



Best Practices for Productive Meetings

These Best Practices were written by your Board of Trustees in an effort to communicate what EA meetings could include, according to the program guidelines. These recommendations are offered to encourage helpful, positive meetings and to create a level of uniformity across meetings, so anyone receives a similar experience when attending an EA meeting anywhere. *Take what you like, leave the rest.*

- A variety of EA materials is always available for member use and/or purchase at each meeting.
- Meetings start and end on time.
- No cross-talk is allowed.
- There are no discussions of religion or politics during the meeting time.
- No single individual is identified as a meeting 'manager'; responsibilities are shared among group members in a manner that is agreed upon and suits the individual group.
 - Shared responsibilities in running the meeting could include:
 - Trusted Servant: Starts and closes the meeting reading the designated EA material. Asks people to read (if appropriate). Asks everyone to honor the 7th Tradition and passes the basket/envelope.
 - Treasurer: Collects, counts, and records contributions. Makes regular reports to the group. Facilitates the contributions to the EAI main office.
- No single individual is responsible for interpreting the EA program.
- After providing for any meeting expenses, regular contributions are made to the EAI main office (International Service Center).
- Members are encouraged to identify ways to share EA's message with the broader public.
- Every person's experiences in EA are their own; no one speaks for the organization itself.
- Advice is not offered in meetings. Members gather to share their experiences.
- There are no requirements to complete in order to be part of an EA group besides a desire to become well emotionally.

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