

TRUSTED SERVANT TIPS

Leading or chairing a telemeeting is a great way to give service. It's also known as being the Trusted Servant (TS). Being a Trusted Servant (meeting chair) does not require any special knowledge. It's as easy as reading the meeting format, or script, which can be found at www.saatalk.info by clicking on the Avoidance meeting you're leading. It can be read from the site or downloaded to your computer.

Tips for leading a telemeeting:

- It's recommended that you arrive a few minutes early so you can welcome people as they arrive.
- Have the format available either electronically or in print.
- Have any announcements prepared ahead of time. A link to the Announcements Page can be found in each Avoidance telemeeting's script and also the site for each of those meetings on Saatalk.info.
- Being familiar with the structure and boundaries for the meeting you are leading can help things run smoothly. Each meeting is autonomous, so the way things are done varies from group to group. You can ask questions ahead of time or ask someone on the call during the meeting if you're unsure about something. Asking questions is a great way to learn. The TS does NOT have to be all-knowing!
- Always be kind when speaking about the boundaries of the meeting as there may be newcomers who do not know them. Common boundaries include using respectful, appropriate language, using "I" statements, and taking turns talking. Only the Trusted Servant has the right to interrupt someone who isn't following the boundaries.
- Be mindful of background noise and gently remind others to mute their phones if there is noise in the background. If a moderator is on the call, they have the codes to mute the room if necessary. It is the Trusted Servant's responsibility to decide if the room needs to be muted.
- Thank the readers after they read.
- If nobody has volunteered to bring a reading, you can:
 1. Choose a reading
 2. Ask for a volunteer to choose a reading, or
 3. Ask for a suggestion for a discussion topic.
- At the end of the meeting, the Trusted Servant can thank the group for the opportunity to lead and be trusted servant.
- It's suggested the Trusted Servant try to stay on the line for fellowship for at least a few minutes after the meeting.
- **Business Meetings:**

The Second Tradition states, "For our group purpose there is but one ultimate authority—a loving God as expressed in our group conscience. Our leaders are but trusted servants; they do not govern."

Most groups have a scheduled monthly Business Meeting at the end of one of the regular meetings (typically the last meeting of the month) when groups can discuss any issues or suggested changes to the format. If there are only a few people on the line for the Business Meeting, the Group Conscience can be a more informal vote. When there are more than 5 present, though, it's recommended to use Robert's Rules of Order for Business Meetings.

Thank you for your willingness to serve! If you have additional questions, email saanorexiatelmeetings@gmail.com or call Deb in WV, Carol in KS, or Tom in IA. (Please see contact lists for their contact information.)