

SAA of New York City



————— Service Guide —————

Service Positions Guide

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BEFORE GETTING STARTED

WHAT IS INTERGROUP?

An intergroup is made up of individuals representing autonomous member groups within a defined geographic region, who meet regularly to coordinate activities and conduct business for the collective benefit of their member groups.

An intergroup typically is formed to pool resources and efforts in order to enhance the effectiveness of member support and outreach in a particular geographic area. Intergroups often provide services that may include the following:

- Supporting addicts, we serve towards their recovery from sexual addiction.
- Coordinating a plan to assure timely responses to requests for information about meetings in the area.
- Providing shared and coordinated resources.
- Extending resources to members and groups we serve.
- Helping its member groups carry the message to the addict who still suffers.
- Planning and coordinating special community-wide or regional outreach activities.
- Maintaining a common mailing address and postal mailbox.
- Providing telephone and answering services.
- Developing and maintaining an intergroup website.

EACH GROUP IS AUTONOMOUS

Each group should be autonomous, except in matters affecting other groups or SAA as a whole.

WHAT IS THE PURPOSE OF THIS GUIDE?

We have found that some members struggle with learning what each service position is about. Even though each group can define what is expected of the different service positions, we have found it helpful to share a guide, based on our experience, to outline the main components of each position. This guide is suggestive only.

IS THIS THE BEST/ONLY WAY?

There are many ways to perform a specific service position. This guide provides just one example for each position. Each group/individual is welcome to use this guide in whatever way they feel is beneficial for them. See with your group if the suggestions on this guide correspond with the way the service position has been fulfilled so far. Note that not all meetings have all service positions, and some only have a few of them.

WHO CAN BENEFIT FROM THIS GUIDE?

This guide is especially helpful for those who have recently started a new service position and want to be able to help themselves as well as those who have been serving in the fellowship.

I AM A FELLOWSHIP COORDINATOR

“As a Fellowship Coordinator, I work towards ensuring a good fellowship event is in place for all to enjoy.”

WHAT IS EXPECTED OF ME?

As a Fellowship Coordinator, my main goal is to identify one or more activities that the group can participate in outside of the rooms.

IS THERE A REQUIREMENT TO BE ELECTED?

As with all the positions, each group determines their own requirements. Intergroup in this case does not see the need to suggest any specific requirement.

IS THERE A TERM LENGTH?

As with all the positions each group determines their own term-lengths. Intergroup in this case does not see the need to suggest any specific term length.

WHAT ARE THE BENEFITS OF MY ACTIONS?

This position helps to increase the bond amongst our fellows, and help SAA members to witness and experience further recovery outside of the rooms. Fellowship activities benefit the newcomer who does not yet know many people during their first meetings.

WHERE SHOULD WE GO?

It is important to identify a safe environment where people can feel comfortable. The following list of suggestions, as per our experience are good options, but don't hesitate to use your own creativity:

- Playing pool, bowling
- Seeing a movie, play
- Going out for breakfast, dinner or lunch
- Karaoke

WHAT TO SAY WHEN NAMED?

“Hi, my name is ____, and I'm your Fellowship Coordinator, (we are looking for ideas...) (next week we are going to...) (...)”

TIPS

Here are some of the tips that could help towards creating a successful fellowship event:

- Schedule an event to take place just after the meeting, this is a good opportunity to organize the fellowship.
- During the announcement break at meetings ask members who wish to attend for a show of hands on the ideas you may have.
- Pass around a paper during the meeting, so that people can put their names and numbers to follow-up afterwards.

I AM A TREASURER

“As a Treasurer I ensure that the finances of the group are managed in accordance with the Traditions and group conscious.”

WHAT IS EXPECTED OF ME?

As a Treasurer, my main goals are to collect the donations; keep record of any income or expense; provide a treasury report at the end of the term, maintain a reserve fund; pay the rent of the room; pay the insurance (when/if required); and reimburse the Literature Person. Some goals may also include contributing to the ISO contributing to Intergroup, and/or keeping track of any separate collections the group may have.

IS THERE A REQUIREMENT TO BE ELECTED?

As with all the positions, each group determines their own requirements. Intergroup in this case suggests 6 months of sobriety in the program, having a bank account and being solvent.

IS THERE A TERM LENGTH?

As with all the positions each group determines their own term-lengths. Intergroup in this case does not see the need to suggest any specific term length.

WHAT ARE THE BENEFITS OF MY ACTIONS?

Keeping track of the finances of the group allows the group to function, as we are self-supported.

