting can use its Seventh Tradition to reimburse the WSI Contact for any expenses incurred.
- Announces the World Service Business Convention and the World Service Fellowship Convention and all related details (i.e. dates, deadlines).
- In the absence of the Web & Directory Contact, the WSI Contact can submit meeting information changes using the online Meeting Change Form.

REQUIRED SERVICE POSITION

Intergroup Contact

Two years of continuous abstinence and completion of one AWOL strongly suggested. It is suggested both a primary and an alternate contact are identified.

- Acts as the liaison between the meeting and the intergroup.
- Makes sure that his/her own name and contact information are accurately recorded with WSI on the FA website (www.foodaddicts.org) by creating or updating his/her own online profile. (If the member does not already have an online profile, then he/she can create one on the FA Website by going to “Login,” and “Create Profile.” If the member already has an online profile, then he/she logs in and verifies the profile information.)
- Provides his/her contact information (first name, last name, phone number and email address, ensuring all are exactly the same as listed in his/her FA online profile) to the Web & Directory Contact and confirms that his/her online profile information is up to date.
- Receives all correspondence and materials sent by the local intergroup.
- Reads the correspondence at the business meeting, makes copies available to members as needed or requested, and gives one copy to the secretary, who files it permanently in the business meeting binder. The meeting can use its Seventh Tradition to reimburse the contact for any expenses incurred.
- Announces the date of the next intergroup meeting.
- Attends intergroup meetings each month if the meeting is within manageable traveling distance (100 miles/160 kilometers) and/or attends monthly Intergroup Contact conference calls if outside this distance and if the local intergroup schedules them.
- In the absence of the Web & Directory Contact, the Intergroup Contact can submit meeting information changes using the online Meeting Change Form.

REQUIRED SERVICE POSITION

Chapter Contact

Two years of continuous abstinence and completion of one AWOL strongly suggested.

- Acts as the liaison between the meeting and the chapter (if the meeting is registered with a chapter).
- Makes sure that his/her own name and contact information are accurately recorded with WSI on the FA website (www.foodaddicts.org) by creating or updating his/her own online profile within his/her login username. (If the member does not already have an online profile, then he/she can create one on the FA Website by going to "Login," and "Create Profile." If the member already has an online profile, then he/she logs in and verifies the profile information.)
- Provides his/her contact information (first name, last name, phone number and email address, ensuring all are exactly the same as listed in his/her FA online profile) to the Web & Directory Contact and confirms that his/her online profile information is up to date.
- Receives all correspondence and materials sent by the chapter.
- Reads the correspondence at the business meeting, makes copies available to members as needed or requested, and gives one copy to the secretary, who files it permanently in the business meeting binder. The meeting can use its Seventh Tradition to reimburse the contact for any expenses incurred.
- Announces the date of the next chapter meeting.
- Attends chapter meetings each month.
- In the absence of the Web & Directory Contact, the Chapter Contact can submit meeting information changes using the online Meeting Change Form.

REQUIRED SERVICE POSITION

Web & Directory Contact

Two years of continuous abstinence and completion of one AWOL strongly suggested, with a commitment of two years of service. It is suggested both a primary and an alternate contact are identified.

- Serves as the contact person for his/her meeting on all web and print directories.
- His/her name and phone number (the primary phone number from his/her online profile) will appear on the WSI meeting directory on the FA website and will be listed on meeting directories that may be printed and distributed by intergroups, chapters, and local regions.
- Serves as the initial source of contact for information for newcomers or members seeking information about specific meetings, and as such, he/she must be willing to check for phone messages regularly during the day and promptly return all calls.
- When away from home, it is important to leave an outgoing phone message noting the name and number of someone (with equivalent abstinence and AWOL experience) an inquirer might call.
- When the Web & Directory Contact position changes from one person to another, the following must be done:
 - The incoming Web & Directory Contact must update his/her existing online profile on the FA website (www.foodaddicts.org). If he/she does not already have an online profile, then he/she must create it on the FA Website by going to “Login,” and “Create Profile.” If the member already has an online profile, then he/she logs in and verifies the personal profile information.
 - The outgoing Web & Directory Contact must use the online Meeting Change Form to enter the name, phone number, and email address for the new Web & Directory Contact and click “Submit Meeting Change.” This will electronically transmit the form to the meeting’s intergroup or chapter office. After the intergroup or chapter enters the changes into the database, then the new Web & Directory Contact will be able to see the meeting information for his/her meeting(s) by going to his/her online profile and clicking on “Manage Meetings.”

