

# ORANGE COUNTY AREA OF NARCOTICS ANONYMOUS

## Group Service Representative (GSR) Orientation Packet

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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.

Portions of this document were reproduced from the following NA publications:  
*A Guide to Local Services in NA, 2002 version*  
*A Guide to World Services in NA, 2014-2016 Conference Cycle*  
*Group Treasurer's Workbook Revised*

## **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 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 subcommittee. 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 the 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 interests of NA, not solely as advocates of their own 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 subcommittee 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 group's needs. In group recovery meetings, GSRs make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group 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 committee's "sharing session" agenda so that the GSR 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.

# 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?
  - Who may attend?
  - Which subcommittees need support?
- Attend subcommittee meetings.
- Learn the service structure.
- Learn what the ASC, RSC, WSC, WSO, etc. are.
- Study the Guide to Local Service and the ASC Policy guidelines & All Subcommittees.

## *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.

### *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 5)
- 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 creating an ad-hoc committee when needed.
- 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?*

To provide service opportunities to more members, it is suggested that groups elect addicts who do not serve in other group's 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.

### *How do you let the group know who the GSR is?*

The secretary can introduce the GSR along with other group servants either at the beginning of the meeting or at the end when trusted servants are usually acknowledged.

### *What about GSR reports? How often?*

Usually GSRs make one report to the group at the monthly business meeting. Most groups do not like to spend meeting time with reports.

### *What about ad-hoc committees ?*

Sometimes ad-hoc committees are formed to take care of group's 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's 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.

### *GSR report: Group level-may include-*

- Attendance of groups and elected trusted servants of the ASC.
- Open positions at Area and Region.
- Motions carried back to the group.
- Points of discussions made during the ASC.
- Open positions within the sub-committees.
- Passing over the Area announcements to the group secretary.

### *Points the GSR should be mindful of at the ASC-*

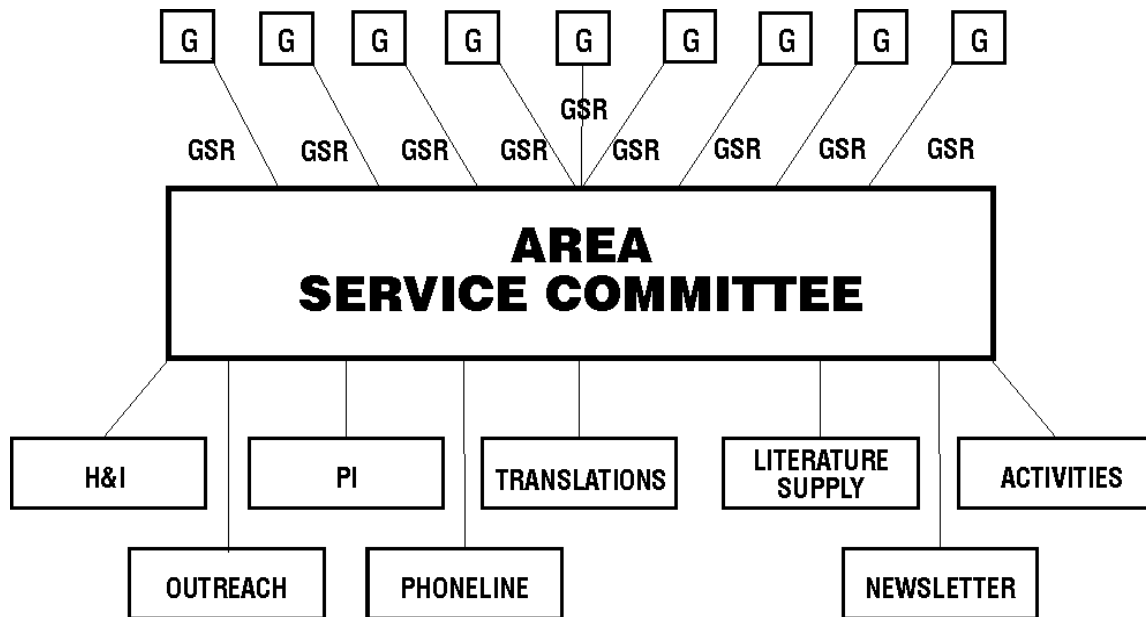
- The GSR orientation is designed to help GSRs better understand the on goings at the ASC.
  - The agenda
  - How to make a motion
  - Who to go to for certain questions etc.
- Does the GSR feel comfortable at the ASC?
- Are the trusted servants fulfilling their obligations to the Area? For example: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

