



# 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.**

All Women's SAL groups are asked to have their New Key 3's in place and ready to attend a special training in January & July (3rd Monday of those months at 8:00 PM MST)

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

- At least 6 months of consistent meeting attendance
- Is currently working her steps with a sponsor
- Ensures that meetings are recovery-based and adhere to SAL guidelines: These guidelines are found in the SAL Recovering Individuals, Healing Families book pg. 303-310 & on pg. 339 the 12 Tenets of SAL.
- Ensures the meeting begins & ends on time
- Reads the script & calls on members to read when needed
- Reports back to her Service Council Director consistently
- Communicates announcements from the Foundation to individual SAL Groups
- Attends monthly SAL Women's Service Council Trainings via zoom on the 3rd Monday of each month at 8:00 PM MST
- Attends Quarterly Key 3 Trainings via zoom in the months of August, November, February, and May (3rd Monday of those months at 8:00 PM MST)
- 6 month Service Term

## **Co-Moderator (Key 3)**

- At least 3 months of consistent meeting attendance
- Is currently working her steps with a sponsor
- Ensures that meetings are recovery-based and adhere to SAL guidelines: These guidelines are found in the SAL Recovering Individuals, Healing Families book pg. 303-310 & on pg. 339 the 12 Tenets of SAL.
- Conducts meeting in absence of Group Moderator
- Attends monthly SAL Women's Service Council Trainings via zoom in absence of Group Moderator

- Attends Quarterly Key 3 Trainings via zoom in the months of August, November, February, and May (3rd Monday of those months at 8:00 PM MST)
- 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 that meetings are recovery-based and adhere to SAL guidelines: These guidelines are found in the SAL Recovering Individuals, Healing Families book pg. 303-310 & on pg. 339 the 12 Tenets of SAL.
- Ensures the phone and sponsor list is up to date & emails this info to group members regularly
- Emails the Newcomer letter to newcomers who provide their email (the SAL service council created a letter that you are welcome to use) please make sure your letter includes where they can purchase the study materials, Circles Models, Recovery Puzzle, & the Bookmark
- Communicates with the Group via weekly email, GroupMe, WhatsApp to make announcements & inform group of upcoming discussion
- Attends Quarterly Key 3 Trainings via zoom in the months of August, November, February, and May (3rd Monday of those months at 8:00 PM MST)
- 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 the Secretary
- Reaches out during the week to newcomers
- 6 month Service Term

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