



MEETING-LEVEL SERVICE POSITION GUIDELINES

Fentanyl Anonymous™

These guidelines use one consistent format for every position: purpose, responsibilities by meeting phase, working relationships, qualifications, recovery time, term, and transition. The Secretary facilitates the meeting. The Chairperson or Meeting Speaker shares or leads the recovery topic. Trusted servants remain accountable to the group conscience and serve without authority over other members.

Heal. Grow. Empower.

Against All Odds.

HOW THE SERVICE POSITIONS WORK TOGETHER

A clear service flow shows each trusted servant where one responsibility ends and the next begins.

Service is an important part of recovery in Fentanyl Anonymous. Meeting-level trusted servants work together to keep meetings safe, welcoming, organized, and financially responsible.

Service positions do not give authority over other members. Trusted servants are selected by and accountable to the group conscience.

Each FA group may adapt these guidelines to meet its needs and may add other service positions when the group conscience determines that the additional position will benefit the group. Any changes or additions should protect FA unity, support the group's primary purpose, and remain consistent with the Twelve Pillars of Fentanyl Anonymous.

Suggested Meeting Service Flow

Position	Primary Service Function
Secretary	Organizes and facilitates the meeting.
Greeter	Welcomes members and helps newcomers become oriented.
Coffee / Hospitality Person	Prepares and maintains the hospitality area.
Literature and Keytag Coordinator	Makes approved literature, newcomer materials, and milestone keytags available.
Chairperson / Meeting Speaker	Shares recovery experience or introduces the recovery topic.
Treasurer	Safeguards, records, and reports group finances.
General Service Representative	Carries the group conscience to the broader FA fellowship and reports back.

Important Role Distinction

The Secretary facilitates the meeting. The Chairperson or Meeting Speaker shares recovery experience, strength, and growth or introduces the meeting topic. Using these titles consistently prevents confusion.

SECRETARY

Purpose of the Position

The Secretary organizes and facilitates the meeting so it begins on time, follows the approved FA meeting format, and stays focused on recovery. The Chairperson or Meeting Speaker shares recovery experience or introduces the topic.

Responsibilities

Before the Meeting

- Arrive early and confirm that the meeting space is ready.
- Make sure the approved FA meeting format and readings are available.
- Coordinate with the Greeter, Coffee/Hospitality Person, Literature and Keytag Coordinator, and Chairperson.
- Confirm that the scheduled Chairperson is present and prepared.
- Review announcements that need to be shared.

During the Meeting

- Begin the meeting on time.
- Welcome members and follow the approved FA meeting format.
- Introduce the Chairperson or Meeting Speaker.
- Help maintain an atmosphere of respect, anonymity, and recovery.
- Redirect disruptions or unrelated discussions when necessary.
- Make sure members have a fair opportunity to participate.
- Announce upcoming business meetings, service opportunities, and FA events.

After the Meeting

- Confirm that the meeting space is left clean and orderly.
- Record attendance only when the group has chosen to maintain attendance totals.
- Document important announcements or group decisions.
- Help schedule the next Chairperson or Meeting Speaker.
- Report supply or service concerns at the next business meeting.

Works Closely With

The Chairperson, Greeter, Treasurer, Literature and Keytag Coordinator, Coffee/Hospitality Person, and GSR.

Suggested Qualifications

- Demonstrated commitment to the FA program and Twelve Pillars.
- Organizational skills and attention to detail.
- Ability to maintain confidentiality and respect anonymity.
- Dependability and willingness to arrive early.
- Ability to remain calm and respectful while facilitating the meeting.

Suggested Recovery Time	Six months.
Suggested Term	Six months, with the option for reelection by group conscience.

Transition to the Next Trusted Servant

The outgoing Secretary should transfer the meeting format, attendance records, announcements, schedules, contact information, and other group property to the incoming Secretary.

CHAIRPERSON / MEETING SPEAKER

Purpose of the Position

The Chairperson or Meeting Speaker shares recovery experience, strength, and personal growth or introduces a recovery-focused topic. The Secretary facilitates the meeting and introduces the speaker.

Responsibilities

Before the Meeting

- Confirm availability with the Secretary.
- Arrive before the meeting begins.
- Know the time allotted for sharing.
- Prepare a recovery-focused share or topic consistent with FA's primary purpose.

During the Meeting

- Share personal experience rather than directing or judging other members.
- Keep the message centered on recovery, spiritual growth, service, and the FA program.
- Avoid giving professional, medical, legal, or clinical advice.
- Respect anonymity and avoid identifying other members.
- Help create an atmosphere of honesty, inclusion, and encouragement.

After the Meeting

- Remain available after the meeting, when appropriate, to welcome or encourage members.
- Return the meeting to the Secretary for announcements and closing.

Works Closely With

The Secretary.