REQUIRED SERVICE POSITION

Web & Directory Contact (continued)

- Maintains the accuracy of meeting information on the FA website by submitting changes as needed to their intergroup office committee (or chapter office committee, if applicable), using the online Meeting Change Form. Meeting information includes meeting day, time and location, as well as the names and contact information for the meeting service positions of Web & Directory, WSI, Intergroup, and Chapter Contacts and *connection* and PI representatives.
- When the people holding these service positions change, the following must be done:
 - a) Ask each new service person to check their contact information in their online profile and to update it as needed.
 - b) Each service person tells the Web & Directory Contact that his/her online profile is up to date and provides his/her contact information (first name, last name, phone number, and email address, exactly the same as in his/her online profile).
 - c) After receiving the contact information for all of the new service people, the Web & Directory Contact will enter the new contact information for all service positions and will click “Submit Meeting Change” to electronically transmit the form to the meeting’s intergroup or chapter.
- Prior to each monthly business meeting, verifies the accuracy of their meeting information on the website (see bullet above for content of meeting information). Prints out the Meeting Change Form and takes it to the business meeting to review with members in the above-listed service positions to verify accuracy and consistency.
- Important Note: The contact information (name, email address, phone number) entered into the FA website must be consistent between the member’s online profile and information on the Meeting Change Form. The Web & Directory Contact’s primary phone number in his/her profile is the one that is used in the meeting directories. For all of the service positions, the email address in the person’s profile is the one used for FA emails relating to the service position.
- Takes the census for their meeting when requested by WSI and records this information on the website.
- Receives all email correspondence from WSI, their intergroup and their chapter (when applicable) in case he/she needs to serve as a backup in the absence of the WSI, Intergroup, or Chapter Contacts.

NOTE: The person holding this position should consider the implications for personal anonymity. A search on the web will easily link an individual’s home phone number and name with any information on the web related to that person. This often includes home address.

NOTE ALSO: Some meetings have set up a phone number with a voice mail answering service (with or without a paging feature), allowing an inquirer to leave a message that can be quickly returned. The service is inexpensive, and the number cannot be traced to an individual.

REQUIRED SERVICE POSITION

***connection* Representative**

Six months of continuous abstinence suggested.

When a meeting has meeting subscriptions to *connection* , the *connection* Rep is a REQUIRED POSITION, since that person will receive the magazine mailings.

- Raises awareness about *connection* among fellow members at meetings, on phone calls, and at business meetings during the *connection* report.
- Stands and introduces himself/herself as the *connection* Representative and a food addict at the end of the *connection* announcement, read as part of the format.
- Stands at the literature table before and after the meeting and during the break to help newcomers.
- Informs members that they can buy copies of *connection* at the meeting and provides instructions on how to subscribe online.
- Receives all correspondence sent to the FA fellowship from the *connection* committee.
- Orders or renews the meeting's *connection* subscription(s) online and places the magazines for sale on the literature table. Only a *connection* rep may purchase a meeting subscription online. The *connection* rep will see their meeting subscriptions on their "My Subscriptions" page and will receive magazine issues by mail at the address in their online profile and renewal reminder emails at the email address in their online profile. When the *connection* rep position changes, all meeting subscriptions will automatically transfer to the new *connection* rep. A confirmation email will be sent when this change is updated by the intergroup or chapter office committee in response to a Meeting Change Form having been submitted by a meeting Contact.
- Joins the *connection* Rep Network when registered online as a *connection* Representative.
- Participates in *connection* Rep Network conference calls.
- Contacts connection@foodaddicts.org with any questions.
- Encourages members to write and/or create artwork for *connection*.
- Makes sure that his/her own name and contact information are accurately recorded with WSI on the FA website (www.foodaddicts.org) by creating or updating his/her own online profile. (If the member does not already have an online profile, then he/she can create one on the FA Website by going to "Login" and "Create Profile." If the member already has an online profile, then he/she logs in and verifies the profile information.)
- Provides his/her contact information (first name, last name, phone number and email address, ensuring all are exactly the same as listed in his/her FA online profile) to the Web & Directory Contact and confirms that his/her online profile information is up to date.

