**UK TUESDAY MORNING TELEMEETING**

**SERVICE ROLES AND RESPONSIBILITES 0CTOBER 2020**

**GSR AND NEWCOMERS SERVANT:** Sponsor,Step 5, Sobriety 6 months, Service 1 year

* Represent the group at UK Intergroup meetings in line with the 12 Traditions
* Bring information to the Group Conscience from the UK Intergroup
* Check and respond to emails to uk.tuesday.morning@gmail.com
* Hold access details for websites and freeconference.com
* Liaise with and support the Secretary
* Remain on call for 10 minutes after the end of the meeting to support newcomers
* Provide newcomers support, leaflets, numbers for outreach and sponsorship
* It will be your responsibility to let the group and the GSR know if you are unable to attend a meeting so that the Secretary can either allocate replacement for your position or take on your service position for that meeting

**SECRETARY:** Sponsor, Step 5, Sobriety 6 months, Service 1 year

* Find volunteers to read by being on the meeting 10 minutes before it starts
* Read the script
* Ensure sharing is safe throughout the meeting
* Ask GSR to cover when absent
* Liaise and support the GSR
* It will be your responsibility to let the group and the GSR know if you are unable to attend a meeting so that the GSR can either allocate replacement for your position or take on your service position for that meeting

**SHARE FINDER:** Sponsor, Step 6, Sobriety 3 months, Service 6 months

* Find a fellow with 3 months sobriety who has completed step 5 to do a main share on every 2nd week of the month
* Attend other telemeetings and ask on outreach calls if people are willing to do a main share
* Find sharers 3 to 4 weeks in advance
* Send reminders to sharers 3 to 4 days before meetings
* Let secretary know in the morning before the meeting starts who will be doing the main share
* If you are struggling to find main sharers please ask the rest of the group to help you – remember you are not alone

**GREETER:** Sponsor, Step 5, Sobriety 3 months, Service 6 months

* Join the meeting 10 minutes before it starts
* Welcome everyone joining the meeting
* If there are any newcomers on the call, make them feel welcome and answer any queries they may have about the meeting before it starts
* Direct Newcomers to the Newcomer Servant or email uk.Tuesday.newcomer@gmail.com if they have any questions about outreach, sponsorship and literature.
* It will be your responsibility to let the group and the GSR know if you are unable to attend a meeting so that the GSR can either allocate replacement for your position or take on your service position for that meeting

**EVENTS SERVANT:** Sponsor, Step 5, Sobriety 3 months, Service 6 months

* Reading out information for upcoming SAA Events that are going on during Group Business and SAA related announcements
* Find information on SAA UK website
* Ensure information is communicated clearly, including where further information on the website can be found
* It will be your responsibility to let the group and the GSR know if you are unable to attend a meeting so that the GSR can either allocate replacement for your position or take on your service position for that meeting

**GROUP CONSCIENCE SERVANT**: Sponsor, Step 5, Sobriety 3 months, Service 6 months

* Create Agendas for Group Conscience
* Arrange Group Conscience and announce in Group Business
* Chair Group Conscience and Inventory
* Take minutes of Group Conscience
* Type up minutes of meeting and send to uk.Tuesday.secretary@gmail and Tuesday morning WhatsApp group within 7 days of group conscience
* It will be your responsibility to let the group and the GSR know if you are unable to attend a meeting so that the GSR can either allocate replacement for your position or take on your service position for that meeting

**SERVICE POSITION SERVANT:** Sponsor, Step 5, Sobriety 3 months, Service 6 months

* To keep a record of service holders and ensure service roles requirements are being upheld
* Have knowledge of Name, Steps, Sobriety length and Service length for each role and any amendments made
* Liaise with Group Conscience Servant
* Liaise with GSR
* Liaise with the people that are in their roles

**SPIRITUAL TIMEKEEPER:** Sponsor, Step 5, Sobriety 3 months, Service 6 months

* Support the meeting by being the spiritual timekeeper
* If there are over 20 members on the meeting your service will be required
* The secretary will announce in the meeting if there are more than 20 are on the meeting, the secretary will also announce the amount of time allotted to each sharer
* Announce to each share the amount of time as directed by the secretary
* On the week there is a main share, the main sharer will request the times the spiritual timekeeper prompts required
* It will be your responsibility to let the group and the GSR know if you are unable to attend a meeting so that the GSR can either allocate replacement for your position or take on your service position for that meeting

With all service positions, if you need help – please feel free to ask:-

Either the predecessor and/or the group on the WhatsApp group, we are here to support each other, please do not feel that you are on your own, we are no longer on our own!