Suggested Qualifications

- Familiarity with the FA program and meeting format.
- Willingness to share honestly about recovery.
- Ability to respect anonymity and group boundaries.
- Commitment to welcoming people recovering from all forms of substance addiction.

Suggested Recovery Time	Determined by the group conscience and the type of meeting.
Suggested Term	Generally a rotating assignment rather than a fixed administrative term.

Transition to the Next Trusted Servant

No formal transition is usually required. The Secretary maintains the speaker schedule and confirms future speakers.

GREETER

Purpose of the Position

The Greeter welcomes everyone, especially newcomers who may feel uncertain, afraid, ashamed, or unfamiliar with FA.

Responsibilities

Before the Meeting

- Arrive early and stand near the meeting entrance.
- Become familiar with basic information about FA and the meeting.
- Know where literature, restrooms, refreshments, and seating are located.
- Coordinate with the Literature and Keytag Coordinator so newcomer materials are available.

During the Meeting

- Welcome members as they arrive.
- Introduce yourself to newcomers without pressuring them.
- Help newcomers find seating and understand what to expect.
- Direct questions about the meeting format to the Secretary when needed.
- Protect the welcoming atmosphere by avoiding intrusive questioning.

After the Meeting

- Check in with newcomers when appropriate.
- Introduce newcomers to available members who can offer fellowship and support.
- Help ensure no newcomer leaves feeling unnoticed or unwelcome.

Works Closely With

The Secretary and Literature and Keytag Coordinator.

Suggested Qualifications

- Friendly and welcoming demeanor.
- Basic familiarity with FA's purpose and program.
- Respect for confidentiality and anonymity.
- Willingness to treat every person with dignity.
- Understanding that FA welcomes people seeking recovery from all forms of substance addiction.

Suggested Recovery Time	No minimum recovery time required.
Suggested Term	Thirty days.

Transition to the Next Trusted Servant

The outgoing Greeter should explain the welcoming process and transfer any newcomer materials or group information.

COFFEE / HOSPITALITY PERSON

Purpose of the Position

The Coffee/Hospitality Person prepares and maintains the refreshment area to help create a clean, orderly, and welcoming environment.

Responsibilities

Before the Meeting

- Arrive early to prepare coffee and approved refreshments.
- Confirm cups, water, supplies, and cleaning materials are available.
- Notify the Treasurer when supplies need to be purchased.
- Keep the hospitality area separate from literature, keytags, and group financial records.

During the Meeting

- Monitor the refreshment area when necessary.
- Keep the area clean and minimize disruptions.
- Offer refreshments without making them a condition of attendance or participation.

After the Meeting

- Clean the coffee and refreshment area.
- Store supplies properly.
- Dispose of trash and leave the facility in good condition.
- Report supply needs or equipment problems.

Works Closely With

The Secretary and Treasurer.

Suggested Qualifications

- Reliability and punctuality.
- Ability to work independently.
- Respect for the meeting facility.
- Friendly and service-minded attitude.

Suggested Recovery Time	Thirty days.
Suggested Term	Three months.

Transition to the Next Trusted Servant

The outgoing trusted servant should explain setup and cleanup, show where supplies are stored, and report items that need to be ordered.

LITERATURE AND KEYTAG COORDINATOR

Purpose of the Position

The Literature and Keytag Coordinator makes approved FA literature, meeting information, recovery resources, and milestone keytags available.

Responsibilities

Before the Meeting

- Set up an organized and accessible literature display.
- Confirm that newcomer materials and meeting schedules are available.
- Check the inventory of milestone keytags and approved FA literature.
- Inform the Treasurer when supplies need to be reordered.

During the Meeting

- Provide information about available FA literature.
- Distribute or sell literature according to the group's established process.
- Prepare milestone keytags when requested by the Secretary.
- Direct program-related questions to experienced members when appropriate.

After the Meeting

- Secure remaining literature and keytags.
- Record items distributed or sold when required by the group.
- Give all money received to the Treasurer promptly.
- Report inventory needs at business meetings.

Works Closely With

The Treasurer, Secretary, and Greeter.

Suggested Qualifications

- Familiarity with approved FA literature and resources.
- Organizational skills.
- Ability to maintain accurate inventory records.
- Enthusiasm for helping members access recovery materials.

Suggested Recovery Time	Determined by the group conscience.
Suggested Term	Thirty days.

Transition to the Next Trusted Servant

The outgoing Coordinator should transfer inventory, ordering information, literature-related financial records, and group-owned display materials.

TREASURER

Purpose of the Position

The Treasurer protects the group's financial integrity by accurately recording contributions, expenses, literature funds, and approved distributions. This service supports Pillar Seven: "Every FA Group Ought to Be Primarily Self-Supporting."

Responsibilities

Before and During the Meeting

- Make the group's contribution basket or approved collection method available.
- Receive literature or keytag funds from the Literature Coordinator.
- Keep group money secure.
- Avoid mixing group funds with personal money.