OTHER SERVICE POSITIONS

Secretary

One year of continuous abstinence suggested.

- Announces the business meeting one week in advance and on the day it is held.
- Welcomes all members to attend, particularly those with 90 days of continuous abstinence.
- Leads the business meeting and announces all bold-faced items noted in the *Sample Business Meeting Agenda/Minutes* form at the end of this document.
- Records business meeting minutes and stores them in an organized binder.
- Keeps track of service positions and ensures that they are rotated and filled. (Please see the *Meeting Service Positions List* on the last page of this document for further clarification.)
- Instructs newly elected members to review the information in this document (Document 7) on the FA Website or prints and distributes copies in order that they can learn about their new service positions.
- Files all correspondence sent to the contact people by WSI and the meeting's intergroup or chapter.
- Often either the secretary or the treasurer acts as the meeting's main point of contact with the landlord of the meeting facility.
- Arranges for an insurance certificate, provided by the meeting's intergroup office, if requested by the landlord.
- Provides a "double check" for the monthly treasurer's report.

Notes for the Secretary

- Business meetings often run most smoothly when the secretary clearly leads them. This prevents chaos. Here are some suggestions that may be useful:
 - Politely help people understand that they should be recognized before they speak.
 - If someone interrupts a person who is already speaking, politely ask the interrupter to wait to be called on.
 - If someone is dominating the discussion, ask him or her to hold back and encourage others who have not spoken to express their thoughts.
 - After an issue or motion is presented, call alternately on those who support it and those who are opposed. Do not rush the meeting to a vote. Thorough discussions often reveal a consensus or help move toward an effective decision by group conscience. Sometimes it is wise to postpone the vote until the next business meeting.
 - By group conscience, set a time limit for business meetings.
 - Request a copy of the treasurer's report ahead of the business meeting (hard copy or by email) in order to review and verify that the numbers make sense. This practice will also avoid the need to write down the details during the business meeting, which can be time consuming.

OTHER SERVICE POSITIONS

Notes for the Secretary (continued)

- Use some simple principles of parliamentary procedure:
 - Ask members to frame a proposal in the form of a motion. The motion must be seconded.
 - If an amendment is offered during discussion, the amendment must be seconded and then discussed and voted on before the body can return to the main motion.
 - Make sure that there is only one motion on the floor at a time. Require the meeting to come to a decision on that motion before you entertain another.
 - A motion to “table a motion” is a request that an issue be set aside for discussion at a later time. No debate is allowed on such motions. They require an immediate vote.

OTHER SERVICE POSITIONS

Treasurer

Two years of continuous abstinence suggested.

- Collects the Seventh Tradition donations and keeps a record of all income and expenses.
- Pays rent, literature, and any other expenses, and gives a monthly report at each business meeting. (It is wise to compile the report prior to the business meeting to avoid having to crunch numbers at the business meeting itself.)
- Sets aside a prudent reserve sufficient to cover one or two months of meeting expenses and/or funds for an upcoming FA Information Session and sends the remainder of the money, per group conscience, as a donation to World Service and to the meeting's chapter or intergroup. Refer to the pamphlet, *Your FA Seventh Tradition: Reaching the Suffering Food Addict*. This document will provide the recommended donation split between WSI and the meeting's intergroup or chapter. If the meeting does not have a copy of this pamphlet, download it at www.foodaddicts.org or ask the meeting's literature person to order one online through the FA website at the same time a literature order is placed (there is a minimum order requirement for online literature purchases). Before mailing checks, always write the meeting day, time, and location on the check memo line.
- Often either the secretary or the treasurer acts as the meeting's main point of contact with the landlord of the meeting facility.

Notes for the Treasurer

- In keeping with the Seventh Tradition that meetings are self-supporting, each meeting must pay some amount of rent or a donation for their meeting space.
- Donations by credit card to FA World Service may be made online at www.foodaddicts.org for the convenience of non-USA-based meetings (and individual donors). Choose "Login," then log in to your online profile, choose "Donate" and select the appropriate choice under "Donation From." Enter your meeting information (as applicable) and then the amount.
- Donations by mailing checks to FA World Service are preferred for USA-based meetings to reduce administrative costs.
- A donation to the meeting's intergroup or chapter is made by mailing a check to the address listed on the "Contact Us" page of the website.
- It is suggested that the treasurer open a checking account in his/her own name that is separate from his/her personal account (a secondary name could be set up for the account to make it easily identifiable if one is the treasurer for more than one meeting, i.e., "Tuesday Night Meeting" or "Thursday Day Meeting").
- Do not open an account in the name of FA. WSI and intergroups (and chapters affiliated with intergroups) are registered with the Internal Revenue Service in the U.S. as non-profit organizations. Meetings are not registered, and therefore it would be fraudulent for them to open accounts in FA's name.
- Do not keep meeting funds "in cash" as cash cannot be easily traced and can easily be lost or stolen.

