



Group Service Representative (GSR) 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.

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 as a whole, 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?

In order 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 subcommittee's 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-

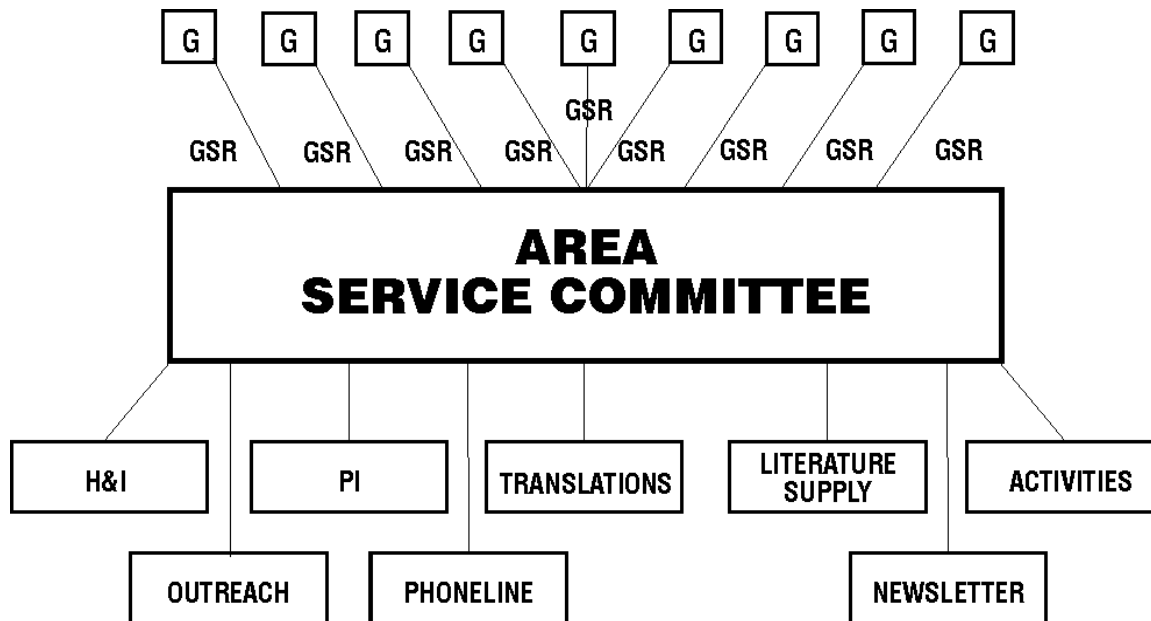
- The GSR orientation is designed to help GSRs better understand the ongoing at the ASC.
 - The agenda
 - How to make a motion
 - Who to go to for certain questions etc.
- Does the GSR feel comfortable at the ASC?
- Are the trusted servants fulfilling their obligations to the Area? For example: Did the 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
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 of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> 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 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
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	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 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



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.

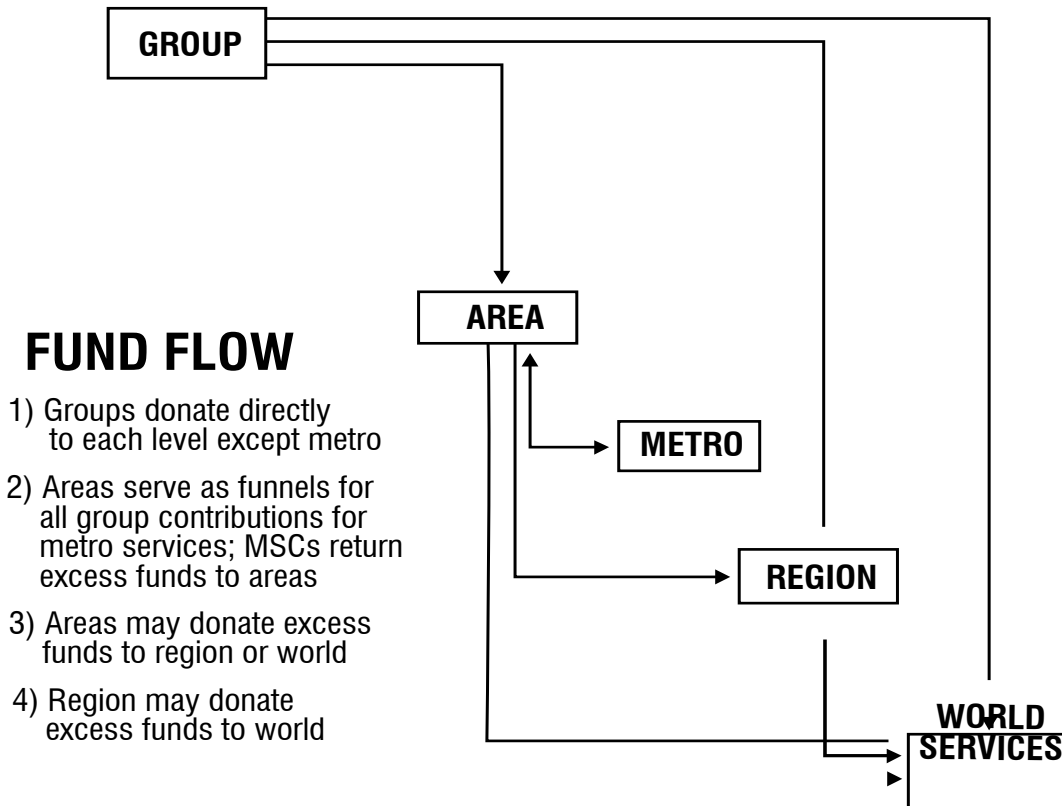
HOW CAN OUR GROUP SUPPORT OTHER NA SERVICES?