## List of suggested tools for area service work

- 1.) Step Work
- 2.) Prayer
- 3.) Calling Sponsor
- 4.) A Dictionary
- 5.) Twelve Concepts for NA Service
- 6.) Twelve Traditions
- 7.) A Guide Local Services in NA
- 8.) Copy of Area Guidelines / Policy
- 9.) Area Minutes
- 10.) The Group Booklet (Revised)
- 11.) IP #2 The Group
- 12.) Trusted Servant Workshops
  - a) Conference Agenda Report
  - b) Attend Regional Assembly
- 13.) Learning Days
- 14.) Networking in the Fellowship
- 15.) Traveling outside of home area
- 16.) Phone Calls
- 17.) Unity Version of the Serenity Prayer
- 18.) Any other spiritual, creative action you can think of.

## MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
<b>Adjourn</b>	To end the committee meeting.	No	Yes	No	Simple
<b>Amend</b>	To change part of the language in a main motion.	No	Yes	Yes	Simple
<b>Amend by substitution</b>	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
<b>Appeal ruling of chair</b>	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
<b>Information point of</b>	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
<b>Main motion</b>	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
<b>Order of the day</b>	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
<b>Order point of</b>	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
<b>Parliamentary inquiry</b>	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
<b>Previous question</b>	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
<b>Privilege, personal</b>	To make a personal request of the chair or the committee.	If urgent	No	No	None
<b>Reconsider</b>	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
<b>Refer, commit</b>	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
<b>Remove from the table</b>	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
<b>Rescind, repeal</b>	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
<b>Table</b>	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
<b>Withdraw a motion</b>	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous



The ASC is responsible not only to develop and maintain subcommittees in each field of service but also 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.



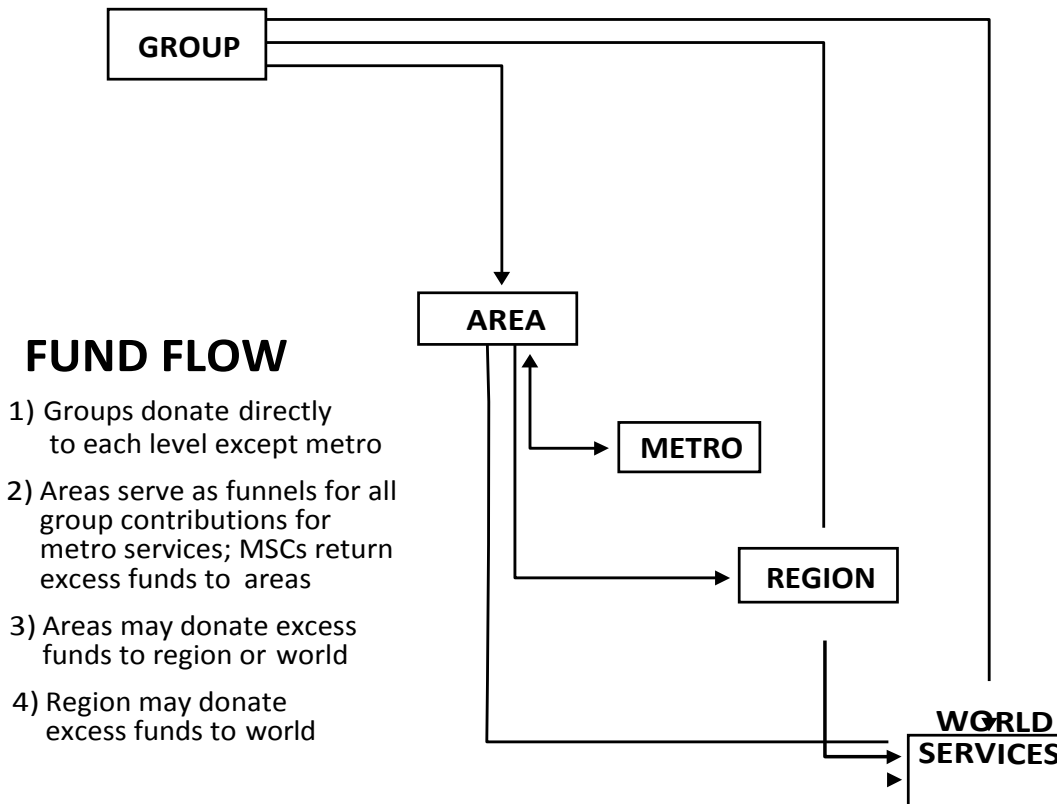
## HOW CAN OUR GROUP SUPPORT OTHER NA SERVICES?

