

SERVICE POSITIONS

1) Trusted Servant

1a) Definition: leads the meeting by making transitions from the script, encourages reader to volunteer, organizes introductions, chooses topic, oversees time restraints and manages business meetings.

Leading or chairing a telemeeting is a great way to do service. It's also known as being the Trusted Servant (TS). Being a Trusted Servant (meeting chair) does not require any special knowledge. It's as easy as reading the meeting format, or script, which can be found at www.saatalk.info by clicking on the Avoidance meeting you are leading. It can be read from the site or downloaded to your computer.

1b) Tips for leading a telemeeting:

It is recommended that you arrive a few minutes early so you can welcome people as they arrive, unless the telemeeting has a Greeter.

Have the script available, either electronically or in print.

Have any announcements prepared ahead of time: a link to the Announcements Page can be found in each telemeeting's script and also in the Further Details box for each of those meetings on Saatalk.info.

Being familiar with the structure and boundaries for the meeting you are leading can help things run smoothly. Each meeting is autonomous, so the way things are done varies from group to group. You can ask questions ahead of time or ask someone on the call during the meeting if you are unsure about something. Asking questions is a great way to learn. The TS does NOT have to be all-knowing!

Always be kind when speaking about the boundaries of the meeting as there may be newcomers who do not know them. Common boundaries include: (1) using respectful, appropriate language, (2) using "I" statements, and (3) taking turns talking. Only the Trusted Servant has the right to interrupt someone who is not following these boundaries.

Be mindful of background noise and gently remind others to mute their phones if there is noise in the background. If a Shepherd is on the call, they have the codes to mute the room if necessary. It is the Trusted Servant's responsibility to decide if the room needs to be muted.

Thank the readers after they have read.

If nobody has volunteered to bring a reading, you can: (1) choose a reading, (2) ask for a volunteer to choose a reading, or (3) ask for a suggestion for a discussion topic.

At the end of the meeting, the Trusted Servant can thank the group for the opportunity to lead and

be trusted servant.

It is suggested the Trusted Servant try to stay on the line for fellowship for at least a few minutes after the meeting, unless there is a Greeter.

1c) Business Meetings:

The Second Tradition states, "For our group purpose there is but one ultimate authority—a loving God as expressed in our group conscience. Our leaders are but trusted servants; they do not govern."

Most groups have a scheduled monthly Business Meeting at the end of one of the regular meetings (typically the last meeting of the month) when groups can discuss any issues or suggested changes to the script. If there are only a few people on the line for the Business Meeting, the Group Conscience can be a more informal vote. When there are more than 5 present, though, it is recommended to use Robert's Rules of Order for Business Meetings.

2) Greeter

2a) Definition: the Greeter arrives early at the meeting to welcome participants and stays late to encourage newcomers and help with other concerns.

3) Shepherd

3a) Definition: the Shepherd: serves as the middle person between the Intimacy and Sexual Avoidance ("ISA") Outreach Committee ("ISAOC"), which meets monthly by teleconference, and each weekly meeting, helping to keep the focus of the meeting on anorexia by working with the Trusted Servant, the TIG rep and the Greeter. The Shepherd also relays back to the ISAOC any concerns or suggestions which may arise during the month from the meeting.

4) Telemeeting Intergroup Representative

4a) Definition: the Telemeeting Intergroup Representative (commonly known as the "Intergroup Rep") votes on behalf of all the ISA phone meetings (generally, there is only one Rep for all the meetings, but technically each meeting could send its own Rep) at the Telemeeting Intergroup ("TIG") meeting (which meets monthly by teleconference) and makes a monthly report (written or oral) from the TIG meeting to each of the ISA telemeetings, if needed, during the monthly business meetings.

Thank you for your willingness to serve! If you have additional questions, email saanorexiatelemeetings@gmail.com or call Deb in WV or Tom in IA. (Please see contact lists for their phone numbers.