



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 Monday of each month at 8pm MDT
- *Attends Quarterly Key 3 Trainings at the February, May, August, and November 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 February, May, August, and November 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 February, May, August, and November 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 Andrew@salifeline.org