

Finding a Substitute for Your SMART Meeting

Being present and on time for your meetings is one of the most important parts of facilitation. Consistency and dependability build trust within the group and the organization. You are encouraged to use the following guidelines to plan in advance and find coverage for your meetings when you need it.

First Choice: Identify two meeting participants that regularly attend and engage in the discussion who you feel would be able to read a script and keep a meeting on track. If they are willing, ask for their best method of contact and keep handy.

A large number of regular facilitators substituted before feeling comfortable or motivated to make a larger commitment.

Finding substitutes within your group supports SMART Recovery's growth and, because a regular is familiar with the way a particular meeting is run, it can be a more comfortable option for participants.

Second Choice: Connect with at least two other facilitators in the SMART Recovery San Diego community and ask if, in an emergency, they would be willing and able to substitute for you. Ask for their best method of contact and keep handy.

Emailing a substitution request to the Google group should be a last resort.

Remember to prepare your substitute with anything necessary for meeting access

In-person meetings: Do they need a key? A code? Does the facility need to be notified?

Zoom meetings: Adjust meeting settings appropriately. Testing access to the adjusted meeting permissions to ensure the substitute can open the meeting on their own in advance is strongly suggested.

At the time you feel you are ready to move on from facilitating a meeting, you may contact the Facilitator Training Committee (training@smartrecovery.org) to see if there are any mentees looking to take over an established meeting.

Ultimately each facilitator is responsible for finding their substitute, replacement, or canceling the meeting.