

Group Service Representative (GSR) Orientation Guide for CCANA

What is a GSR?	Page 1-2
GSR Helpful Hints	Page 2
Welcome to Area	Page 3-5
Resources	Page 5
Sources	Page 5
Service Structure Map	Page 6

What is a GSR?

PLEASE READ GSR STARTER SHEET AND POLICY, THESE WILL BE REFERED TO FREQUENTLY.

Group service representative (GSR): Each group elects one Group Service Representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs help form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in Area Service Committee meetings, attending forums and assemblies at both the Area and Regional levels, and sometimes joining in the work of an ASC Sub-committee. If we are vigilant in choosing stable, qualified trusted servants at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that the groups nourish and support the structure.

Group Service Representatives bear great responsibility. While GSRs are elected by and accountable to the groups, they are not mere group messengers. They are selected by their groups to serve as active members of the Area Service Committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own group's priorities. As participants in the ASC, GSRs need to be as well informed as they can be concerning the affairs of the committee. GSRs study the reports of the Area Service Committee's officers and Sub-committee Chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire committee.

Group Service Representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the Area Service Committee. At group business meetings, the GSR's report provides a summary of ASC activities, often sparking discussions among group members that provide the GSRs with a feel for how the Area can better serve the group's needs. In group recovery meetings, GSRs make available fliers announcing Area and Regional activities.

At the ASC meetings, the GSR's report provides perspectives on group's growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the Area Chairperson will open a slot on the ASC's "Agenda" so that the GSRs (In "A Guide to Local Services" chapter on the Area Service Committee, see the section titled "The Sharing Session.") can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

Alternate GSR: Is a member elected by the group(s) as a second representative. Alternate GSRs attend all the Area Service Committee meetings (As a non-voting participant) with their GSRs so that they can see for themselves how the ASC works. If a GSR cannot attend an ASC meeting, that group's Alternate GSR participates in the GSR's place.

Alternate GSRs, along with other members, may also serve on Area Sub-committees. Sub-committee experience gives Alternate GSRs added perspective on how Area services are actually delivered. That perspective helps make them more effective Area Service Committee participants if their groups later elect them to serve as GSRs.

A. After the ASC Meeting...

- Back at the Group: Depending on your group's policy, when the chairperson asks for any NA announcements, you may be asked to update the group with upcoming events and open positions.

B At the Next Group Business Meeting...

- Be prepared to give your report on the ASC meeting.
- Your report should consist of highlights from each report presented at the previous ASC meeting, topics under open forum, any motions voted on at the ASC, any new motions to be voted on by the group, and anything else that you think is noteworthy.
- Available copies of the previous month's meeting minutes, this can be very helpful.
- Make sure that any motions to be voted on by the group are brought up under new business at the group's business meeting.
- When these motions are brought up at the next ASC, vote the group's conscience.

C. Communication is the Key...

- **If you are unable to attend the ASC meeting,** please contact your Alternate GSR to take your place.
- If the Alternate GSR is unavailable to take your place, then contact the group's secretary to see if another trusted servant from the group can take your place.

WELCOME TO AREA SERVICE **

1. Why do we need an ASC?

- It is the vital link in the chain between the individual recovering addict in the group and the rest of the Worldwide Fellowship. Without the ASC, the groups would be isolated.
- It provides a forum for shared information to help coordinate groups and sub-committees.

- The Area receives donations from groups, in accordance with Seventh Tradition, to maintain our services and further our primary purpose of carrying the message of recovery to the still sick and suffering addicts around the world.

2. Who's Who at the ASC?

- Chairperson – Is an elected member that facilitates the ASC meeting and ensures that the ASC keeps to the agenda of business.
- Vice Chair – Is an elected member that supports the Chairperson, liaises with the Area Sub-committees and stands in if Chairperson is absent.
- Secretary – Is an elected member that records what happens at the ASC in the form of minutes, which are made available to groups prior to the next ASC
- Treasurer – Is an elected member that keeps the bank account in order, receives donations, literature orders, pays the bills, ensures that the sub-committees have the funds they need and keeps a record of all transactions
- Regional Committee Member (RCM) – Is an elected member that is the link between the ASC and CT Region of NA.
- Area Sub-committees – These include Hospitals & Institutions (H&I), Public Information (PI&PL), Literature, Policy, Activities.
- Group Service Representative (GSR) – the link between the group and the Area. The GSR should have an Alternate GSR for support and to keep the continuity when the GSR's commitment is completed. Though the suggested clean time for a GSR is **ONE YEAR**, each group is autonomous.

