

Meeting instructions for group Secretaries

The group Secretary and group officers are responsible for running the meeting and the groups business meetings in accordance with Refuge Recovery guidelines.

Before the meeting, the secretary is to find volunteers:

- to lead the meditation
- to read the Preamble
- to read the RR Guiding Principals
- to read the Four Noble Truths
- to read the Eightfold Path
- to read the dedication of merit
- to read a short selection from the Refuge Recovery book or the RR pamphlets and then share with the group on the reading.

If the group is not large enough to have volunteers for each item on the list above, please prioritize that the meditation and the reading/sharing is done by a different volunteer each week. Multiple meeting readings may be done by volunteers other than the secretary.

It is the responsibility of the Secretary to choose a different RR member to lead the meditation at every meeting. This rotation is vital to the spirit of our program. Please remind the meditation leader :

- That the instructions are to be read slowly to the group, pausing between instruction to allow each participant to absorb and implement these practices.
- That is necessary to speak loud enough for all in attendance to hear the meditation.
- The meditations were specifically created for those practicing Refuge Recovery and are to be offered to the group as written.

It is the responsibility of the Secretary to find a different RR Member each week to read a section of Refuge Recovery literature and to have that person share on the reading.

The Secretary is responsible for ensuring that the RR dana reading is read as written and for facilitating the group in offering donations. In addition to accepting cash, donations can be collected using Square (or other) card readers and payment systems to allow our members to contribute with a wide variety of electronic payment. All RR Groups collect donations in the Refuge Recovery name and are required to have oversight by the RR group business meeting. Donations are to be administered by an elected group treasurer.

It is the responsibility of the Secretary to start and end the meeting on time.

It is the responsibility of the Secretary to not allow cross-talk at the meeting. Cross talk is the commenting on or offering of advice to others in the meeting. Mindful listening is our practice.

The group Secretary is responsible for the meeting atmosphere. Any disruption of the meeting should be handled in a firm and clear way by pausing the meeting and asking anyone disrupting the meeting to leave.

If you have questions regarding these essential elements and Refuge Recovery meeting guidelines please contact: refugerecoveryworldservices@refugerecovery.org.