



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.

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

At least one of the members of the Key 3 should stay for the After Party each week to maintain safety of the meeting. Each Key 3 can decide how best to share that responsibility so no one person becomes burned out.

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 and 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 Key 3 Trainings via zoom in the months of January, February, May, July, August, November (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 12 Step Women's Moderator Trainings via zoom in absence of Group Moderator
- Attends Key 3 Trainings via Zoom in the months of January, February, May, July, August, November (3rd Monday of those months at 8:00 PM MST)
- 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 & accessible for group members
- Submits a weekly headcount to your assigned Service Council Director via Google Sheets
- Emails the Newcomer letter to newcomers who provide their email or distributes a welcome packet to newcomers (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 and inform group of upcoming discussion
- Attends Key 3 Trainings via Zoom in the months of January, February, May, July, August, November (3rd Monday of those months at 8:00 PM MST)
- 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 Welcomer (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