

Sunday Morning Hope & Recovery Trusted Servants

Men's Only Meeting
Phone: 1-667-770-1450
Passcode: 417389
Sunday 7AM
Pacific Standard Time

It is suggested that members of the group hold one position at a time and that the positions be held for a year. The latest election occurred on July 26, 2020 (see "Group Conscience" PDF for more information about this election).

Our meeting belongs to Area 72. For more information about group service see also the Group Guide: Handbook for SAA Groups.

Group Service Representative (GSR)

Currently held by: Mark from AZ (since July 2021)

Responsibilities:

- **ISO contact** - name, email and phone contact with ISO (saa-recovery.org)
- **Intergroup contact** - name, email and phone for Intergroup (saatalk.info)
- **Website contact** on both saa-recovery.org and saatalk.info for those seeking help
- **Ensure SAA (ISO, Intergroup or group) announcements are made**
- **Ensure newcomers are being assisted in the best possible way**
- **Leads end-month business meeting; collaborates with the secretary to ensure moderators and backup moderators are scheduled as needed**
- Optional: ISO conference delegate. This person would attend the yearly conference and could be someone other than the GSR
- Optional: Intergroup business meetings once a month

From the ISO: "the [ISO] requests that each member group ... elect a GSR to serve as the primary contact person between the group and the ISO on matters relating to the ISO and the fellowship at large... GSRs will act as the voice of their group's conscience in Area assemblies while at the same time bringing information on ISO activities back to their groups... The GSR position offers a way for groups that may have felt disenfranchised or disconnected in the past to have a say and to contribute to the group conscience of the fellowship at a more local level through Areas." *

Requirements:

It is suggested that the GSR has worked the 12 steps.

From the ISO: "Tradition Four gives each member group autonomy in determining the qualifications for its GSR; however, the ACC suggests that each group choose a member who has worked the Twelve Steps with a sponsor, is familiar with the Twelve Traditions, and has been abstinent from inner-circle behavior for a significant period of time." *

* <https://saa-iso.org/mbrs/gsr/index.php> username: envisioning, password: serenity

Secretary

Currently held by: Ted from TX (since December 2021)

Responsibilities:

- **Record meeting minutes (discussion and results) and upload PDF to web site**

- Mens Hope and Recovery Group Conscience.pdf
- **Update script with group conscience changes and upload PDF to web site**
 - Mens Hope and Recovery Guide <month/year>.pdf
- **Record up-coming items to discuss at the next business meeting**
 - Mens Hope and Recovery Group Conscience Agenda
- **Update other documents as necessary**
- **Maintain saatalk.info website with conference call information.**
- **Collaborates with the GSR to ensure moderators and backup moderators are scheduled as needed**

Requirements:

The secretary should have a Mac computer in order to maintain the documents which are in Pages format.

Call Manager

Currently held by: Jack from MI (since July 2021)

Responsibilities:

- **Ensure there is a dashboard operator managing the web dashboard for each meeting**
- **Ensure the conference call system is functioning correctly** including any necessary changes to ensure the minimum of disruption or difficulty for the group.
- **Mute lines as necessary**
- **Monitor for disruptors and handle as necessary (see meeting Addendum PDF)**
- **Keep member names up-to-date**
- **Facilitate voting**

Requirements:

The call manager should have access to a computer during the meeting.

Additional contact

Currently held by: Vince from TX (since July 2021)

Responsibilities:

- **Act as the additional contact on the web site.** This contact information may be used by newcomers or those seeking help.

Requirements:

It is suggested that this person has worked the steps or otherwise has a good grounding in the steps, traditions and sobriety

Moderators

These are to be selected monthly at the month-end business meeting facilitated by the GSR and documented by the Secretary. If the GSR is not present, the Secretary, Call Manager or designee may perform this function.

Instructions for transferring responsibilities

Tradition 12: “Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.”

GSR

1. Transferring responsibility for group email: saamensmeeting@gmail.com

To ensure a secure and confidential transferring of responsibilities please follow these guidelines.

(This email account is currently owned by David from France and is being used exclusively for group related communication by the current GSR, Dan from Wisconsin. - Please update this information as necessary.)

Before the *previous GSR* transfers responsibility for this email to the *new GSR*, the *previous GSR* must perform some actions that guarantee anonymity. This is due to the fact that the email history may contain private conversations between the *previous GSR* and other SAA members. **To protect anonymity these private conversations must not go beyond the *previous GSR's* computer/device.**

Steps to be performed by the *previous GSR*:

1. In a browser, the *previous GSR* should sign in to the Google account for saamensmeeting@gmail.com (just go to google.com and switch accounts in the top right corner)
2. Click on “Manage your Google Account”
3. Click on “Data & Personalization”
4. Scroll down and click on “Download your data” (this will take you to Google Takeout)
5. Under “Products” click on “Deselect all”
6. Scroll down and select the checkbox next to “Mail”
7. Scroll down and click “Next step”
8. Make sure “Export once” is selected and click on “Create export”
9. Wait for a while... the page will eventually refresh with the download
10. Download the zipped file. Unzip it and find the “.mbox” file within the folder.
11. Use your mail application to import this file somewhere – this will be a history of your mailbox for future reference.
12. Return to the original saamensmeeting@gmail.com mail box and go through all messages and delete any private conversations. (You may leave general notices from ISO or intergroup.)
13. After deleting the conversations go to the Trash folder and delete again (right click “Erase deleted items” on a Mac). You must ensure the action you take here permanently deletes the messages.
14. NOTE: after a few days the exported .mbox file will automatically delete from Google’s systems.
15. Sign out of the saamensmeeting@gmail.com Google account

After following these steps, the *previous GSR* can give the password to the *new GSR*. **The new GSR must be made aware of the strict confidentiality of this password.** If there is any doubt about the password being given to someone else, then the password should be changed.

The *new GSR* can then add the email account saamensmeeting@gmail.com to their device(s)/computer(s), using the password provided. As a final step, this may require a Google Verification code to be input in order to proceed with setting up the email account, which for the present time, requires contacting David from France for the code.

Important final step: Once the new GSR has confirmed successfully adding the email account to their device(s)/computer(s) the *previous GSR* should now remove the mail account from their device(s)/computer(s).

2. Assuming the GSR role at the level of the ISO.

The *new GSR* should fill out this form: <https://saa-recovery.org/iso/gsr-registration-form/>

3. Assuming role of representative at the level of the Intergroup

The *previous GSR* should provide the *new GSR* with the login details to saatalk.info

saatalk.info

<https://saatalk.info/us/members>

Username: hrmenlopen

Password: (provided from the *previous GSR*)

After logging in, the *new GSR* should go to “My Meetings”, click on “Hope & Recovery Men’s Open”. On that page, there are two fields to update:

1. “Second contact” field should be updated with the *new GSR* preferred contact information (email and/or phone). This is primarily used by newcomers.
2. “Representative(s)” field should be updated with the *new GSR* name (e.g. David J or David from France, etc)

Finally, click “Update”.

NOTE: communication from the intergroup will come to the GSR via saamensmeeting@gmail.com

Secretary

The *previous secretary* should provide the *new secretary* with the login details to saatalk.info

saatalk.info

<https://saatalk.info/us/members>

Username: hrmenlopen

Password: (provided from the *previous secretary*)

The secretary is primarily responsible for updating information on this page.

Call Manager

The *previous call manager* should train the new call manager on all technical aspects related to running the web based dashboard and conference call line, how to manage disruptors during meetings, and how to facilitate voting. The call manager is also responsible for communicating new information related to the conference call to the secretary, who will update on saatalk.info.