



## **Service Roles for SAL Men's In-Person Meetings**

**At least 1 member of the Key 3 needs to have completed Steps 1-3 and be actively working Step 4**

### **Group Moderator (Key 3)**

- \*At least 6 months of consistent meeting attendance
- \*At least 6 months of sobriety
- \*Is currently working his steps with a sponsor
- \*Ensures the meeting begins and ends on time
- \*Reads script
- \*Attends monthly SAL Men's Service Council on the 2nd Tuesday of each month at 9pm MDT
- \*Attends Quarterly Key 3 Trainings at the August, November, February, and May Service Council
- \*6 month Service Term

### **Assistant Group Moderator (Key 3)**

- \*At least 3 months of consistent meeting attendance
- \*At least 6 months of sobriety
- \*Is currently working his steps with a sponsor
- \*Conducts meeting in absence of Group Moderator
- \*Attends monthly SAL Men's Service Council in absence of Group Moderator
- \*Attends Quarterly Key 3 Trainings at the August, November, February, and May Service Council
- \*6 month Service Term

### **Secretary (Key 3)**

- \*At least 3 months of consistent meeting attendance
- \*Is currently working his steps with a sponsor
- \*Ensures the phone and sponsor list is accessible for group members
- \*Communicates with the Group via weekly email, GroupMe, WhatsApp to make announcements and inform group of upcoming discussion
- \*Attends Quarterly Key 3 Trainings at the August, November, February, and May Service Council
- \*6 month Service Term

### **Treasurer**

- \*At least 3 months of consistent meeting attendance
- \*Counts weekly donations and verifies with Librarian
  - \*Name is on the bank account (if applicable)
- \*Deposits donations in account and distributes reimbursements (if applicable)
- \*Maintains account with librarian and keeps ledger
- \*1 year Service Term

### **Librarian**

- \*At least 3 months of consistent meeting attendance
- \*Counts weekly donations and verifies amount with Treasurer
- \*Name is on bank account (if applicable)
- \*Makes sure all necessary materials are present at the meeting
- \*Familiar with available materials
- \*1 year Service Term

### **Newcomer Coordinator (2 or more people)**

- \*At least 3 months of consistent meeting attendance
- \*Gets contact information from newcomers and gives it to Secretary
- \*Reaches out during the week to newcomers
- \*6 month Service Term

**Questions or Concerns? Please contact [Todd:todd@salifeline.org](mailto:todd@salifeline.org)**