The Second Concept for NA Service says that the NA groups bear the final responsibility and authority for all the services of the extended NA Fellowship. Each group should send stable, active GSRs to participate in the work of the service structure on the group's behalf. And each group should consider how best to provide the funds the NA service structure needs to do its work.

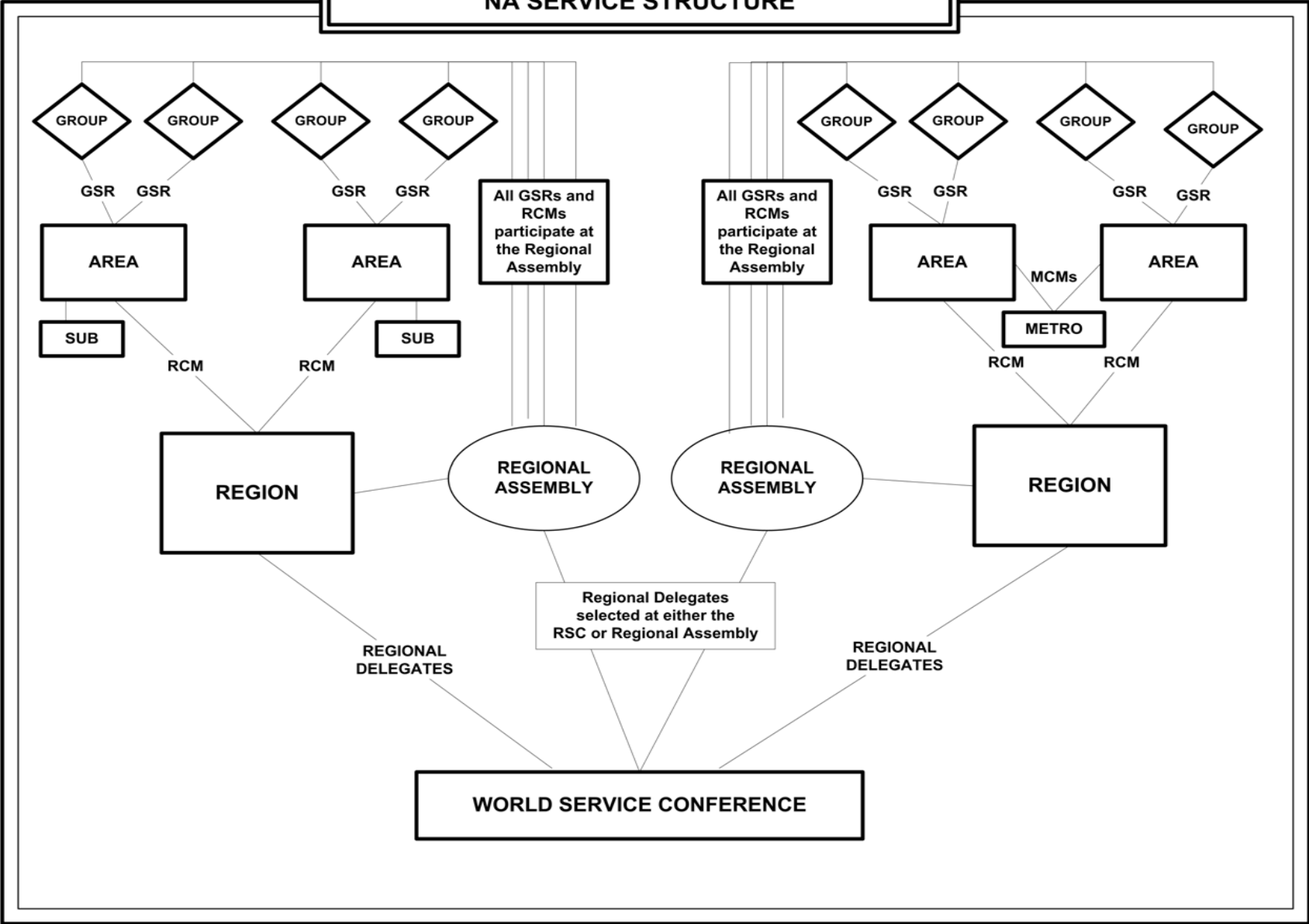
After paying the bills, most groups set a small amount of money aside to use in case an emergency arises. But, oddly enough, groups usually find that too much money in the till causes far more trouble than too little money. For this reason, we encourage your group never to hold large sums of money in reserve.