OTHER SERVICE POSITIONS

Helpful Tips for the Treasurer

- Count the funds at home, so as not to disrupt the meeting, and do so as soon as possible after the meeting.
- Many members use spreadsheets, commercial finance software or free online tracking systems for their meetings' finances.
- It is best to record transactions as soon as possible, whether on paper or by some other method.
- Don't use little scraps of paper.
- Create a system for your meeting group and follow it consistently.
- Create a folder or binder containing monthly reports, expense receipts, and addresses for FA World Service Office, the intergroup or chapter (where applicable), and for making rent payments.
- Use a money pouch to hold cash, the check register, and a pencil.
- Pay all of the meeting's obligations on time (rent, literature/CD expenses, Information Session expenses, etc.)
- Coordinate with your literature person to see how cash should be handled. Some literature persons maintain their own funds for use to replenish literature and CDs and report their finances to the treasurer prior to each business meeting for inclusion in the treasurer report. More often, all meeting funds (Seventh Tradition, literature, CDs) are collected and managed by the treasurer, and the literature and CD persons turn in receipts and request reimbursement for purchases.

OTHER SERVICE POSITIONS

Speaker Seeker

Two years of continuous abstinence suggested, with a minimum commitment to six months of service.

- Speaker seekers find strongly committed members to lead the meeting each week and help their meetings avoid dependence on one or a few leaders. Tradition Nine reminds us that rotating leadership is best.
- This is an important responsibility because the speakers chosen by the speaker seeker lead the meeting and provide the first impression of FA to a newcomer.
- In larger meetings, those who serve in this position carefully book the meeting's speakers as much as one full month ahead of time. Resist the temptation to book members to speak before they reach their 90 days of continuous abstinence or too far in advance once they do have their 90 days of continuous abstinence. Additionally, resist the temptation to book members who have recently reached 90 days of continuous abstinence who have recently spoken at other meetings. These practices can place undue stress on newcomers.
- Prior to the meeting, call the speaker to remind them of their commitment to lead and, if needed, give directions to the meeting location.
- Many speakers find it helpful when the speaker seeker also reviews or reminds the speaker of key elements such as:
 - a) bring a couple of photos from the peak of their disease (avoiding photos of food);
 - b) keep an eye on the time;
 - c) be patient when selecting readers, to allow shy members the opportunity to read;
 - d) ask for and call on members who have recently attained 90 days of continuous abstinence when the meeting opens for sharing;
 - e) share experience, strength and hope about recovery in FA (chronologically is often easiest - what it was like, what happened and what it's like now);
 - f) begin with numbers, to provide context;
 - g) speak to the newcomer;
 - h) consider taking some extra quiet time before the meeting.
- Ten to fifteen minutes before the meeting, the Speaker Seeker arranges to meet and greet the speaker, ensures the format is ready, reviews the format with the speaker if he/she is not familiar with it and responds to any questions from the speaker.

OTHER SERVICE POSITIONS

Literature Person

Six months of continuous abstinence suggested.

- Tracks the meeting's supply of literature and CDs and orders more of each as needed. Marks the price on each of the literature items when they are received.
- Sets up the literature table before every meeting, laying out pamphlets, books, CDs, newcomer packets, *connection*, phone list, and literature price list.
- Stands and introduces himself/herself as the literature person and a food addict at the end of literature announcement, read as part of the format.
- Stands at the literature table before and after the meeting and during the break to help newcomers.
- Informs members that they can either buy the CDs or borrow them with a deposit.
- Coordinates with meeting treasurer regarding income and expenses relating to literature and CDs (see "Treasurer" above).
- Note: A literature price list is available for downloading and printing at www.foodaddicts.org. Choose "For Members," then "WSI Office" and scroll to the "Office Documents" section of the web page.

