



## Pinellas County Intergroup Unity Meeting Policies & Procedures Form UMPP v2.0

Written by Tom Henry - Unity Meeting Chairperson  
To become part of the policies and procedures manual

**Mission:** The “Unity Meeting” is a Pinellas County Intergroup project designed to promote A.A. fellowship, promote interaction between Pinellas County A.A. Groups, and to provide supplemental funding to support Pinellas County A.A.’s Central Office.

**Scope:** To schedule different Pinellas County A.A. Groups to host a Saturday night “Speaker Meeting”. To provide a venue for, and promote attendance at, the aforementioned meeting.

### **Chairperson’s Responsibilities:**

1. **Overall responsibilities:** The Chairperson is responsible for the planning, executing and documenting of the 52 Saturday night “Unity Meetings” held each year. The Chairperson (or Alternate Chairperson) must be present at each meeting to supervise and coordinate the preparation and execution of the meeting.
2. **Project Committee: (Unity Team)** the Chairperson must first select the members of the “Team” to include:
  - Alternate Chairperson
  - Coffee Maker
  - Greeter
  - Facility Manager
  - Recording Technician
  - Anniversary Night Coordinator
  - Plain and Straight Correspondent

### **Committee Responsibilities:**

1. **Chairperson:**
  - Make certain that A.A. Groups are scheduled for each Saturday night, and that information is entered on official list residing in [aapinellas.org](http://aapinellas.org) website.
  - Oversee all phases of meeting preparation
  - Introduce “Host group” just prior to the start of the Saturday night meeting.
  - Verify headcount and collection amount at each meeting.
  - Tally monthly collection amount and turn money over to Central Office Manager at the beginning of each month.

- Prepare monthly “Unity Meeting Report” and present at the Steering Committee and the Intergroup Meeting each month.
2. **Alternate Chairperson:**
    - Fulfills duties and responsibilities of Chairperson as required.
  3. **Coffee Maker:**
    - Makes certain the inventory, coffee and related supplies are maintained.
    - Makes certain that coffee and all necessary supplies are ready and available at least 30 minutes prior to the start of each meeting.
    - Clean up coffee area, and storage of related supplies at end of meeting.
  4. **Greeter:**
    - Makes certain that all attendees are welcomed to each meeting.
    - Verifies that a “Big Book” or other drawing prize is available.
    - Gives each attendee a ticket for the book drawing at the end of the meeting
    - Conducts “Big Book” drawing.
  5. **Facility Manager:**
    - Responsible for setup of meeting room including Podium, Signs, Public Address System, Recording Equipment, Chair and Table set up.
    - Break down and storage of above mentioned equipment at the conclusion of each meeting.
  6. **Recording Technician:**
    - Responsible to set up and test recording equipment prior to start of each meeting.
    - Verify that Host Group is agreeable to have their meeting recorded.
    - Monitor recording process, and immediately label finished tapes at the end of each meeting.
    - Inventory and store completed tapes, and provide copies as required.
  7. **Anniversary Coordinator:**
    - Provide Anniversary Cake for the last Saturday of each month.
    - Cut cake and prepare for serving at end of Anniversary Meeting.
  8. **Plain and Straight Correspondent:**
    - Prepare and submit monthly article for Plain and Straight Newsletter. Articles to be prepared electronically and submitted to Plain and Straight Chairperson on or before their deadline.
    - Suggested article format:
      - Section 1: Short article on some phase or history of the Unity Meeting.
      - Section 2: Recap of each weekly meeting including:

- Name of host group
- First name and last initial of each participant in meeting.
- Section 3. Standard sentence with brief description of Unity Meeting and contact information.
- Section 4: List of groups hosting the next month's meetings.

**Monthly Reports:** (all reports should be prepared electronically so they can be distributed to appropriate Steering Committee members)

**1. Accounting Spreadsheet:**

Format:

Date:      Host group name:      Attendance: (# of people attending)      Collection: \$ 00.00

Updates: Monthly totals and running year-to-date totals.

Monthly Distribution:

- 1 hard copy submitted to Central Office Manager with collection revenues.
- 1 electronic copy to Intergroup Treasurer.

**2. Intergroup (IG.) Report:**

- General report to be submitted electronically to Intergroup Secretary prior to each monthly Steering Committee meeting. This report is approved at Steering Committee meeting, corrected (if necessary) and submitted for Intergroup meeting.

Format:

- Section 1. Recap previous month's accounting data (from Accounting Spreadsheet)
- Section 2. Report on new or update ongoing projects regarding Unity Meeting.

**Unity Meeting Format:**

Welcome by Unity Chairperson just prior to meeting opening (2 - 3 minutes).

This message welcomes everyone, and asks the audience to silence phones & beepers, briefly describes Unity Meeting, thanks Unity Team by name, and introduces Host Group Chairperson.

**Suggested Format for Unity Meeting:**

This is the written "format" available at podium. Unity Chairperson should review this format with the Host Group Chairperson. This allows reading assignments to be made and gives the chairperson time to prepare for meeting.

### **Unity Meeting Format:**

- OPEN WITH SERENITY PRAYER
- HAVE SOMEONE READ “PREAMBLE”
- HAVE SOMEONE READ “HOW IT WORKS”
- RECOGNIZE NEW COMERS WITH LESS THAN 30 DAYS SOBRIETY
- RECOGNIZE VISITORS FROM OUTSIDE OF PINELLAS COUNTY
- EXPLAIN TO AUDIENCE WHERE AND WHEN YOUR GROUP MEETS AND WHY IT IS THE “BEST” GROUP IN PINELLAS COUNTY.
- INTRODUCE SPEAKERS (Individual groups may decide to have several speakers, instead of traditional 1 or 2). Allow 5 minutes to close meeting.
- PASS COLLECTION BASKETS
- ASK GREETER TO DRAW TICKET TO WIN “BIG BOOK”
- THANK SPEAKERS AND MEETING PARTICIPANTS
- ASK FOR A.A. RELATED ANNOUNCEMENTS
- CLOSE WITH THE “LORD’S PRAYER”