



Service Roles for SAL Women'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
- Is currently working her steps with a sponsor
- Ensures the meeting begins & ends on time
- Reads script & calls on members to read when needed
- 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
- Logs into meeting as Host & moderates participants (mute those who forgot to mute, etc)
- Moderates the Group chat throughout the meeting
- 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 up to date & emails this info to group members regularly
- Emails bookmark, Circles Models & Recovery Puzzle to Newcomers who provide their email
- Communicates with the Group via weekly email, GroupMe, WhatsApp to make announcements & 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 Kahi:kahi@salifeline.org