



GROUP SERVICE

REPRESENTATIVE

(G.S.R.)

ORIENTATION PACKET

This packet was created as an informational resource to help GSRs to more effectively serve their groups. It is not meant to be the final word or complete description of their duties but merely a suggested guide and should not override any group autonomy. We hope that this will be an inspiration to more effectively serve in the GSR position.

Group Service Representatives (GSR)

Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs 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 leaders 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 that groups nourish and support the structure.

Group Service Representatives bear great responsibility. While GSRs are elected by and accountable to the group, 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 interest of NA as a whole, not solely as advocates of their groups' priorities. As participants in the area committee GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the 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 committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the groups need. In group recovery meetings, GSRs make available flyers announcing area and regional activities.

At area committee meetings, GSR's can get support from other groups about issues or challenges taking place in their group. If a group is having problems, its GSR can share those problems with the committee in his or her report. This is generally done during the "group concerns" section of the ASC meeting so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the discussion, the GSR can report those back to the group.

GSR Orientation Sheet

What is a GSR ?

- A trusted servant of their group.
- The voice of their group at the Area Service Committee. (ASC)
- The voice of area at their group.
- The financial link between their group and the Area Service Committee.
- The group's main source of information about service, activities, and events.
- The group's source of information on how to get involved in service work.
- An important source of information for the group about the traditions.
- The trusted servant who attends to the specific needs of the group including questions regarding Traditions, Policy, and the 12 Concepts.

How do they do it?

- Attend the group meeting regularly.
- Attend the ASC meeting monthly.
- Report to the ASC the group status, donation, problems, concerns, change of meeting time/place to update phone and meeting lists
- Bring issues from the ASC to the group for a group conscience and report back to the ASC.
- Learn about the subcommittees of the ASC.
 - What do the subcommittees do?
 - When do they meet? 12:30
 - Who may attend?
 - Which subcommittees need support?
- Attend subcommittee meetings.
- Learn the service structure. It is highly suggested to obtain and read "A guide To Local Services"
- Learn what the ASC, RSC, WSC, WSO, etc are.
- Study the Guide to Local Service and the ASC Policy guidelines.

Qualifications for a GSR

- Is an addict.
- Attends the group they represent.
- Has a willingness to serve.
- Has one year clean time. (suggested only)
- Has knowledge of the service structure of NA or the willingness to study it.
- Has an understanding of or the willingness to learn the duties of a GSR.

GSR Orientation Sheet

How does a group take care of its business?

- At the monthly business meeting, where the recommendations are voted on for literature purchases, Area donations, rent, etc. (it is suggested that your business meeting be held the week before the Area meeting)
- By group conscience. (please see page 4)
- By holding elections of trusted servant positions as needed with prior notice if possible.
- By sending their GSR or group representative to the ASC monthly.
- By holding special business meetings when important issue surface, like literature review, a group conscience, etc.

Should a GSR hold more than one group office?

- It is suggested that members hold only one service position in the group. As many members as possible need to be involved in service, it is an important part of recovery!

What if the positions are at two different meetings?

- In order to provide service opportunities to more members, it is suggested that groups elect addicts who do not serve in other groups service positions.

How does a group communicate concerns to the GSR?

- The group or any member may bring concerns to the GSR's attention at that group meeting.

What about ad-hoc committees?

- Sometimes ad-hoc committees are formed to take care of groups or subcommittees special business. They meet outside of the regular meeting time, usually just before or after.

What is a group conscience?

- An informed vote taken by the group as a whole.
- An expression of God's will.
- Is best for the group as a whole.
- Is the practice of placing principles before personalities. (Tradition 12)

When may a group conscience be initiated?

- A group conscience may be initiated anytime during a group business meeting if a member feels it's necessary.

How much notice should there be before a new GSR or Alternate GSR is elected?

- At least one month notice should be given before the planned election.

How does the Area donation get from the group to the Area?

- The group decides at their regular monthly business meeting if and how much of a donation they can make to the ASC. A check or money is prepared and sent with the GSR or group representative to the regular monthly ASC meeting.

Points the GSR should be mindful of at the ASC-

- The GSR orientation is designed to help GSR's better understand the ongoings at the ASC.
 - Ie. The agenda, how to make a motion, who to go to for certain questions etc.
- Does the GSR feel comfortable at the ASC.
- Are the trusted servants fulfilling their obligations to the Area. For example: Did the sub-committee chairpersons attend their respective committee meeting at the RSC?
 - If not, did the Vice Chair of the Area go in their place and submit a report?

