



Service Roles for SAL Men's Online 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 sobriety
- *Is currently working his steps with a sponsor
- *Ensures the meeting begins and ends on time
- *Reads script & calls on members to read when needed
- *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 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
- *Logs into meeting as Host and moderates participants (mute those who forgot to mute, etc.)
- *Moderates the chat throughout the meeting
- *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, email, and sponsor list is up to date, and emails this information to group members regularly
- *Emails bookmark, Circles Models, and Recovery Puzzle to Newcomers who provide their email
- *Communicates with the Group via email, GroupMe, or 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

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.com