HOW TO CONTRIBUTE TO THE ISO & INTERGROUP?

The ISO contributions are done through the ISO website, saa-recovery.org, under the “Donate” tab.

The Intergroup contributions are done online at nycsaa.org/donation on the Donations section or through a USPS Money Order, sent to the New York City Intergroup, P.O. Box 572 New York, NY 10116.

Always remember to include your group code. If you don’t know it, note down the day of the week, time, and state.

WHAT TO SAY WHEN NAMED?

“Hi, my name is ____, and I’m your Treasurer. In SAA we do not have dues or fees, but we have expenses, like the contribution we give for the use of this space (the contributions to the ISO, to Intergroup...). The suggested donation is \$2 but if you can’t give please stay. Your presence is more important than your money.”

TIPS

Here are some of the tips that could help towards a good handling of the treasury:

- Keep track of the finances on an Excel file.
- When handling a large sum, it is suggested to have the money in a bank account.

I AM A CHAIR

“As a Chair my role is to ensure the meeting goes as planned and adapt when required.”

WHAT IS EXPECTED OF ME?

As a Chair or Co-Chair: my main goals are to ensure a timely start and finish of the meeting; a safe and secure environment; the respect of the suggested guidelines and structure for the meeting; and to entertain motions when they arise. Additionally, depending on the meeting, I may need to find someone to qualify.

IS THERE A REQUIREMENT TO BE ELECTED?

As with all the positions, each group determines their own requirements. Intergroup in this case suggests having 60 days of sobriety in the program.

IS THERE A TERM LENGTH?

As with all the positions each group determines their own term-lengths. Intergroup in this case does not see the need to suggest any specific term length.

WHAT ARE THE BENEFITS OF MY ACTIONS?

Being able to provide a safe environment and guide the meeting through its structure is a key role, as it allows us to have a meeting where people feel secure.

WHAT TO DO IF THERE IS A MOTION?

When a motion is raised: restate the motion; ask if someone would second it; open the floor for discussion; restate the motion/amended motion; get someone to call the question; and vote on it.

HOW TO FIND SOMEONE TO QUALIFY?

“At the previous meeting, ask if someone would like to volunteer to qualify. Intergroup suggests to that that person have at least 90 days of sobriety, have witnessed a previous qualification and have completed the first step with a sponsor.”

WHAT TO SAY WHEN THE MEETING STARTS?

“Hi, my name is ____, and I’m your Chair (follow the script if there is one available).”

TIPS

Here are some of the tips that could help towards a successful meeting:

- Say the word “Service” if the room is not quiet,
- If some of the guidelines are not followed by one of the members, proceed to re-read the guidelines between shares. (ex: if there is cross talk, the guidelines on crosstalk might be re-read between shares).

I AM A LITERATURE REPRESENTATIVE

“As a Literature Person I help others to identify helpful literature to use in their recovery.”

WHAT IS EXPECTED OF ME?

As a Literature Person: my main goals are to keep stock of all literature that is available; keep a list of the pricing of each book and/or pamphlet; purchase any literature that we are running out of; sell the literature, provide the receipt of purchased literature to the Treasurer for reimbursement; provide the Treasurer with money obtained from the sales; have available a welcome pack for the newcomer; and when/if required purchase chips for the Chip Distributor.

IS THERE A REQUIREMENT TO BE ELECTED?

As with all the positions, each group determines their own requirements. Intergroup in this case suggests having a credit card to be able to perform the required purchases.

IS THERE A TERM LENGTH?

As with all the positions each group determines their own term-lengths. Intergroup in this case does not see the need to suggest any specific term length.

WHAT ARE THE BENEFITS OF MY ACTIONS?

Literature is one of the tools we use in our recovery, particularly pamphlets and the green book are the first introduction to SAA for newcomers.

WHERE DO I PURCHASE LITERATURE?

At the SAA store (saa-store.org), most of the literature that is used in groups is available. You are also welcomed to use other online options as well as specialized bookstores, which can have a larger range of choices and competitive pricing.

WHAT TO SAY WHEN NAMED?

“Hi, my name is _____, and I’m your Literature Person. In SAA we use literature to help us in our recovery. We have literature available for sale, please see me after the meeting if you want to purchase any. Are there any newcomers in the room? Please see me after the meeting; we have a (free) welcome pack of pamphlets for you.”

TIPS

Here are some of the tips that could help towards a successful literature handling:

- Purchases in bulk are generally discounted.
- If purchasing chips, include them, when possible, with the purchase of literature to have it all under one shipping.
- For welcome packs, stuff pamphlets into an envelope.