After the Meeting

- Count contributions according to the group's approved procedure.
- Record all income and expenses.
- Deposit or secure funds promptly.
- Maintain receipts and supporting records.
- Pay group-approved expenses.

At Business Meetings

- Provide a clear financial report.
- Report the current balance, income, expenses, and financial obligations.
- Help the group maintain an appropriate prudent reserve.
- Follow group-conscience decisions about contributions to the broader FA service structure.
- Coordinate with the Secretary and Literature Coordinator to maintain transparency.

Works Closely With

The Secretary and Literature and Keytag Coordinator.

Suggested Qualifications

- Trustworthiness and honesty.
- Basic accounting or bookkeeping ability.
- Willingness to follow FA financial guidelines.
- Ability to provide clear and accurate reports.
- At least one year of previous service experience when possible.

Suggested Recovery Time	One year.
Suggested Term	One year, with the option for reelection by group conscience.

Transition to the Next Trusted Servant

The outgoing Treasurer should transfer all funds, account information, receipts, records, reports, passwords, and group property. The outgoing and incoming Treasurers should review the balance together and report the transition to the group.

GENERAL SERVICE REPRESENTATIVE (GSR)

Purpose of the Position

The General Service Representative connects the local FA group to the broader fellowship. The GSR carries the group conscience beyond the meeting and brings service information back to the group.

Responsibilities

Within the Local Group

- Attend the group's regular business meetings.
- Listen to member concerns, suggestions, and group-conscience decisions.
- Provide reports about regional, national, or fellowship-wide FA matters.
- Encourage participation in FA service.

Within the Broader FA Fellowship

- Attend appropriate area, regional, national, or fellowship service meetings.
- Represent the local group accurately.
- Carry the group conscience rather than personal opinions.
- Share relevant information, concerns, and suggestions from the group.
- Report decisions and developments back to the local meeting.

Works Closely With

The Secretary, group members, and any Alternate GSR selected by the group.

Suggested Qualifications

- Strong communication and listening skills.
- Understanding of group conscience.
- Dedication to FA's primary purpose and Twelve Pillars.
- Willingness to attend service meetings and provide reports.
- Ability to represent the group respectfully, even when disagreeing with its decision.

Suggested Recovery Time	Two years.
Suggested Term	Two years.

Transition to the Next Trusted Servant

The outgoing GSR should transfer service meeting details, contact lists, reports, schedules, current fellowship matters, and unfinished group-conscience assignments.

SHARED SERVICE STANDARDS

These expectations apply to every meeting-level trusted servant.

- **Group Conscience:** Trusted servants carry out group decisions; they do not replace the group conscience.
- **Rotation and Humility:** Service positions are opportunities to give back, learn, and help others. Rotation discourages ownership and develops new servants.
- **Anonymity and Confidentiality:** Member names, attendance, shares, and personal information are protected.
- **Unity and Inclusion:** FA serves all people seeking recovery from addiction. No member is less deserving because of a particular substance, background, relapse history, or path into the rooms.
- **Primary Purpose:** Every service decision should help carry the FA message to the person still suffering and support a safe, dependable recovery meeting.
- **Nonprofessional Service:** Meeting-level service is peer service. Trusted servants do not use their position to diagnose, treat, provide professional counseling or legal advice, or claim professional authority.
- **Financial Integrity:** Money is handled transparently, with group approval, clear records, and respect for FA's principle of being primarily self-supporting.
- **Conflicts of Interest:** Service positions must not promote personal businesses, outside organizations, political causes, or private financial interests.
- **Accountability:** A trusted servant who cannot fulfill the position should communicate promptly so the group can arrange support or select a replacement.
- **Business-Meeting Attendance and Accountability:** For all meeting-level service positions except Treasurer and GSR, two unexcused absences from required business meetings during a service term are grounds for dismissal from the position. The group conscience will determine whether dismissal is appropriate and select a replacement when necessary. Treasurer and GSR: Missing two or more business meetings within any three-month period is grounds for replacement. The group conscience will select a replacement.

Relapse and Supportive Group Response

If word of a member's relapse reaches the group, the matter will be addressed within the group supportively, with seriousness, compassion, truth, and respect for anonymity. Members should not gossip about, shame, or humiliate the returning member. If relapse affects a service position, the group conscience may determine whether the member needs to step back temporarily or whether a replacement is necessary, while protecting the meeting's safety, stability, and accountability. No member should be shamed or permanently excluded from service solely because of a return to use.

Universal Transition Process

- Return all group property, records, keys, funds, supplies, and contact information.
- Explain unfinished responsibilities and any upcoming deadlines.
- Review the position with the incoming trusted servant.
- Remain briefly available for questions without continuing to control the position.

**THE PURPOSE OF EVERY POSITION IS SIMPLE:
KEEP THE DOOR OPEN, THE MEETING DEPENDABLE,
THE MESSAGE CLEAR, AND THE NEWCOMER WELCOME.**
