

**It Takes a Family**  
A Cooperative Approach to Lasting Sobriety  
*Debra Jay*

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**SFR Chairperson Checklist**

Reminders:

- Chairperson moderates**, starting and ending meetings on time.
- Daily Reading is selected prior to the SFR meeting.** At the close of each meeting, a teammate is selected to choose and read next week's Daily Reading. The teammate will use the index of a daily reader to choose a topic that corresponds with the topic for the upcoming SFR meeting. Readings rotate weekly between Al-Anon and AA daily readers.
- Special topics are:** 1) conversations about inviting the alcoholic to join the team; 2) discussions and action steps for creating Recovery Plans; 3) pressing issues as determined appropriate by Red, Yellow, Green Light decision making; 4) housekeeping issues.
- If the chairperson cannot attend an SFR meeting**, he or she will select a teammate to act as chairperson for that meeting.
- If you are working with an SFR counselor**, he or she will assume some of these responsibilities.

*Photocopy checklist for repeated use.*