Capital Area Service Committee – MEETING AGENDA

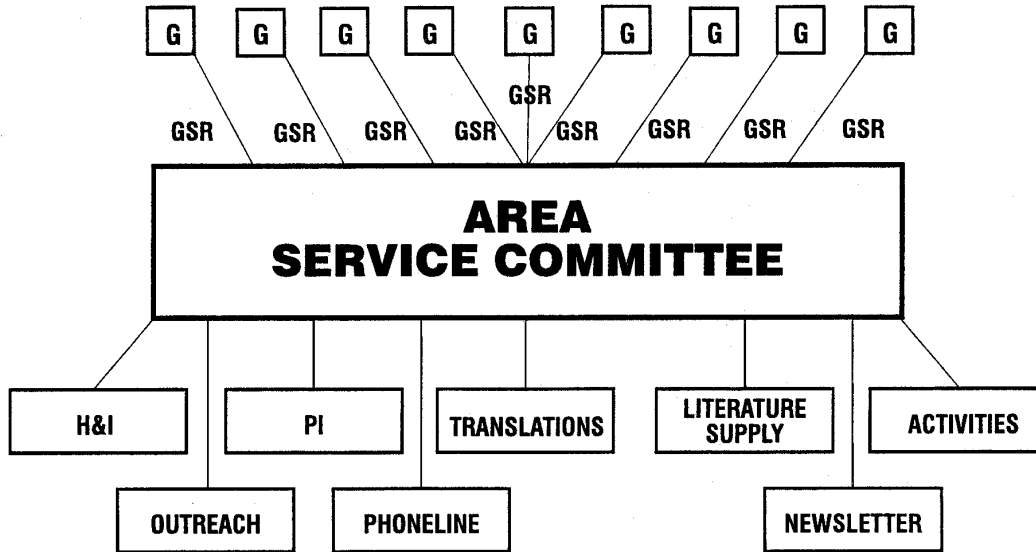
- Opening Prayer
- Reading of the Twelve Traditions & Twelve Concepts
- Minutes of previous month's meeting
- Old Business
- Treasurer's Report
- Subcommittee Reports (PR, Outreach, H&I, Convention, Activities, Policy)
- Group Concerns
- New Business
- Officer's Reports (Chair, Vice Chair, Secretary)
- Closing Prayer

Other Area Resources:
Website: www.capitalarea.org
Text- "capitalarea" to 33222

Motion Table

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules or order.	Yes	Yes	Yes	Simple
Motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order	Yes	No	No	None
Privilege, personal	To make a personal request of the chair or the committee	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

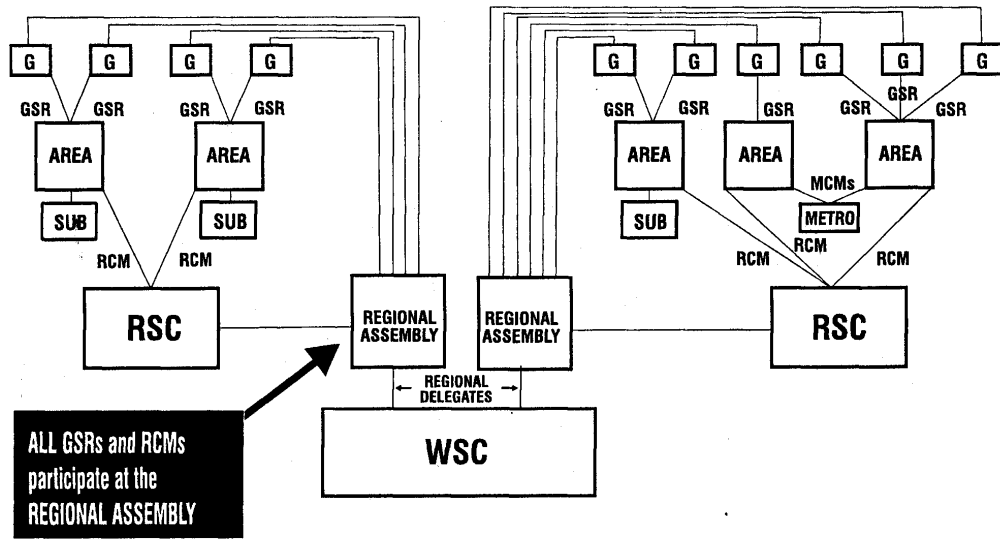
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The ASC is responsible not only to develop and maintain subcommittees in each field of service but to coordinate the work of each of those subcommittees with the work of the others. For these reasons, all area committee participants need to become as informed as they can possibly be about subcommittee activities. Area committees devote significant portions of their meetings to reports from subcommittee chairpersons and discussions of subcommittee activities. Handbooks are available from the World Service Office for most of the subcommittees listed below. Specific directions for subcommittees in your area can be found in your log of policy actions and (if applicable) your area guidelines.

Most newly formed area service committees will probably not be able to support the same wide range of subcommittee services as a longer-established committee. Rather than attempt to set up all their subcommittees at once, it's recommended that new area committees take their time. Make sure the responsibilities of new subcommittees are well coordinated with those of existing ones. Bring subcommittees on line one at a time and give a great deal of attention to developing each subcommittee before bringing on another.

NA SERVICE STRUCTURE



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