I AM A SECRETARY

“As a Secretary I guide others to connect and run the business meetings.”

WHAT IS EXPECTED OF ME?

As a Secretary: my main goals are to maintain and update the phone list of members (who voiced their interest to be in it); to provide copies of the phone list at meetings; to see if there is mail, to keep the script of the meeting updated; to record motions and nominations prior to the business meetings; to chair and record the business meetings; to update the script used by the chair; and to email info@nycsaa.org if the group's Intergroup member changes.

IS THERE A REQUIREMENT TO BE ELECTED?

As with all the positions, each group determines their own requirements. Intergroup in this case suggests having a printer to be able to print the copies of the phone list.

IS THERE A TERM LENGTH?

As with all the positions each group determines their own term-lengths. Intergroup in this case does not see the need to suggest any specific term length.

WHAT ARE THE BENEFITS OF MY ACTIONS?

Keeping members connected through the phone list, providing a more transparent view of the changes in the group through keeping minutes during the business meetings.

WHAT TO DO AT A BUSINESS MEETING?

Intergroup suggests you go through the election process and elect members in the room for the open positions for that term, and then review through the motions in the order they have been submitted - if the proponent of the motion is present. Vote only if there is a tie.

WHAT TO SAY WHEN NAMED?

“Hi, my name is ____, and I'm your Secretary. In SAA we use the phone list as our meeting between meetings. Please take a copy of the phone list, and if you would like to be added to it, leave your name and phone number on the top sheet. People who are marked with an asterisk have volunteered to be temporary sponsors.”

TIPS

Here are some of the tips that could help towards a successful business meeting:

- Process for motions: Read the motion, ask the proponent of the motion to explain it, open the floor for discussion, restate the motion/amended motion, get someone to call the question, and vote on it.

I AM A SPONSORSHIP COORDINATOR

“As a Sponsorship Coordinator I work on connecting those who seek sponsorship with those who seek to sponsor.”

WHAT IS EXPECTED OF ME?

As a Sponsorship Coordinator my main goal is to help people who are looking to sponsor other members as well as those who are looking to be sponsored, by getting both parties to meet, either by phone or in person.

IS THERE A REQUIREMENT TO BE ELECTED?

As with all the positions, each group determines their own requirements. Intergroup in this case suggests having a printer to be able to print the copies of the phone list.

IS THERE A TERM LENGTH?

As with all the positions each group determines their own term-lengths. Intergroup in this case does not see the need to suggest any specific term length.

WHAT ARE THE BENEFITS OF MY ACTIONS?

In most cases one of the keystones of recovery is the work we do with a sponsor. Facilitating the connection between two people who are looking to work the program this way will help sponsors and those sponsored alike.

HOW TO KNOW WHO NEEDS MY HELP?

Pass around a piece of paper, so that members who are willing to sponsor can put their names and numbers on it. Those who are looking for a sponsor may do the same. Later you can work on providing a match between those seeking a sponsor and those available to sponsor.

WHAT TO SAY WHEN NAMED?

“Hi, my name is ___ and I’m your Sponsorship Coordinator, sponsorship is a keystone in our recovery, so if you are looking to sponsor, or you are looking for a sponsor see me after the meeting.”

TIPS

Here are some of the tips that could help towards a successful sponsorship matching:

- Try to remember people’s names when they share.
- Look for those who have voiced the need for finding a sponsor.
- When a phone list has names of people who are willing to sponsor listed on it, don’t hesitate to contact them.

I AM A CHIP DISTRIBUTOR

“As a Chip Distributor I provide the reward for those who have done the work or desire to commit to it.”

WHAT IS EXPECTED OF ME?

As a Chip Distributor my main goals are to distribute the chips for those celebrating anniversaries, those committing to stay sober for the next 24 hours, and ensuring the stock of chips is always replenished when needed.

IS THERE A REQUIREMENT TO BE ELECTED?

As with all the positions each group determines their own requirements, Intergroup in this case does not see the need to suggest any specific requirement.

IS THERE A TERM LENGTH?

As with all the positions each group determines their own term-lengths. Intergroup in this case does not see the need to suggest any specific term length.

WHAT ARE THE BENEFITS OF MY ACTIONS?

Chips have a strong value, as they help us to identify that we have committed to or will commit to a recovery plan. Chips provide us with a sense of accomplishment and help us in achieving our goal of a healthier way of living.