3. What the GSR needs to do at the ASC:

- The GSR is selected by their group to serve as an active member of the ASC and is committed to attend each ASC meeting which is held on the first Monday of the month from 7pm until business is done.
- The GSR gives a report on the current status of the group and brings any donations from the group to the Area Treasurer.
- The GSR may be asked to place the group's literature order or to pick up the group's literature at the ASC and deliver it to the group's next meeting.
- Keep in mind Tradition Twelve, particularly during any voting, and while carrying the group's conscience. "Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities."

4. What the GSR needs to do outside the ASC

- **Relay information from the ASC back to the group.** The best way to do this is usually with the ASC minutes in hand, which should ensure accurate information.
- **Report on what happened at the ASC at your group's business meeting at least once a month.** The group's donations and literature stock are usually discussed along with any other issues affecting the group and/or ASC at that business meeting.

- Keeps the regional scheduling committee informed of all meeting changes this will help avoid addicts being misdirected.
- Become familiar with the Twelve Traditions and the Twelve Concepts of NA service.
- **Carrying the Group's Conscience:** From time to time issues arise at the ASC that need the input from all the groups within the area. (**Budgets for Area and Regional Committees, and Bi-Annual CAR Reports**). In this case the GSR needs to give the group all the relevant information at a business meeting and hold an open discussion. The group will eventually reach a conscience on that issue. This is the group's conscience that the GSR will carry to the next ASC.

5. Open Forum

- The portion of the meeting that gives GSRs the opportunity to discuss information and issues that may affect the group, the Area, the Region or NA as a whole. This is also an opportunity to discuss any upcoming NA related events.

6. Agenda

- The agenda should contain any items that should be brought up during new business. Any trusted servant can add an agenda item.

7. Motions from Groups

- Motions from groups should be brought to area in written form to preserve the accuracy of the group's intent. Once brought to area, the GSR obtains a motion sheet from the ASC secretary, copies the motion and the intent, obtains a second and returns the completed motion sheet to the secretary to be brought up in New Business.

8. Voting

- This can be confusing so it is important to ask if you need something explained. All remarks and questions made in committee meeting such as the ASC must be directed through the chairperson. This involves attracting the Chairperson's attention via a raised hand. The general rule is that only GSRs may vote on ASC elections and NA business. If, however, the vote is tied, the Chairperson has the "deciding" vote.

Another exception is where the vote is on matters such as date/time of ASC or whether to extend the meeting to conclude business. In this case all in attendance may vote.

- There is only ONE vote per group. If a GSR or alternate cannot attend the ASC, the group does not get a vote.
- The three voting options are "FOR", "AGAINST", "ABSTAIN". You should abstain if you don't have a clear conscience from your group or, as in the case of elections you are unsure.

- If a proposal is made it must be seconded by a GSR before a vote can be taken. For this motion to then be carried more than 50% of the GSRs must vote FOR it. If the “ABSTAIN” and “AGAINST” votes together are more than 50% of the vote, the motion fails. You do not need to consult your group before voting to elect members at the ASC. As a trusted servant you can make an informed decision on which way to vote unless your group has instructed you otherwise.
- In matters affecting policy, more than 1/2 the member groups in CCANA must be present. The vote must be a 2/3 majority of those present in order to change policy.
- Unwritten reports do not need to be voted on.

9. Fund Flow Donations and Literature Orders

- All donations and literature orders must be brought to ASC in money order or check form and be made payable to CCANA.
- **The memo at the bottom of the check or money order must say the amounts that are for literature and fund flow.** They can be included on the same check or money order.
-

**If you have any questions, please don't be afraid to ask them.
Remember: Service is good for recovery. KEEP COMING BACK!**

RESOURCES

- NA World Website : www.na.org
- World Wide Locally Developed Resources: http://na.org/? , ID=local_resource_area_resources
- CT Regional Website: www.ctna.org

SOURCES

- . *From: The Group Booklet, Revised This is NA Fellowship-approved literature. Copyright © 1990, 1997 by Narcotics Anonymous World Services, Inc. All Rights Reserved.
- **Adapted From the GSR Guide to ASC – NE London ASC 2008
- ***Adapted From GSR Helpful Hints from San Jose ASC 2005
- **** Adapted From Tri-state 2006)
- ***** Adapted From GWANA GSR Orientation Guide 3-22-2010

