

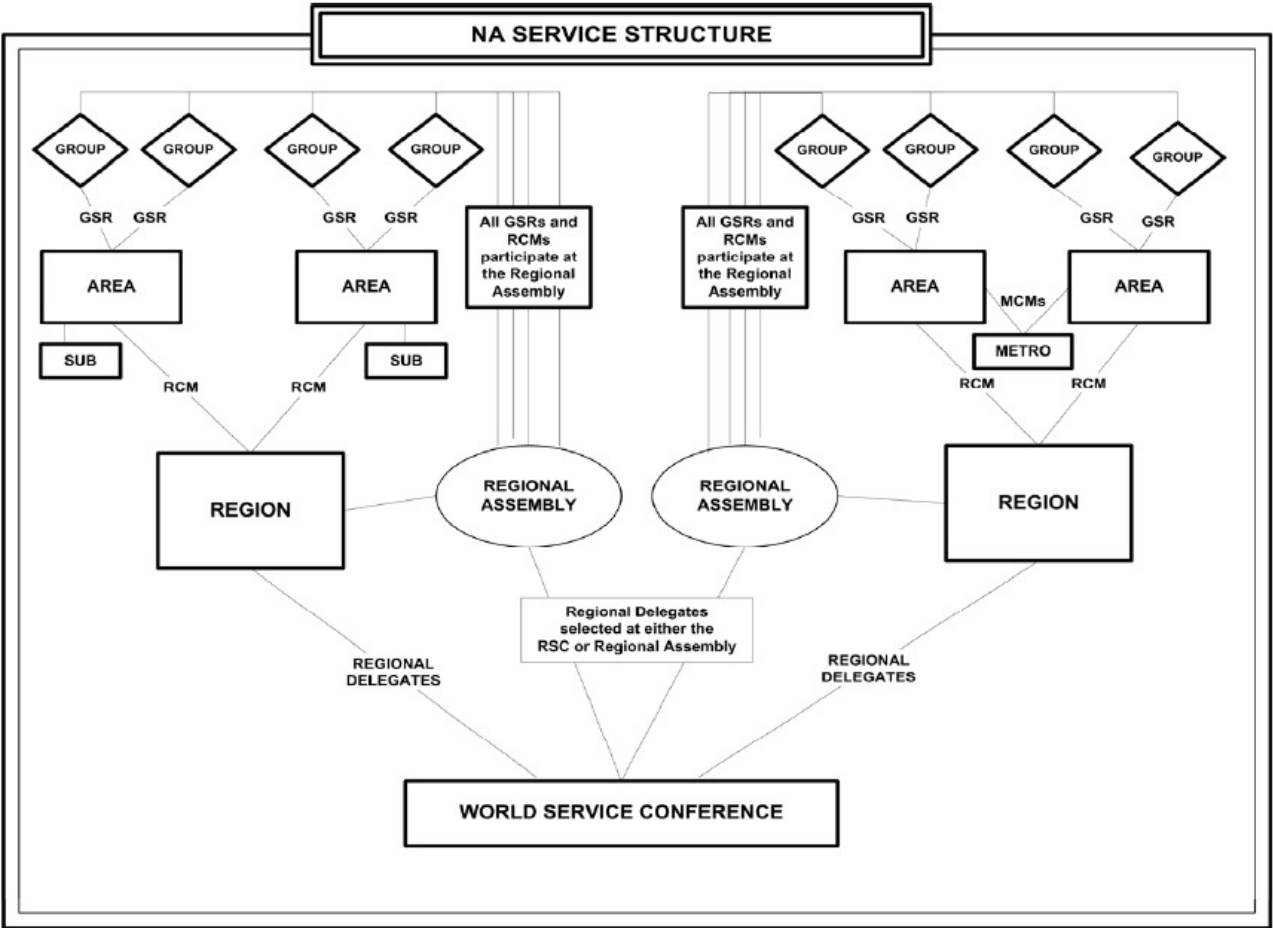
South Vancouver Island Area

Group Service Representatives

Orientation

Package

Group Name _____



FOR FURTHER INFO ON THE ABOVE OR ANY ASPECT OF SERVICE AND/OR NA STRUCTURE REFER TO THE GUIDE TO LOCAL SERVICES (available to buy at the ASC or, www.na.org)

