

PCASC



Group Service

Representative

(G.S.R.)

Orientation Package

Twelve Traditions

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Twelve Steps and Twelve Traditions reprinted for adaptation by permission of AA World Services, Inc.

Twelve Concepts

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service, Published by Alcoholics Anonymous World Services, Inc., And have evolved specific to the needs of Narcotics Anonymous

Reproduced from A Guide to Local Services in NA Page 36

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 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 report. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's 'sharing session'¹ 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 financial link between their group and the Area Service Committee.
- The group's main source of information, from area, 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?
- Suggested to 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.
- 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 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 GSR position is at two different meetings in the same area?

-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 GSR reports? How often?

- The 4th Tradition states that every group is autonomous, some groups chose to read a short GSR report during every meeting and have a long detailed report following area. Where as some groups chose to have the GSR report during the monthly business 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.

GSR Orientation Sheet

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.

GSR report: Group level-may include-

- Attendance of groups and Elected trusted servants of the ASC.
- Open positions at Area and Region.
- Ideas 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.
- Announce Area/Regional Activities during the regular meeting.

Points the GSR should be mindful of at the ASC-

- The GSR orientation is designed to help GSR's better understand what's going on at the ASC.
I.e. The agenda, how to put in an idea, 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?

G.S.R Check list

Below are a list of item's that are suggested for the G.S.R to have

- A Guide to Local Services in NA
- Twelve Concepts for NA Service
- The Group Booklet*
- IP#2 *The Group*
- A copy of the current ASC Guidelines/ Policy

Below are a list of item's that are suggested for the G.S.R to bring with them to the ASC

- Pen
- Highlighter
- Notebook
- Binder/folder
- Food/drink
- A copy of the ASC prior month's minutes



PASSAIC COUNTY AREA SERVICE COMMITTEE ORDER OF BUSINESS

Report Date: _____

- Opening Prayer
- First Quorum
- Roll Call
- Moment of Silence
- Reading of 12 Traditions
- Reading of 12 Concepts
- Introductions to new groups, New GSR's/GSRA's
- Corrections to last month's minutes

AREA DONATION

EXECUTIVE COMMITTEE REPORTS

- Facilitator report-
- Asst Facilitator report-
- Secretary's report-
- Treasurer's report-
- RCM report-

GROUP REPORTS

SUBCOMMITTEE REPORTS

- Activities-
- H&I-
- Literature-
- Policy-
- Public Relations-
- Mentorship-
- Ad Hoc

BREAK 15 Minutes

SECOND QUOROM

OPEN FORUM (20 Minutes)

