

**MEN'S TUESDAY NIGHT BIG BOOK STEP STUDY Secretary's Guide
(Zoom Version)**

Hello, my name is _____ and I am an alcoholic and our group's secretary.

Our group celebrates 90 days, one year of sobriety, and every year there after as milestones in recovery.

- **Introduce token and anniversary cake recipients if any.**

Are there any special occasions to celebrate tonight, that I am not already aware of ?

If anyone would like to celebrate a birthday or receive a 90 day token next week please see me after the meeting.

- **Pass meeting to the treasurer for the 7th Tradition and finance report.**

Then,

- **Return the meeting to our meeting leader.**

- **When we have finished our study and discussion, the leader will turn the meeting over to you for closing comments.**

Closing Comments:

Let's welcome again and invite back...

Our Newcomers _____ & _____.

And our out-of-towners and first timers _____ & _____.

Remember that our Virtual Meeting Admin has created a breakout room for any newcomers or others who may have asked; they will be available immediately after the meeting closes.

If anyone would like to become a member of our group, or would like a phone list, please see me after we close our meeting.

Please find the link to the Virtual Literature Rack in Chat for A.A. books and literature.

- **Thank the group for a great meeting and return the meeting to our leader for closing.**