Group Service Representative **Job description**

The Group Service Representative position is perhaps the most important position in the service structure. It is right next to the top of the inverted pyramid, the group and the individual member. The GSR has many responsibilities. The GSR must be aware of the groups needs and to be able to bring those needs to the attention of the ASC. The GSR needs to know the function of the various sub-committee liaison positions so that they may attend the committee in place of the liaison. The GSR needs to keep themselves informed of all aspects of the NA service structure. It is not a position that should be taken lightly. Communication is the most important aspect of the GSR position. The only way that the ASC can operate to its full potential is for the GSR to effectively carry information to the groups and to bring the groups conscience back to the ASC.

Suggested Reading Material

(90% of your questions will be answered in these documents)

NA Group Booklet
Guide to Local Services
The 12 Concepts of NA Service
Roberts Rules of Order

DO'S and DON'TS, WHY'S and HOW'S

DO'S:

- Do attend every area from start to finish
- Do bring a working pen and paper that can be written on
- Do sit next to someone that can help you/you can help at the table
- Do ask questions when you don't understand something
- Do bring water and a quiet snack
- Do bring appropriate books (GLS, 12 Concepts and area P&P)
- Do read the minutes from the last meeting prior to showing up
- Do read advance reports prior to showing up
- Do participate in a subcommittee meeting
- Do mentor an Alt. GSR to take your place with your commitment is done

DON'TS

- Don't show up late
- Don't be disrespectful
- Don't leave early without having a back-up for the information
- Don't vote without understanding
- Don't forget to **ask your RCM's for help** (this is part of our job, to help the GRS's!!!)

WHY ARE WE HERE?

- TO BRING INFORMATION FROM THE GROUPS TO AREA
- TO BRING INFORMATION FROM AREA TO GROUPS
- TO FURTHER OUR RECOVERY
- TO BUILD OUR SELF-ESTEEM
- TO GIVE BACK TO THE FELLOWSHIP
- TO STRENGTHEN OUR CONNECTION WITH OTHERS
- TO HELP OTHERS
- TO HAVE FUN

HOW TO BE A BETTER GSR?

- PRACTICE THE SPIRITUAL PRINCIPLES, ESPECIALLY:
OPEN-MINDEDNESS, ACCEPTANCE, WILLINGNESS, FAITH, COMMITMENT, INTEGRITY, HUMILITY,
HONESTY. WORK THE NA STEPS, SHARE WHAT YOU LEARN, HELP OTHERS PARTICIPATE AND
ALWAYS BE TEACHABLE!!!!!!

The GSR Has Many Responsibilities

Excerpts from a **guide to local services** (everyone doing service should have one):

Each group elects one GSR. GSRs bear great responsibility. They are selected by their groups to serve as active members of the ASC. As such they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities.

As participants in the Area Service Committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the ASCs officers and subcommittee chairpersons. They should read the various handbooks published by NA 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 roles in the discussions which form the group conscience of the entire committee.

GSRs link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the ASC. At group business meetings, the GSR report provides a summary of ASC 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 ASC 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 ASC in his or her reports. The ASC will do anything in its power to help in any way it can.

Home Group Business Meeting Responsibilities

Hold a group conscience or business meeting at least once a month (refer: to the Service IP Group Business meeting and The Group Booklet)

The group's donations and literature stock are usually discussed along with any other issues affecting the group and/or ASC

Attend the ASC and bring the groups conscience

Provide the group with fliers, announcements, meeting lists and newsletters from the ASC

Announce at group meetings, area events, sub-committees and groups needing support Relay information from the ASC back to the group. (The best way to do this is usually with the ASC minutes to hand, which should ensure accurate information.)

