

MEETING SERVICE POSITION LIST

Meeting Effectiveness Support and Assistance Representative (“*MESA Rep*”) Proposed to replace Meeting Health Person position description.

One year of continuous abstinence, with a commitment to one year of service.

Like the *FA Meeting Requirements and Standards*, the *FA Meeting Guidelines* (the “*Guidelines*”) were developed so that “no matter where in the world one finds an FA meeting, one can readily recognize and find FA recovery in that room.”

The *Guidelines* offer specific suggestions, based on years of experience, that will help meeting groups become more effective. By following the *Guidelines*, meeting groups will help their members get and stay abstinent in order to more effectively carry the message.

Many meetings find it challenging learn the information contained in the *Guidelines*.

The MESA Rep is asked to:

- become thoroughly familiar with the *Guidelines* in order to be a resource to the meeting group in general and answer questions about best practices for the monthly business meeting.
- read a “best practice” question from *Document 9: Best Practices For Healthy FA Meetings* at the weekly FA meeting when the leader calls for “other FA announcements.”
- serve as a liaison between the meeting group and the Meeting Effectiveness Support and Assistance (MESA) Committee.
- participate in periodic MESA resource calls which provide information, support, and resources to MESA Reps.
- receive MESA email communications and share this information with meeting members.
- regularly conduct a formal meeting inventory at the business meeting using *Document 10 - Meeting Effectiveness Assessment*.
- contact the MESA Helpline for direct confidential assistance, if the need arises.

The MESA Rep will not be asked to perform functions of enforcement of the *FA Meeting Guidelines* or *Meeting Requirements and Standards*. Such concerns are appropriately referred to the *FA Inquiry Response Committee*. The MESA Rep service position is intended solely as one of support and assistance for FA meeting groups.