**FRIDAY BDA MEETING**

**SECRETARY DUTIES/CHECK-LIST**

**Before the Meeting:**

* If it’s the 2nd week of the month, please call the speaker to confirm they’ll be coming.
* Make sure there are enough copies of the sign-in sheet, the phone/meeting list, the newcomer handout, and any other free handouts.

**At the Meeting:**

* Put out the signs (3); there are pieces of Velcro on each sign and in each location.
* Make sure the door is unlocked (the allen wrench to lock the bar handle is kept above the security system box next to the door).
* Turn on the heater if it’s cold.
* Put the readings out on the table.
* Put the free handouts on the table.

**After the Meeting:**

* Turn off the heater if necessary.
* Tidy the room if necessary.
* Close the windows if necessary.
* Take down the signs.
* Turn out the lights (if no one else is there) and lock the front door.

**Miscellaneous:**

* Attend and run the business meeting; make sure someone keeps notes and keep them in the meeting binder.
* Keep order in the meeting (no cross talk or disturbances), if everyone has shared open it up for anyone to share again if they like.