Keep the area helpline and PR committee informed of meeting changes to avoid addicts being misdirected. (This could be group secretary's job)

Attend sub-committees

Responsibilities to the Area Service Committee

Bring group reports to the ASC

Participate in discussion and bring group conscience

Bring forth, discuss and vote on motions before the ASC

Carry motions, fliers, announcements, reports and forms back to the groups

Bring the group's donation to the ASC and gives a report on the current status of the group

The GSR buys the group's literature at the ASC and returns with it at the group's next meeting

Keep in mind Tradition 12, particularly during any voting, and carry the group's conscience

ROUGH GUIDE TO THE AREA SERVICE COMMITTEE (ASC) FOR NEW GSR'S

*If you are at the ASC for the first time ... WELCOME!
If you've been before you still might find this useful*

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 it the groups would be isolated.
- It provides a forum of information to help co-ordinate groups and subcommittees
- The area receives donations from groups, in accordance with Tradition 7, to maintain our services and further our primary purpose - to carry the message of recovery.

Who's who at the ASC?

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. The suggested clean time for a GSR is ONE YEAR

Chairperson – facilitates the ASC and ensures that the ASC keep to the agenda of business

Vice Chair – supports the Chairperson , liaises with the area sub-committees and stands in if Chairperson is absent

Secretary – records what happens at the ASC in the form of minutes, which are sent within one week of the ASC, to each group via the Group Services Representative (GSR)

Treasurer – keeps the bank account in order, receives donations, pays the bills, ensures that the subcommittees have the funds they need and keeps a record of all transactions

Regional Committee Member 1 (RCM) – the link between the area and the BC region of NA and makes sure that the GSR's are understanding what is going on at the ASC.

RCM 2 – supports the RCM 1

Area Sub-committees – include Public Relations (PR), Hospitals & Institutions (H&I), Public Relations (PR), Literature, Fundraising & Entertainment (F&E), Policy and Procedure , and News Letter.

GLOSSARY

TERM	DEFINITION
Additional needs, addicts with	Additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitation imposed by use of wheelchairs. Reaching addicts with additional needs and making our meetings and other services more accessible to them is an obligation our fellowship takes very seriously at all levels of its service structure.
Area Service Committee (ASC)	A committee created to provide common services for NA groups in a specific locale. Composed of GSRs (Trusted Servants of the Group), ASC officers (Trusted Servants of the ASC) and Subcommittee Chairpersons (Trusted Servants of the ASC). Usually part of a region, to which it sends RCMs.
Closed Meetings	NA recovery meetings that are closed to non-addicts.
Common Needs (Special Interests)	A tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common – for example, men’s or women’s groups or gay or lesbian groups.
Conference-approved Literature	See <i>NA-approved literature</i>
Fellowship approved literature	See <i>NA-approved literature</i>
Group Service Representative (GSR)	Elected by an NA group to participate on the group’s behalf in the ASC
Home Group	The group an NA member calls “home”. Home group membership calls for regular attendance of its recovery meeting, financial and voluntary service support and participation in conscience-building and decision-making processes.
Hospitals and Institutions (H&I)	A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.
<i>NA Way Magazine</i>	The NA Fellowship’s quarterly journal, published in various languages.
NA-approved literature	Literature officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference. Also referred to as “fellowship-approved literature”. Formerly known as “conference-approved literature” at a time when the entire WSC voted on the approval of new NA literature.
Open Meetings	NA recovery meetings that allow attendance of non-addicts.

