

## **ACA 12-Step Study**

### **Meeting Chair Responsibilities**

#### **PRIOR TO MEETING:**

1. Lockbox is located on the South/East side of the building. (On the alley side corner near the red storage shed)
2. Make sure back door (alley) and front door (Lafayette St) are unlocked. (The doors that face Evans St remain locked at all times)
3. **IMMEDIATELY RETURN THE KEY TO THE LOCKBOX.** Be sure to return the key to the lockbox during the meeting as other groups may need access to it.
4. The meeting is in Room #1 and meeting supplies are stored in the far left closet on the top shelf.
5. Remove the red storage box labeled “ACA 12 Step Study” where meeting materials are stored.
6. Remove tissue boxes from the blue storage box. We share these with another meeting.
7. Arrange tables in closer proximity for discussion.
8. Place ACA Serenity Prayer on tables.

#### **AFTER MEETING:**

1. If it is a rent week, make sure rent money is placed in an envelope, labeled “**Wednesday Night ACA Step Study**” and put in the letter box on the building office door. (near front doors of building)
2. Place all meeting materials back in storage containers and into left-side closet on top shelf.
3. Arrange tables and chairs back into configuration designated by photo near the door of the room.
4. If there are no other groups that remain in the building, turn-off all classroom lights and the 2 light switches next to the back door of the building office (not the switches by the front door, these lights stay on)
5. If there are no other groups that remain in the building, use the key in the lockbox to lock all exterior doors to the building. Check to make sure the back door is locked from the outside.