OTHER SERVICE POSITIONS

Greeter

Six months of continuous abstinence suggested. Some large meetings elect additional greeters.

- Introduces him/herself when the meeting's leader asks greeters to stand.
- Welcomes newcomers before and after the meeting and during the break.
- Answers questions, offers newcomer packets, introduces newcomers to sponsors if they wish to begin, and shares their phone numbers with any newcomers who may want to call with questions later.
- As appropriate, points out literature, speaker CDs and *connection*.

OTHER SERVICE POSITIONS

World Service Conference (WSC) Member

WSI bylaws require that WSC members have at least five years of continuous abstinence in FA and have completed one FA AWOL within the current term of abstinence. The Conference is the assembly of all voting members elected to serve FA at the World Service level.

- Registers as a WSC member at www.foodaddicts.org. (Choose “For Members,” “Convention,” “Business Convention,” and select “Conference Member Registration.”)
- Makes sure that his/her own name and contact information are accurately recorded with WSI on the FA website (www.foodaddicts.org) by creating or updating his/her own online profile. (If the member does not already have an online profile, he/she can create one on the FA Website by going to “Login,” and “Create Profile.” If the member already has an online profile, then he/she logs in and verifies the profile information.)
- Provides his/her contact information (first name, last name, phone number and email address, ensuring all are exactly the same as listed in his/her FA online profile) to the Web & Directory Contact and confirms that his/her online profile information is up to date.
- Serves as a WSC member for one year, from March 1 to March 1.
- Election of the WSC member is held during the December or January business meeting to ensure that the member has sufficient time to plan travel and apply for funding, if available.
- Carefully reads the “WSC Member Manual” and all materials sent to WSC members in order to prepare for the annual WSI Business Convention. Manual can be found at “For Members,” “WSI Documents,” “Governing Documents.”
- Attends the convention as a member of the voting body and attends all business sessions.

OTHER SERVICE POSITIONS

Meeting Health Person (MHP)

Six months of continuous abstinence, with a commitment to six months of service.

The *FA Meeting Guidelines* are used to help individual meeting groups achieve and maintain meeting health. With intent similar to the FA Meeting Standards, the Guidelines exist so that “no matter where in the world one finds an FA meeting, one can readily recognize and find FA recovery in that room.”

Many meetings find it challenging to incorporate the content of these documents into the group’s monthly business meeting, and/or into the group’s announcements. Identifying a member to be the group’s meeting health person (MHP) is one way to resolve this difficulty. Having someone in this service position ensures that there is a specific person who is accountable to help the meeting group regularly review and reinforce the principles and ideas noted in the Meeting Guidelines.

The MHP is asked to become thoroughly familiar with the Guidelines, and to then share these best practices with other members of the meeting in the following ways:

- **Weekly:** Pre-select a bullet with an asterisk from “Document 9: Best Practices” to read at the FA meeting when the leader calls for “other FA announcements.”
- **Monthly:** Prior to the business meeting, pre-select a topic to read during the meeting health report (e.g., “Meeting Standards Reminder” from Document 1, “Sharing” from Document 2, or suggested wording for “Intergroup Contacts” from Document 5.) If there are questions, suggest that members discuss the topic with their sponsors or other experienced members.
- **Monthly:** At the FA meeting, when the leader calls for “other FA announcements,” remind those who hold service positions to review Documents 5 and 7 for announcements and descriptions of responsibilities for their service positions.
- **Once every six months:** Conduct a formal “meeting inventory.” (It is recommended that the content be prepared in advance of the business meeting to keep this practice to less than 10 minutes.)

OTHER SERVICE POSITIONS

Public Information Representatives

One year of continuous abstinence suggested, with a commitment of at least one and preferably two years of service.