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Public Information (PI)	A field of service usually covered by one ASC subcommittee devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at-large so that addicts seeking recovery will be referred to Narcotics Anonymous
RCM	See <i>regional committee member</i>
Regional Assembly	A gathering of RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the annual WSC meeting. The regional delegate is elected at the assembly.
Regional Committee Member (RCM)	Elected by an ASC to participate on the area's behalf on the regional service committee.
Regional Delegate (RD)	A World Service Conference participant elected by a region's GSRs and RCMs.
Regional Service Committee (RSC)	A body that draws together the combined service experience of a number of adjoining areas for those areas' mutual support. Composed of RCMs, the regional delegate and alternate delegate, and others as needed.
Service Bulletins	Articles, position papers, and food for thought on a variety of NA service-related topics. A number of such bulletins are available from our World Service Office.
Shared Service Committee	A committee created by two or more area or regional committees to fulfil one or two needs both territories have in common. In a state, province, or nation with more than one region, such a committee would interact on those regions' behalf with state, provincial, or national government, professional, religious, and civic organizations. Funded by and accountable to those who created it.
Sharing Session	A non-business portion of the agenda of most NA service board or committee meetings. Somewhat more informal than the rest of the meeting because of the suspension of the ordinary rules of order. Facilitates wide-ranging, open discussion on committee issues and group problems. Allows for development of group conscience necessary before spiritually sound decisions can be made in ordinary business session.
Special Interest (Common Needs)	
Trusted Servant	An NA euphemism for "leader", "official", or "officer". Derived from NA's Second Tradition, in which NA leaders are characterized as "trusted servants" as opposed to governors.
Twelve Concepts for NA Service	One of three bodies of basic NA principles, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.
Twelve Steps	One of three bodies of basic NA principle, the steps describe NA's

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	regimen leading to personal recovery and a spiritual awakening.
Twelve Traditions	One of three bodies of basic NA principle, the traditions provides guidance for the behaviour of NA groups, helping the groups maintain their independence while nurturing their unity.
World Service Conference (WSC)	A deliberative body composed of regional delegates and world-level trusted servants, the WSC provides an effective voice and active conscience for the worldwide NA Fellowship.
World Service Conference Report	The full reports of the World Service Conference and its boards and committees. Formerly known as the <i>Fellowship Report</i>
World Service Office (WSO)	World Service Board headquarters (Los Angeles) and branch facilities (Canada, Europe)
WSC	See <i>World Service Conference</i>
WSO	See <i>World Service Office</i>

Standardized Questionnaire for Potential Trusted Servants of the ASC

- 1. How long have you been clean?**
- 2. Do you have an NA sponsor and do you sponsor NA members?**
- 3. Do you have an NA home group that you attend regularly?**
- 4. Do you work the 12 steps of NA as part of your recovery?**
- 5. Do you have a working knowledge of the NA Traditions and Concepts?**
- 6. What special skills and / or experience can you bring to this position?**
- 7. Why do you want to serve in this position?**
- 8. Are you willing to be open and forthcoming to the ASC?**

POSITIONS THAT INVOLVE NA FUNDS:

- 1. Are you comfortable dealing with NA funds?**
- 2. Are you willing to follow established NA guidelines for dealing with funds?**
- 3. Have you ever misappropriated or stolen NA funds?**
- 4. Have you had experience preparing a financial report?**
- 5. Do you have the time and resources to fulfil this position?**

(IMPORTANT READ CONCEPT 4 !!!!!)

Motion Table

Type of Motion	Purpose	Interrupt	Second	Debat-able	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 Chairperson	To challenge a decision the chair has made re: rules of order.	Yes	Yes	Yes	Simple
Information, Point of	To be allowed to ask a question about a motion being discussed-not to offer information.	Yes	No	No	None
Main 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 distracted onto another track.	Yes	No	No	None
Order, Point of	To request clarification of rules of order when it may appear they are being broken.	Yes	No	No	None
Parliamentary Inquiry	To ask the chair about how to do something according to the rules of order.	Yes	No	No	None
Previous Question	To stop debate and vote right now on whatever motion is at hand.	Yes	Yes	No	Two-Thirds
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 send motions to subcommittee or ad hoc committee before further discussion or 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