

Rockridge Fellowship Secretary Manual 2025

In-Person Meetings

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Registration & Communication

1. Registration: Complete the online form found on the Rockridge Fellowship website:
rockridgefellowship.org
2. WhatsApp: Join the Secretaries Group on WhatsApp. This is for one-way communications from the Secretary Coordinator and Steering Committee.
Any secretaries for this term (July–December 2025) can add themselves to this group.
3. Emails: If you haven't received any email from a @rockridgefellowship.org email address within a month, please do the following:
 1. Check your spam folder and if you find an email from ----@rockridgefellowship.org please unmark as spam so you receive future communications
 2. Contact the Secretary Coordinator to confirm your registration went through
 3. If you do not receive a timely reply from the Secretary Coordinator contact the Fellowship Coordinator.

Opening the Building

Do Not Share the Code! The main code opens all keypad locks at Rockridge. Only registered secretaries and Steering Committee members have access to the code. Sharing the code with unauthorized individuals compromises the physical safety of members and has led to theft.

Gate

Key in the code
Hit “Enter.”
Open and latch the gate open with the large hook.

Main Building

Key in the code on the side door (this is the side door to the kitchen)

Garden Room

Key in the code
Click “√” to hear opening buzz

ADA ramp

The green door in the northwest corner of the patio opens up to a ramp for people who cannot use the stairs. They ring a doorbell on 41st street when they want access. This rings in a cupboard in the kitchen and is not very loud—please always keep an ear out for this.

Hit the “Yale” button
Enter either the current gate code or 3699
Press the “√” button
Walk through the hall and open the street entrance door.

Setting Up a Meeting

Secretaries open meetings 30 minutes before meeting start time. This is the time coffee makers, Greeters, or any other pre-meeting service positions get their service done.

- If you find that doors were left unlocked, the kitchen is a mess, etc contact the Secretary Coordinator and the Fellowship Coordinator.
- Unlock the fire door.
- Unload the dishwasher.
- Check that there is toilet paper in the bathroom; replenish from the kitchen cabinet.
- If it seems like cleaning supplies or literature are low let the appropriate Steering Committee member know.

Who Can Cover for Me If I Can't Be There?

One of the most important things we do as Secretaries is make sure that meetings are set up and open when they are scheduled. Keep in mind there may be someone who desperately needs a meeting or a newcomer at the door, and we want it to be open for them.

1. Your Co-Secretary: The first person you should be contact about your absence is your co-secretary if you have one.

2. Another current Rockridge Secretary: These are people who are registered with Rockridge and who have the code.
3. Steering Committee member: All Steering Committee members are familiar with procedures and have the codes needed to open Rockridge.
4. Secretary Coordinator: The Secretary Coordinator can help you find a substitute.

What If the Treasurer/Coffee maker/Literature/Co-secretary Doesn't Show Up?

If someone who has taken a commitment stops showing up for a couple of weeks go ahead and elect a new one right away.

Running a Meeting

As secretary you set the tone for the meeting. Run your meeting according to the traditions and service concepts of AA: "Our leaders are but trusted servants, they do not govern." Our primary purpose is to carry the message to the alcoholic who still suffers.

Scripts

Your scripts are in a binder in the Library. Each meeting is free to choose its own format as long as it does not affect other groups or AA as a whole. At minimum these formats should contain the following elements:

- Welcoming statement
- A reading of How It Works or other AA literature
- Chance for newcomers to introduce themselves
- Sponsorship statement
- Announcements
- 7th Tradition collection
- Living Sober and mini Big Book for newcomers
- Clean up

Many groups include other elements in their formats, such as the Preamble, or reading the Twelve Traditions or the Promises. If you want to change your meeting's format, call for a group business meeting and ask for a vote. AA is constantly changing!

If you want some guidance in updating an old script contact the Secretary Coordinator.

General Meeting Formats

Speaker/Discussion Meeting

Speaker for 10-40 minutes

Speaker picks a topic of discussion

Sharing/discussion until the end of the meeting

Finding a Speaker:

- Preferred sobriety length for a speaker is at least 6 months.
- Ensure speakers are comfortable and not pressured.
- Try to find speakers from outside your meeting for variety.
- Exchange contact info with the speaker for reminders.
- If a speaker cancels, ask someone from your meeting to share.

Literature Meeting

Reading of AA-approved literature (for example, the Big Book or 12 & 12) for a specified time
Sharing/discussion based on the reading

Preparation:

- Distribute books before the meeting starts. Books are in the Library on the metal shelves and in the glass case.
- Members can share books or use online versions if necessary.

There are lots of other formats. If you have any questions please ask the Secretary Coordinator.

Managing Shares

There are several ways to handle calling on people:

- Ask members to raise their hands and then call on them, taking care to make sure that a mix of people are asked to share.
- Ask people to share randomly without asking for them to raise their hands.
- Tag meetings, where the member who shares calls on the next person to share.

If a speaker is monopolizing the meeting the secretary can wait for a pause and say, “Thank you for your share. I’d like to give someone else a chance to speak.”

