



# Starting a NEW SAL Women's In-Person Meeting

## It might be time to start a new SAL Women's In-person meeting if:

- You are part of a current SAL Meeting that has 20 or more members consistently.
- You live in an area where there are no SAL Meetings.

## Step 1: Get your Key 3

To start a new SAL Women's In-person meeting you need to have the "Key 3" people who qualify and are willing to commit to the following:

- Are willing to study & follow SAL meeting guidelines: These guidelines are found in the SAL Recovering Individuals, Healing Families book pg. 303-310 & on pg. 339 the 12 Tenets of SAL.
- *At least one* of the Key 3 needs to have worked through Step 3 and be currently working Step 4 with a sponsor.
- 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.
- Are willing to rotate through each of the Key 3 service positions as Group Moderator, Co-Moderator, and Secretary over the next 18 months. At the end of 18 months, the Key 3 positions can be filled by anyone in the group who meets the requirements for Moderator, Co-Moderator, or Secretary.
- 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:**
  - **Requirements:**
    - At least 6 months of consistent meeting attendance
    - Is currently working her steps with a sponsor
  - **Responsibilities:**

- 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 (July - December or January - June)
- **Co-Moderator:**
  - **Requirements:**
    - At least 3 months of consistent meeting attendance
    - Is currently working her steps with a sponsor
  - **Responsibilities**
    - 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 (July - December or January - June)
- **Secretary:**
  - **Requirements:**
    - At least 3 months of consistent meeting attendance
    - Is currently working her steps with a sponsor

- **Responsibilities:**
  - Ensure that meetings are recovery-based and adhere to SAL guidelines
  - 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 (July - December or January - June)

## **Step 2: Find a location**

You will need to find a location where:

- You can meet each week at the same time & same day
- The anonymity of those attending will be protected
- The cost of meeting will be minimal or, ideally, be free
- Communicate the finalized time and location with the SAL Women's Executive Director, Kahi: [kahi@salifeline.org](mailto:kahi@salifeline.org)

## **Step 3: Get the appropriate materials to start a meeting**

These materials are available by contacting [kahi@salifeline.org](mailto:kahi@salifeline.org) and include the following:

- An approved SAL meeting script
- SAL documentation on all the Service Roles & Key 3 Guidelines
- Meetings use approved SAL study materials. Each of the Key 3 needs to have access to these materials:
  - The SAL Recovering Individuals, Healing Families book
  - Recovery Puzzle & Circles Models

- SAL Bookmark
- The Blue Book from S-Anon
- The Green Book from S-Anon
- Topic studies need to be from SAL approved materials

#### **Step 4: Prepare to start your meeting**

Here are some formal guidelines when starting a meeting:

1. Coordinate with Kahi to receive your New Key 3 Orientation. This training is vital to help new meetings run smoothly and safely and ensure new groups have all the resources available to them.
2. The meeting needs to be posted online at salifeline.org. Contact [kahi@salifeline.org](mailto:kahi@salifeline.org) to make this happen.
3. To start a new group you only need to have a Key 3. If you have a larger group than that, please refer to the document, “Service Roles for SAL Women’s In-Person Meetings” to learn about additional roles.
4. On the [sal12step.org](http://sal12step.org) website, under Start & Run SAL Meetings you can click on “Download Materials” and then go to Women’s Recovery Information to find procedural documents for meetings. You can also click on “Recovery Resources” and find documents on Anonymity, Group Conscience, Topic Studies, Sponsorship, What is a contact?, etc. If you need help with this, please contact your Service Council Director.

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