At least once a year, the group service representative attends the regional assembly. Each group is encouraged, if at all possible, to take the necessary steps to cover the expenses associated with its GSR's attendance at the regional assembly. Some groups will choose to set aside money each month toward this expense.

After paying expenses and setting aside a small emergency reserve, most groups contribute their surplus funds directly to the area committee, the regional committee, and Narcotics Anonymous World Services. For more discussion of the principles underlying group contributions to the rest of the service structure, see the essay on our fellowship's Eleventh Concept for NA Service elsewhere in this guide. For assistance in managing the details of direct contributions, see the *Treasurer's Handbook*, available from your area committee or by writing our World Service Office.



**NA SERVICE STRUCTURE**



**Narcotics Anonymous World Service System**

REGION

REGION

REGION

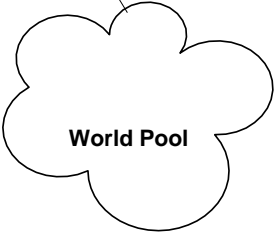
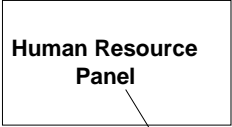
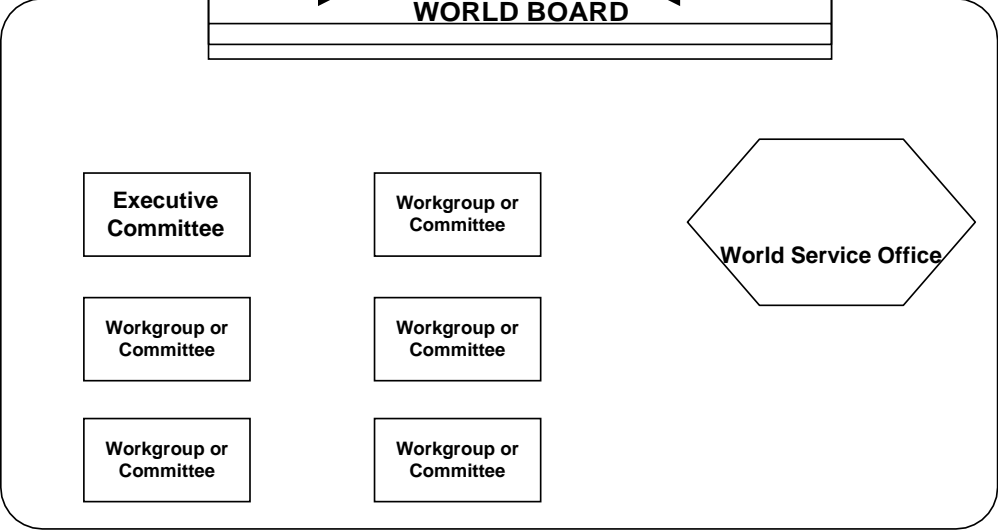
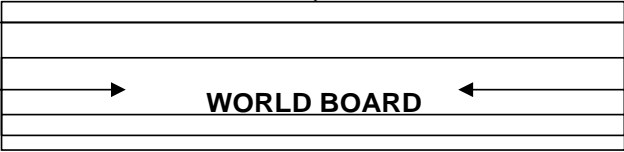
REGION

REGION

REGION

**ZONAL FORUM**  
(Delegates participate,  
and forum provides report  
to WSC)

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(Delegates participate,  
and forum provides report  
to WSC)



