

Service Roles for SAL Women'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
- Is currently working her steps with a sponsor
- Ensures the meeting begins and ends on time
- Reads script
- Attends monthly SAL Women's Service Council on the 3rd Monday of each month at 8:30pm 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
- Is currently working her steps with a sponsor
- Conducts meeting in absence of Group Moderator
- Attends monthly SAL Women'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 her steps with a sponsor
- Ensures the phone and sponsor list is accessible for group members
- Communicates with the Group via 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 Kahi: kahi@salifeline.org