

Please join the North Jersey Al-Anon Information Service Office to:

Share and Learn

How to get the most out of your meeting

Wednesday, January 16, 2013 @ 7:30 PM

First Lutheran Church, 153 Park Street, Montclair NJ 07042

Meet with representatives from other Al-Anon Family Groups to discuss:

- The best aspects of your meeting
- The difficulties
- Welcoming newcomers
- Setting the agenda for each weekly meeting... and sticking to it
- Literature: ordering, managing, etc.
- Assignment of ongoing responsibilities within your group. Elected officers?
- Establishing sponsor relationships
- Attendance levels
- Finances: coffee can, bookkeeping, expenses, etc
- Food and snacks
- Lists of members' contact information
- NJAIS services used
- Relationship with the building where the group meets. Rent, logistics, etc.
- ... and whatever else you think is important

BONUS: Six Free Meeting Books will be given to each group in attendance
Refreshments will be served

Agenda

7:30 – 8:00 pm “Quarterly ISR meeting” (as required in the by-laws) Budget & Slate of Officers to be approved

8:00 – 9:00 pm Eat, Share & Learn

Before Jan. 9th, please let the NJAIS office know....

- Which topics in the outline above are most important to you
- How many people from your group will be attending (so we can plan refreshments)