



# 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 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 & 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 12 Step Women's Moderator 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)
- Logs into meeting as Host & moderates participants (mute those who forgot to mute, welcome those who arrive late in the chat, ask participants to turn on video, etc)
- Moderates the Group chat throughout the meeting
- 6 month Service Term (January - June or July - December)

### **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
- Submits a weekly headcount to your assigned Service Council Director via Google Sheets
- 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 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

### **Newcomer Welcomer (2 or more people)**

- At least 3 months of consistent meeting attendance

- Reaches out during the week to newcomers
- 6 month Service Term

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