

SFR Secretary Checklist Reminders

The secretary keeps minutes for each SFR meeting. Creating minutes for every SFR meeting helps keep everything simple. Reading minutes creates an orderly feeling.

The secretary keeps the minutes brief. Everything works best when we keep it simple. By keeping the minutes brief, creating and reading minutes is an easy task.

The checklist guides the secretary. Checklists keep us on track. We don't have to remember what we need to do. Use checklists to keep this service position simple and an ongoing labor of love.

Remind the team when someone's accomplishment was celebrated. Include every SFR celebration in the minutes—*We celebrated Booker for finding a home group!* Add your team's celebratory shout-out—*Awesome!* Celebrating lights up the positive brain. The brain needs five positives for every negative. Addiction produced a lot of negatives. We need positive meaning in our lives; that's why we celebrate.

Remind the team which member was assigned to select the Daily Reading on the topic for the next SFR meeting. The Daily Reading sets the tone for the entire SFR meeting each week. Team members who select a reading take it very seriously, searching Twelve Step daily readers for the best reading for the team. It's kind to add a short thank-you in the minutes for the past week's reader—*Thanks, Hanna, for the reading you chose on the topic "Easy Does It" this week.*

List goals for the upcoming week voiced during Report, Discuss, Plan. A friendly reminder of goals is helpful. Don't include names. Present a Positive Outlook List—*Great week ahead! Here are our goals: Attend my Al-Anon meeting, call my accountability partner, read Courage to Change daily, start working the Steps with my sponsor. Good job, everybody!*

Reminders. If this week's meeting requires us to prepare something for next week's meeting, include a reminder.

Remind the team of the date, time, and conference call information for the next SFR meeting. Always include this information in the minutes. It benefits everyone to be reminded and to know where they can find the conference call information.