

Role of the A-Group Moderator

The Moderator, together with the Treasurer, is selected by the A-Group in its first or second meeting. His term is one calendar year. He essentially acts as the Chairman of the Board.

His roles are:

- a. Chairs every meeting. Makes sure it starts on time, sets the meeting agenda, ensures everyone follows his time allocation, sets the pace, prevents long discussions during updates, notes the issues for the parking lot, assigns the scribe for presentations, ensures that the meeting tone is set for listening, accommodation, and helping the presenter.
- b. Sets out the meeting schedules and venues. This also involves assigning day-chairs to take care of logistics like reservations and menus. Schedules should be set out 3 to 6 months ahead.
- c. Manages the membership participation including monitoring attendance. In certain instances, this involves the discussion of the level of involvement of particular members and whether the member should be asked to leave.
- d. Ensures that the A-Group has at least one out-of-town multi-day Retreat. He can assign a member to be the retreat chair who will take care of booking and logistics.
- e. Explores ways to improve the dynamics of the group and the stage of development. This could mean organizing participation in A-Groups Workshops or enlisting an A-Groups Resource in a Retreat.
- f. Sets aside in every meeting a Housekeeping discussion to take up meeting schedules and the finances of the A-Group.