Services administered by the World Board

# Suggested Group Business Meeting

Date: \_\_\_\_\_

For Month Of: \_\_\_\_\_

*Treasurer's Report:*

## Financial Records

for the period from: \_\_\_\_\_ to: \_\_\_\_\_

*This information should be included with your GSR report to the area*

Attendance (Total) \_\_\_\_\_ Newcomers \_\_\_\_\_

**Beginning Balance (Previous Balance):** \_\_\_\_\_

**Income:**                      Collection: \_\_\_\_\_  
    Literature: \_\_\_\_\_  
    Other: \_\_\_\_\_

**Total Income: +** \_\_\_\_\_

**Expenses:**                      Rent: \_\_\_\_\_  
    Literature: \_\_\_\_\_  
    Supplies: \_\_\_\_\_  
    ASC Donation: \_\_\_\_\_  
    RSC Donation: \_\_\_\_\_  
    NA World Services Donation: \_\_\_\_\_  
    Other: \_\_\_\_\_

**Total Expenses: -** \_\_\_\_\_

**Ending Balance: =** \_\_\_\_\_

**Prudent Reserve:** \_\_\_\_\_

### Names & Items ordered for individuals

Name	Item	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	Literature Request Total	_____

*GSR's Report*

Motions brought from Area to Groups:

#1

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For:	Opposed:	Abstain:	Group Vote to Area:
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#2

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For:	Opposed:	Abstain:	Group Vote to Area:
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#3

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For:	Opposed:	Abstain:	Group Vote to Area:
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Pertinent Facts to Take to Area Meeting

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GSR's Report Accepted \_\_\_\_\_ Yes / \_\_\_\_\_ No

*Unfinished Business (from previous month)*

(Check previous month's New Business Report)

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*New Business*

**Elections for positions for the following month**

Chairperson	_____
Greeters	_____ / _____ / _____
Coffee Person	_____

### Elections for Group Trusted Servant Positions

Position	Name (if filled)	Held Position Since	Covered By
Secretary	_____	____/____/____	_____
Treasurer	_____	____/____/____	_____
GSR	_____	____/____/____	_____
Alternate GSR	_____	____/____/____	_____
H&I* Group Rep	_____	____/____/____	_____
PR** Group Rep	_____	____/____/____	_____
Activities Group Rep	_____	____/____/____	_____
Outreach Group Rep	_____	____/____/____	_____
Policy Group Rep	_____	____/____/____	_____
_____ Group Rep	_____	____/____/____	_____

\*H&I stands for Hospitals and Institutions

\*\*PR stands for Public Relations

For more information on these positions please see a trusted servant or attend the Area Service Committee meeting.

### Anniversaries

Name	Date Celebrating	# of years
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of Cards needed \_\_\_\_\_

## Motions

(maker of motion) \_\_\_\_\_ moves that (state the motion) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Seconded by \_\_\_\_\_

Discussion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For

Opposed

Abstain

## Good Questions to Discuss with Others

- 1.) Why do we have suggested clean time with positions?
- 2.) If you were asked to express your feeling of what group conscience means to you, what would you say?
- 3.) What are your priorities at a meeting of the Green Mountain Area Service Committee?
- 4.) What is the group open forum for? And is it just for GSR's?
- 5.) Do you understand what discussion on a motion is for? If yes, write it out.
- 6.) How do your principles influence your voting?
- 7.) What are the reasons for abstentions? List them.
- 8.) What are my expectations before, during, and after an ASC meeting? List them.
- 9.) Is policy important? Why?
- 10.) Do I get confused at an area meeting? If so, how can we change that?
- 11.) What is the purpose of having an Area Service Committee?
- 12.) What is the C.A.R. and how are you involved as a member of N.A.? 13.)  
What is the role of the 7th tradition in the area and N.A. as a whole? 14.)  
What are the responsibilities of your position? List them.
- 15.) Where do spiritual principles play a part in service?





# GROUP REPORT

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Name/Position: \_\_\_\_\_ Group: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Time & Location of Meeting(s): \_\_\_\_\_

Time & Location of Group Conscience: \_\_\_\_\_

Donation: \_\_\_\_\_ Report/Announcements: \_\_\_\_\_

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Anniversaries/Events: \_\_\_\_\_

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