OLD BUSINESS

NEW BUSINESS



Group Report Form

Group Name: _____

REP: _____

Meeting Day and Time: _____

Meeting Location: _____

Meeting Format: _____

Working Balance: _____

Literature Purchase: _____

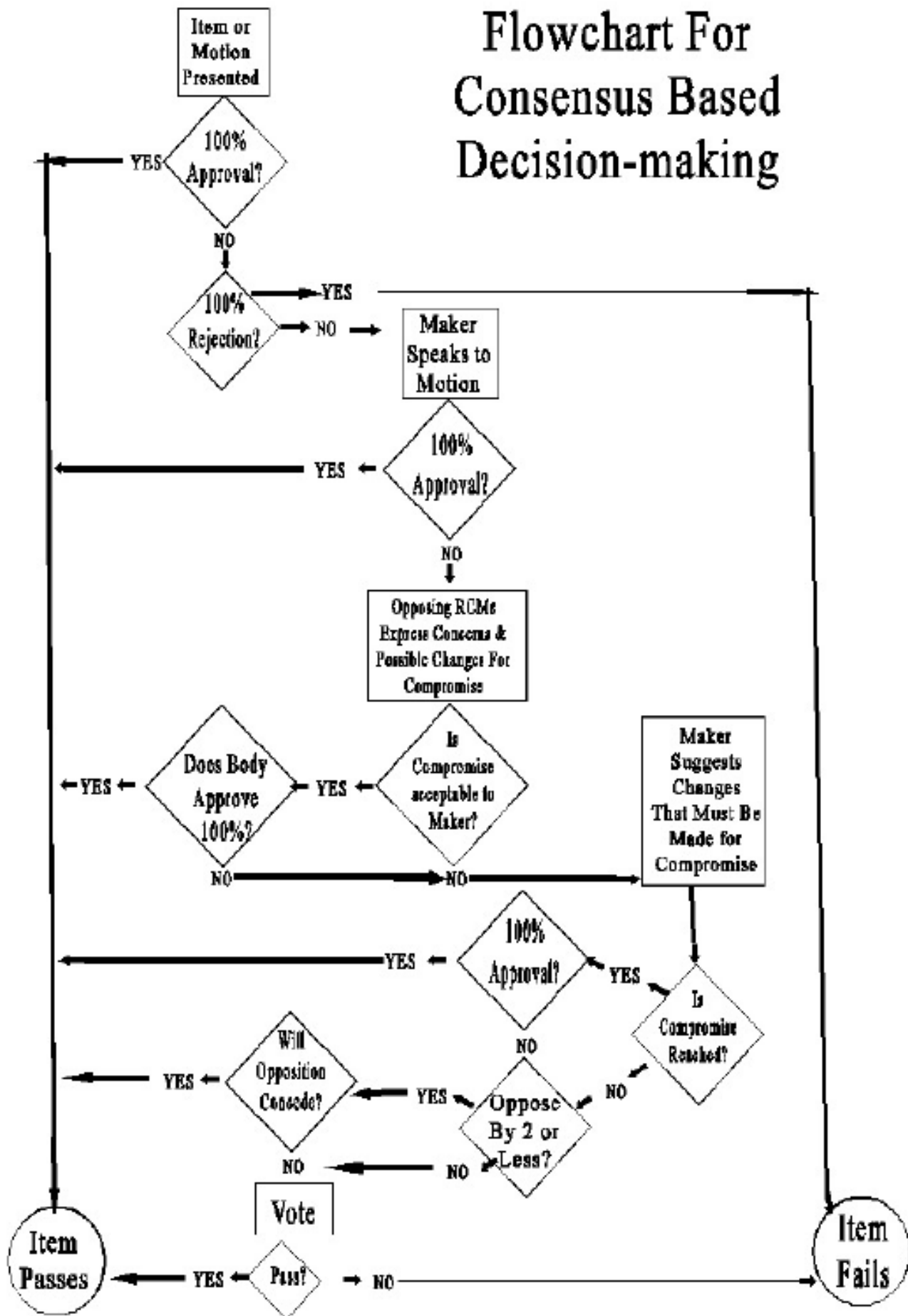
Donation to ASC: _____

Open Commitments (check all that apply)

Chairperson	<input type="checkbox"/>	GSRA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary	<input type="checkbox"/>	Coffee Maker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer	<input type="checkbox"/>	GHIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GSR	<input type="checkbox"/>	Greeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group Issues/Concerns: _____

Flowchart For Consensus Based Decision-making



Group Business meeting agenda

- Open with the Serenity Prayer
- Reading of the 12 Traditions
- Reading of the 12 Concepts
- Old Business(open commitments)
- Treasurer's report
- Literature report (given by the secretary)
- GSR report
- Open Commitments
- New Business (Group concerns/issues/solutions)
- Close with the Serenity Prayer

GSR Report

I am this group's GSR. GSR stands for Group Service Representative. Some of the responsibilities of a GSR are to bring the group's conscience to Area and any information from Area back to the group. This group is part of Passaic County Area, which meets the second Sunday of the month at the Wayne Presbyterian Church 1200 Alps Road in Wayne at 1:30pm. Literature pick up is every month. The workshop begins at 1:30pm on the odd months and Area business begins at 1:30pm on the even months.

Mentorship's purpose is to guide new or potential trusted servants. They are in need of a Chairperson. If you are interested, please visit the website at PassaicArea.org

H&I is always in need of more support. They meet at 7PM the Third Friday of the month at 460 Lafayette Ave in Hawthorne

P.I. could also use support. They are in need of a Chairperson

Activities needs support and a Chairperson. They meet 7 PM the 2nd and 4th Friday of the Month at 460 Lafayette Ave in Hawthorne

The next Area Workshop Topic is _____

** List any group information. I.e. open trusted servants positions, next business meeting, etc. **

"That's all I have. Thanks for allowing me to serve."