PRIMARY RESPONSIBILITIES FOR PI REPRESENTATIVES

- Read these [PI Announcements](#) at each monthly business meeting.
- Distribute [Healthcare Brochures](#) at monthly business meetings.
- Provide updated [Packets for Faith Community Leaders](#).
- Update and provide copies of local [Meeting Directory Trifolds](#).
- Coordinate your meeting's efforts to [Sponsor-a-Rack](#).
- Post [Calendar Items](#) with your meeting's time and location online and in local media.
- Provide your current contact information to your Meeting Contact.
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OTHER HELPFUL IDEAS AND RESOURCES:

- For the PI projects listed below, it is often best to work with a team.
- So, involve other members of your meeting and/or work with your Local Service Group (LSG) if there is one in your area. (To learn more about LSG's consider attending a WSI SGSC meeting.)
- Be sure to co-ordinate these activities with your local Chapter/Intergroup.
 - [Health Fairs](#) and [Public Information Sessions](#)
 - Healthcare Slideshow healthcareslideshow@foodaddicts.org
 - Publicizing local FA meetings and Information Sessions
 - Bulk ordering of [PI Trifolds](#) and [FA Literature](#)
 - Supporting [Media Watch, Weblinks and Blogwatch](#)
 - Sending interview/article opportunities to Media Outreach Subcommittee mediawatch@foodaddicts.org
- Attend PI Committee meetings and calls at the Chapter/Intergroup and WSI level (pi@foodaddicts.org).

OTHER SERVICE POSITIONS

Phone List Person

Six months of continuous abstinence suggested.

- Keeps the phone list of FA members who have committed to attend the meeting up-to-date and accurate.
- Provides current copies of the phone list and ensures that they remain available on the literature table.
- If the meeting has a partner meeting, exchanges phone lists with the phone list person of the partner meeting, and includes the phone list of the partner meeting when printing the phone list of their own meeting.

Set-up Person (People)

Six months of continuous abstinence suggested if a key is needed or 90 days if no key is needed. Some large meetings elect additional set up people to share the workload.

- Arrives early to open the room and set up the chairs for the meeting.
- Enlists others to help in setting up chairs.
- Puts up signs if needed. (We suggest that signs read “FA,” not “Food Addicts in Recovery Anonymous” to protect anonymity). [Note: some larger meetings create a separate service position called “Sign Person” to be held by a member with 90 days or more of continuous abstinence.]

Closer

Six months of continuous abstinence suggested if a key is needed or 90 days if no key is needed. Some large meetings elect additional closers to share the workload.

- Ensures that the room is clean and returned to its original order.
- As applicable, ensures building is left as requested by landlord (i.e., checks that lights and heat are off in room, confirms building is locked and alarm is set).

Sponsor-a-Rack Person

One year of continuous abstinence suggested to communicate with a facility, six months to refill a rack.

- This is an optional service position used by some meetings to assist the public information representative with ensuring that display boxes of information left permanently in public places are monitored and refilled as needed.

SAMPLE BUSINESS MEETING AGENDA/MINUTES

Date: _____

[*Note to Secretary:* This document is a guide to help you facilitate a business meeting. Notes in *italics* are sample items for consideration and notes in **bold-faced type** are intended to be read aloud at each meeting. To request an electronic version of this document in Word format, follow the instructions set out on the FA website at <http://www.foodaddicts.org/members/wsi-office>]

Introduction

- **We will begin the business meeting with the serenity prayer.**
- **FA Meetings typically hold monthly business meetings, even if there are only a few people attending or there is no apparent pressing new business.**
- **Business meetings provide an opportunity to consider broader issues and concerns and to discuss how effectively the meeting is reaching newcomers.**
- **The requirement for speaking and voting at a business meeting is a minimum of 90 days of continuous abstinence in FA, though everyone is welcome to attend.**

Treasurer's Report

A	Starting Balance	\$	
B	This Month's Income	\$	
C	This Month's Expenses	\$	
D	New Balance	\$	A+B-C
E	Upcoming Expenses	\$	
F	Seventh Tradition Donations To Chapter or Intergroup & WSI *	\$	
G	Ending Balance (Excludes today's collection & Prudent Reserve)	\$	D-E-F
H	Prudent Reserve (i.e., for rent or upcoming FA Information Session)	\$	
I	Ending Balance – Prudent Reserve **	\$	G-H

* *Amounts to be determined (and usually voted on) during business meeting*

** *Ending minus Prudent Reserve (line I) should always be less than or equal to \$0. If line I is greater than \$0, line F should be increased.*

Literature Report

- *Does literature need to be ordered?*
- *If so, is a motion/vote needed to expend the funds?*
- *Other updates regarding literature:*
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SAMPLE BUSINESS MEETING AGENDA/MINUTES (continued)