Some groups have voted to have a time limit, ranging from 1 to 5 minutes. A timer is appointed to alert the speaker that their time is up.

7th Tradition Collection

Most groups have a Treasurer to collect the 7th Tradition, count it, fill out the envelope, and deposit it in the safe. If your Treasurer does not show up, please select someone trustworthy to handle the money! Rockridge financial reports are posted in the Library and on the website.

Literature Sales

To collect payment for literature fill out the pink envelope with date, title of book, and amount of money collected then put this in the safe (if it is a Venmo payment, write “Venmo” beside the amount on the envelope and put it in the safe).

Overflow Meetings/Fire Safety

The fire exit and the aisles in the Main Room must be kept clear at all times.

When all chairs in the room are filled the secretary should ask for an overflow secretary, preferably a trained secretary, to hang the overflow meeting signs on the doors and open up the Garden Room.* Large meetings should ask for a volunteer overflow secretary at the start of the meeting, or create an overflow service position.

- Overflow signs and script are stored in the plastic holder on the wall in the Library.
- The generic meeting script is on the bulletin board in the Garden Room and posted upstairs.
- The overflow meeting will start 15 minutes after the original meeting time.

* Five overflow meetings will be in the upstairs room: Monday 12:00; Monday 5:30; Wednesday 5:30; Saturday 9:00; and Sunday 5:30.

Dogs in Meetings

Dogs are allowed in the Fellowship but they must be on leash at all times, cannot block the aisles, and cannot cause a disturbance. If these conditions are not met, ask the member with the dog to leave.

Safety at Rockridge

Safety can be a confusing topic in AA. But our principle of anonymity does not mean we allow people to behave in a way that interferes with our primary purpose of carrying the message to the alcoholics who still suffer. Sometimes we have to place the needs of the group ahead of the needs of an individual.

A very good summary of safety at AA meetings can be found here: aa.org/aa-guidelines-safety-and-aa-groups

The Rockridge Fellowship has a 6-person Safety Committee that works to ensure the safety of our members. When an event occurs that cannot be solved at the meeting level reach out to the Safety Committee. The Safety Committee Guidelines are posted in the Library and on our website. Please encourage members to contact the Safety Committee if they have any concerns.

Managing Disruptive Behavior

Sometimes a member behaves erratically in the meeting, creating a distraction. Sometimes a speaker will stray into territory that is not appropriate for AA meetings, such as politics or sexist or racist comments, which creates an unsafe environment. You may be told, "There are no rules in AA," but this is not true, and the primary purpose of our meeting must be put first. Your group has elected you to keep the meeting on track.

1. Ask the disruptive person to be cease the behavior: "Please be quiet." "Please sit down."
2. If non-compliance continues: "You will be asked to leave if you're not quiet."
3. If the problem persists: Take a group conscience (vote) on whether the member should be asked to leave.
4. If the group votes to ask the member to leave and they refuse: "We will call the police if you don't leave."
5. If the member still refuses to leave: Ask another member to call MACRO or the Oakland Police. Note: MACRO will only intervene outside of the building.
6. Notify the Fellowship Coordinator or the Safe Rooms Committee Chair whenever a member is asked to leave or of any other ongoing disruptive situations.

Note on Sponsor/Sponsee Meetings Upstairs

People are allowed to meet in the upstairs meeting rooms for step work if they do not disturb the meeting in process. If they become loud ask them to speak more quietly. If they continue to disturb the meeting please ask them to leave.

Managing Dangerous or Illegal Behavior

If someone threatens members at the Fellowship, please do not hesitate to call the police. Then contact the Fellowship Coordinator and the Safe Rooms Committee Chair.

MACRO: 510-446-2276 for non-violent but concerning behavior
Oakland Police at 510-777-3333 for violent behavior
Fellowship Coordinator: rrf@rockridgefellowship.org
Safe Rooms Committee Chair: safe@rockridgefellowship.org

Sometimes the Steering Committee will suspend an individual from the Fellowship for a defined period of time, after which they can meet with the Steering Committee and be allowed to return. These decisions are made after careful consideration of the Traditions.

If a suspended person comes to your group ask them to leave and contact the Safety Coordinator and the Fellowship Coordinator.

Cleanup & Chores

- It is the Secretary's responsibility to make sure Rockridge is returned to its clean and reset state after every meeting.
- Each meeting has an assigned cleaning chore that is subject to change each term.
- Please refer to chores posted on the fridge to confirm your meeting's chore. Reach out to the Cleaning Coordinator with any questions or to receive training on your chore.
- Your script will ask for volunteers to help complete chores; however, it is your responsibility to make sure these are completed and finish them if they are not before you leave.

Locking Up

Please stay up to 30 minutes after the meeting to allow for fellowship, chores to be done, and proper lockup procedure. As Secretary, you are responsible for clean-up and lockup of the building.

If you have asked someone else to close for you they must be a current Rockridge secretary or Steering Committee member. If another meeting directly follows your meeting you can hand off responsibility to the next Secretary—do not simply walk out of the building.

