

CHAIRPERSON

The Chairperson's primary responsibility is conducting the District Service Committee Meeting. This includes preparing the agenda, rationing the time for the various reports, and keeping order. A copy of a suggested District Service Committee Meeting Format (Chapter 15) and the short-form of "Rules of Order as adapted for Marijuana Anonymous" (Chapter 16) can be found in this manual. Both of these documents can be of great assistance to the district Chairperson.

Typical responsibilities of the Chairperson include:

1. Make sure the meeting begins and ends on time.
2. Make sure all District Service Committee commitments are filled.
3. Make sure the next District Service Committee Meeting is scheduled and all participants are aware of the time and location.
4. Keep meeting format and minutes of all past District Service Committee Meetings.