Public Information Report

- *Discussion regarding upcoming FA Information Session.*
- *Discussion regarding other PI initiatives.*
- *Announcements regarding WSI web links, media watch, and healthcare watch.*
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-
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WSI Contact Report

- *Reading of WSI annual/quarterly report summary or other WSI communication.*
- *Announcements regarding Frontier Phone List, Frontier Sponsor List & Universal Language List.*
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Intergroup and/or Chapter Contact Report

- *Reading of intergroup reports or other communication.*
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Meeting Health Report

- *Monthly: Review pre-selected topic, take questions, and suggest that members discuss the topic with their sponsors or other experienced members.*
- *Every six months (i.e. January/July) conduct formal "Meeting Inventory." (less than 10 minutes)*
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Meeting Guidelines Reminder

[*Note to Secretary:* please read the following each month at your business meetings.]

All members are encouraged to read the Meeting Guidelines documents under, "Meetings" at www.foodaddicts.org. If questions arise that directly pertain to this meeting, please voice your concerns at this time. Are there any concerns this month?

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SAMPLE BUSINESS MEETING AGENDA/MINUTES (continued)

connection Report

- *Reporting of any connection-related communications.*

Web & Directory Contact Report

- *The Web & Directory Contact should have with them a printed copy of the meeting information currently on the FA website for review and any necessary updating*

AWOL Announcement

[Note to Secretary: Please read the following information each month at your business meetings only, so that all members planning to announce AWOLs can hear the suggested language to use for those announcements. If there are members who announce AWOLs who do not attend the business meeting, you may wish to inform them of the “suggested language” below. By group conscience, meetings in small fellowships may decide to temporarily eliminate this announcement if there are no live AWOLs within 100 miles. Similarly, in large fellowships with many AWOLs open simultaneously, by group conscience, meetings may choose to replace the last sentence with one that directs members to a written list of open AWOLs within 100 miles.]

Although AWOL (A Way of Life) is not part of FA, the FA meeting format calls for the announcement of local in-person AWOLs currently open (or opening) and accepting new members. It is not suggested to announce telephone AWOLs, as the large number of telephone AWOLs can be confusing for newcomers; people interested in a phone AWOL should confer with their sponsors.

When we announce AWOLs at meetings, we have been asked to use this suggested language:

“AWOL stands for ‘A Way of Life’ and is a comprehensive method of working the Twelve Steps of FA in sequence. There is an open AWOL (or an AWOL opening) on [day, (date), time, location]. For further information please contact [‘name from city’] or [‘name from city’].”

Old Business

Listing of discussion items/motions from previous meeting.

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New Business

Notes from discussion items/motions from this meeting.

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Serenity Prayer

MEETING SERVICE POSITION LIST

Updated as of: _____

Note your meeting's abstinence requirements, the agreed-upon periods of service for each position, the start date, and the date for next change in positions – suggested durations are listed. The abstinence requirements listed with each position are urged as minimums.

Service Position	FA Member (Name, Email)	Period of Service	Abstinence Requirements (suggested)	Start Date	Date for Next Change in Rotation
* WSI Contact:			2 Years/AWOL		
* Intergroup Contact 1:			2 Years/AWOL		
* Intergroup Contact 2:			2 Years/AWOL		
* Chapter Contact: (if applicable)			2 Years/AWOL		
* Web & Directory Contact 1:		2 Years	2 Years/AWOL		
* Web & Directory Contact 2:		2 Years	2 Years/AWOL		
* <i>connection</i> Representative:			6 Months		
Secretary:			1 Year		
Treasurer:			2 Years		
Speaker Seeker:		6 Months	2 Years		
Literature Person:			6 Months		
Greeter 1:			6 Months		
Greeter 2:			6 Months		
WSC Member (Elected):			5 Years/AWOL		
Meeting Health Person		6 Months	6 Months		
** PI Representative:		1 Year	1 Year		
Phone List Person:			6 Months		
Set-up Person 1 (with key):			6 Months		
Set-up Person 2:			90 Days		
Closer 1 (with key):			6 Months		
Closer 2:			90 Days		
Sponsor-a-Rack Contact Person:			1 Year		
Sponsor-a-Rack Refill Person:			6 Months		

* **Required service position** to be updated regularly and kept current on FA Website by Web & Directory Contact

** **Optional service position** to be updated regularly and kept current on FA Website by Web & Directory Contact