WHAT TO SAY WHEN NAMED?

“Hi, my name is ____, and I’m your Chip Distributor. In SAA we use chips to mark our sobriety. We use chips to symbolize that when we are acting out we are gambling with our lives, also seen as betting on a better tomorrow. Would anyone want a 1-month chip (pause), 2 months? (pause), 3 months? (pause), 6 months? (pause), 9 months? (pause), 1 year? (pause), 18 months or multiples of a year? (pause). We also give out the one-day chip, to celebrate 24 hours of sobriety or to signify the commitment to stay sober for the next 24 hours. Would anyone want a one-day chip? (pause). Finally, we also offer the one-day chip to newcomers. Are there any newcomers? (pause). How about a round of applause for the most important day, which is today.”

TIPS

Here are some of the tips that could help towards a successful chip distribution:

- If you are out of chips give a handshake or a hug instead if the person indicates that they are comfortable with such gesture.
- If you are low on chips contact the Literature Person to replenish them.
- The choice to receive a chip is up to the individual.

I AM AN INTERGROUP REPRESENTATIVE

“As an Intergroup Representative I contribute to the fellowship and my group in a broader way.”

WHAT IS EXPECTED OF ME?

As an Intergroup Representative my main goals are to represent my meeting during the Intergroup meetings, to report back to the group what is currently taking place in Intergroup; to participate in Intergroup service opportunities and votes; and to arrange for a qualified alternate if I am unable to attend.

IS THERE A REQUIREMENT TO BE ELECTED?

As with all the positions, each group determines their own requirements. Intergroup in this case suggests 3 months of sobriety and 6 months as member of SAA to be elected as an Intergroup Representative.

IS THERE A TERM LENGTH?

As with all the positions each group determines their own term- lengths. Intergroup in this case suggests a one-year term.

WHAT ARE THE BENEFITS OF MY ACTIONS?

Intergroup’s purpose is to generate a positive impact for all SAA groups in New York City. As an Intergroup Representative you have the opportunity to work on initiatives such as retreats, communications, and outreach amongst many others.

WHAT IF I AM UNABLE TO CONTINUE?

If you must step down for whatever circumstance, you simply need to rapidly inform your group of the situation, so that they can elect a new member to represent the group.

WHAT TO SAY WHEN NAMED?

“Hi, my name is ____, and I’m your Intergroup Representative. Currently in Intergroup we are working on the following: (list of projects intergroup is working on). We have also completed: (list of projects completed).”

TIPS

Here are some of the tips that could help towards a successful intergroup representation:

- Voice any of your personal suggestions to help the fellowship.
- Fill a service position in Intergroup.
- Keep the monthly Intergroup meeting on your calendar.

I AM A GREETER

“As Greeter I help to greet newcomers and connect them to sponsors or senior fellows.”

WHAT IS EXPECTED OF ME?

As a greeter, my main goal is to help newcomers feel welcome and facilitate their introduction to the fellowship and to sponsors. Newcomers often feel scared and alone. You can have the biggest impact on the newcomer by easing their transition from active addiction and isolation to connection in the fellowship. You may answer any questions they have and suggest they take a phone list, any literature, and introduce them to senior fellows and potential sponsors. It is really important that that you help the newcomer feel connected promptly because there may be a short window of time where the addict would be willing to come to a meeting again before they are back in their addiction again.

IS THERE A REQUIREMENT TO BE ELECTED?

As with all the positions, each group determines their own requirements. It is recommended that a person have some sobriety, knowledge of the program and its principles. Sometimes potential newcomers talk about their specific behaviors which can be triggering.

IS THERE A TERM LENGTH?

As with all the positions each group determines their own term-lengths. Intergroup in this case does not see the need to suggest any specific term length.

WHAT ARE THE BENEFITS OF MY ACTIONS?

Responding to a newcomer's questions allows for the fellowship to grow! This is sometimes the first personal interaction a newcomer has with a fellow sex addict in recovery. It helps the greeter remember what it was like before recovery. We also keep newcomers away from people or situations that can be harmful to a safe environment and the fellowship. The connections the greeter creates for the newcomer may influence the newcomer's program.

TIPS

Here are some tips that can help:

- If someone other than an addict makes an inquiry, I give them information, but I make sure to say only the actual addict is allowed to come to the meeting. “We don't allow spouses, press, or students at any of our meetings, unless it is an open meeting. This keeps our meetings safe.”
- Provide a telephone list and review texts with the newcomer
- Introduce newcomer to sponsors and fellows