SAL 12 STEP
LIFELONG RECOVERY, ONE DAY AT A TIME.

Starting a NEW SAL Women's Online Meeting

It might be time to start a new SAL Women's Online meeting if:
- You are part of a current SAL Meeting that has 20 or more members consistently.

Step 1: Get your Key 3
To start a new SAL Women's Online 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
- 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 & 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 (January - June or July - December)

- ● **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)
    - ■ 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:**
  - ○ **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.
      - 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 (January - June or July - December)

Step 2: Coordinate an available time slot that will work for the Key 3

- Work with the SAL Women's Executive Director, Kahi: kahi@salifeline.org to determine what available time slot will work best for your Key 3 to hold this new meeting.

Step 3: Get the appropriate materials to start a meeting

These materials are available by contacting 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. Online groups may also benefit from having digital versions of materials where possible.

- ○ 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 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 Online Meetings" to learn about the newcomer welcomer role.
4. On the 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