The building is closed between meetings unless a person has an official reason to be there.

Main Building

After locking all other doors and windows, shut the side kitchen door. It locks automatically. The lockup instructions are posted in the Library and on the kitchen wall near the door.

Garden Room

Make sure windows are closed
Close door and press any button on the keypad

ADA ramp

To lock the patio door press the "Yale" button. The street door must remain locked at all times.

Gate

Unlatch and let close.

Recommended process:

- Close up in pairs.
- Check the whole house: Ensure all rooms and bathrooms are vacant before leaving.
- Double check that chores are done.
- **Start the dishwasher**—yes, even if it is only partially full!
- Check that there is no trash, dog poop, or cigarette butts on the lawn.

Business Meetings

There are two types of business meetings at Rockridge:

- The Rockridge Fellowship business meeting: This is where members of Rockridge learn about things happening in the larger AA world and vote on things that affect the Fellowship as a whole. Secretaries can bring up the concerns of their meeting. They also report back to their groups. This business meeting is held 7:00–8:30pm on the second Tuesday of the month. It is hybrid—the Zoom link is on the Rockridge website: rockridgefellowship.org and on page 8.
- Your group's business meeting: This is where your individual group will do its business. Some groups meet regularly and others choose to meet only when needed.

When Your Term Is Over

Meeting service positions last 6 months. The month before you rotate out you will hold elections for secretary, treasurer, and other group trusted servants:

1. Second week of June/December: Announce elections.
2. Third week of June/December: Hold the election.
Ask for nominations and volunteers. Don't stop at the first volunteer! If more than two people make themselves available, have them leave the room and hold a vote.
3. Term starts July 1/January 1.

Walk the new secretary through the position's responsibilities. Get your replacement to register and attend the orientation. Share contact information.

Where Do I Find Things at Rockridge ?

Main Room

- Secretary Handbook binder (red binder) bolted to the coffee table: this contains information secretary info, trusted servant list, how to deal with disruptive people instructions, etc.
- On the mantel:
Literature: Living Sober and the pocket-sized Big Book are available free for newcomers; other books are for sale.
- Pink envelopes to collect payment for literature. Fill out date, title of book, and amount of money collected then put this in the safe (if it is a Venmo payment, write Venmo beside the amount on the envelope).
- 7th Tradition envelopes. Collections go in the white envelopes and deposited in the safe in the kitchen under the coffee setup.
- Scrap paper, Kleenex, masks, and Naloxone (for overdoses).

Library AKA the Literature Room (off Living Room and Kitchen)

- East Bay Meeting Directories, takeaway flyers of RRF specific meetings, AA pamphlets.
- Meeting binders and books for literature meetings in the glass cabinet.
- RRF information: Minutes, financials, open service positions, “how to” instructions
- H&I information
- Grapevine display

Secretary Binder

- Location: Glued to the front table in the Living Room.
- Contents: Secretary info, Updated trusted servant list, overflow meeting signs, how to deal with disruptive people instructions.

Upstairs

- Second bathroom.
- Two meeting rooms and the childcare room. There is a vacuum in the round table room.
- Large closet in the larger meeting room with supplies for special events (locked).
- Office (locked).

Kitchen

- Dishwasher: Dishwasher gel is under the sink. Do not use dish soap!!! Press Quick Wash then start
- Additional mugs in upper cupboards.
- Additional paper cups in a drawer beneath the coffee area.
- First Aid supplies and Naloxone are in the drawers beneath the tea area.
- Lost and Found are in the drawers beneath the tea area.
- Cleaning supplies for bathrooms are in the downstairs bathroom shower stall and under the sink in the upstairs bathroom
- If you need additional cleaning supplies please contact cleaning@rockridgefellowship.org.

Resources & Contacts

Our website: rockridgefellowship.org You can find the Rockridge meeting guide, business meeting and financial reports, secretary information, and contact lists for trusted servants.

Rockridge Fellowship has a Steering Committee to handle the complex process of keeping our physical and virtual doors open—a contact list is in the Secretary Binder, posted on the bulletin boards, and on the website. Here are the people you are likely to need to get in touch with:

Fellowship Coordinator: for any issues regarding Rockridge business, lease & safety, or if you don't know who best to ask. rrf@rockridgefellowship.com

Secretary Coordinator: for anything regarding meetings. secretaries@rockridgefellowship.org

Safe Rooms Committee Chair: for any safety issues. safe@rockridgefellowship.com

Lockup: for issues locking up or opening Rockridge. lockup@rockridgefellowship.org

Facilities: if any appliances are out of service, lights are out, steps loose, etc. facilities@rockridgefellowship.org

Literature: if literature is running low. literature@rockridgefellowship.org

Cleaning: for missing cleaning supplies/abnormal mess. cleaning@rockridgefellowship.org

Emergency Numbers

MACRO: 510-446-2276 for non-emergency help.

Oakland Police: 510-777-3333 for emergencies

Last edited 6/2025 Janine B