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.



Narcotics Anonymous World Service System

REGION

REGION

REGION

REGION

REGION

REGION

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

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

WORLD SERVICE CONFERENCE
WSC Cofacilitator WSC Cofacilitator

WORLD BOARD

Executive Committee

Workgroup or Committee

Workgroup or Committee

Workgroup or Committee

Workgroup or Committee

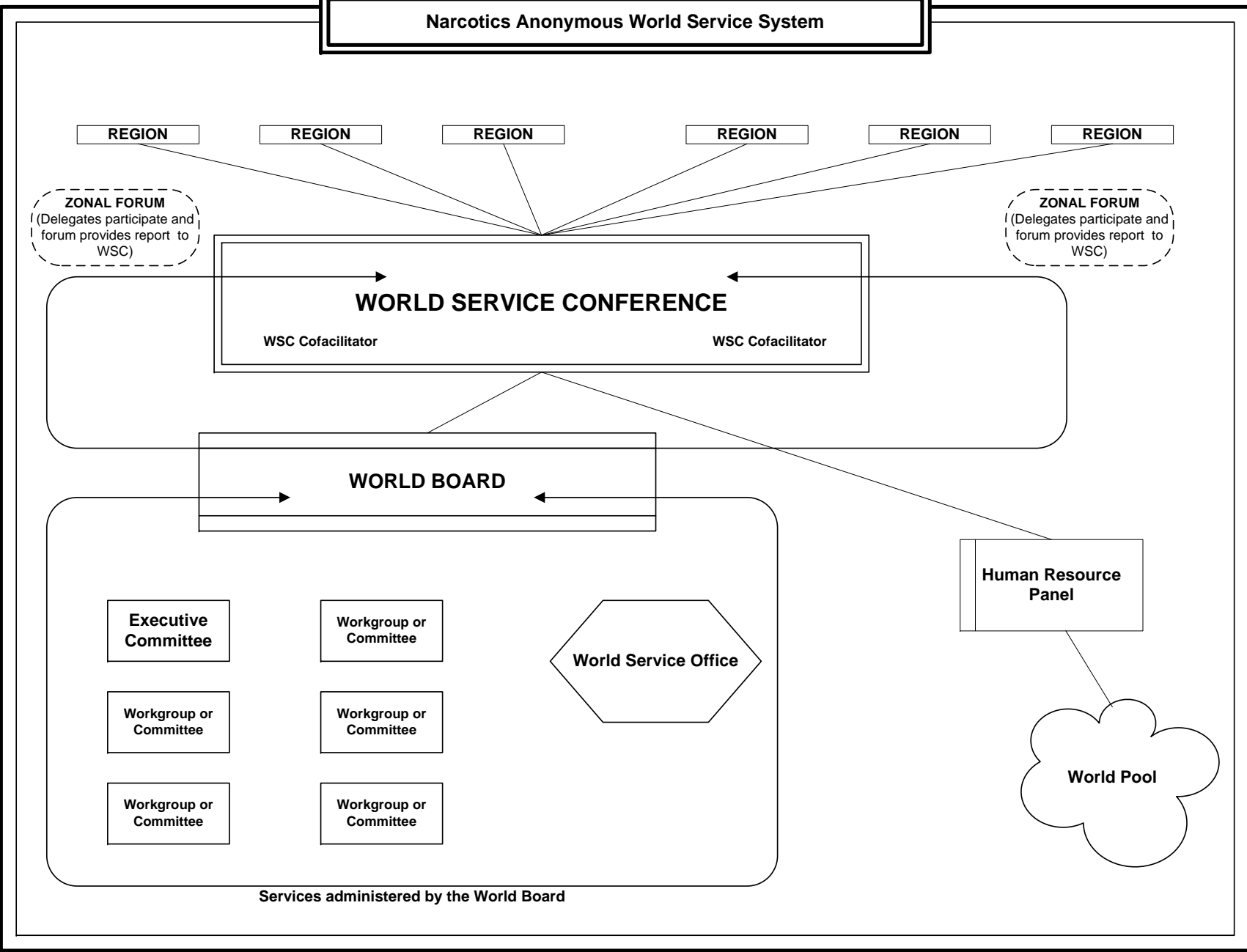
Workgroup or Committee

World Service Office

Services administered by the World Board

Human Resource Panel

World Pool



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

For:	Opposed:	Abstain:	Group Vote to Area:
------	----------	----------	---------------------

#2

For:	Opposed:	Abstain:	Group Vote to Area:
------	----------	----------	---------------------

#3

For:	Opposed:	Abstain:	Group Vote to Area:
------	----------	----------	---------------------

Pertinent Facts To Take To Area Meeting

GSR's Report Accepted _____ Yes / _____ No

Unfinished Business (from previous month)

(Check previous month's New Business Report)

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) _____

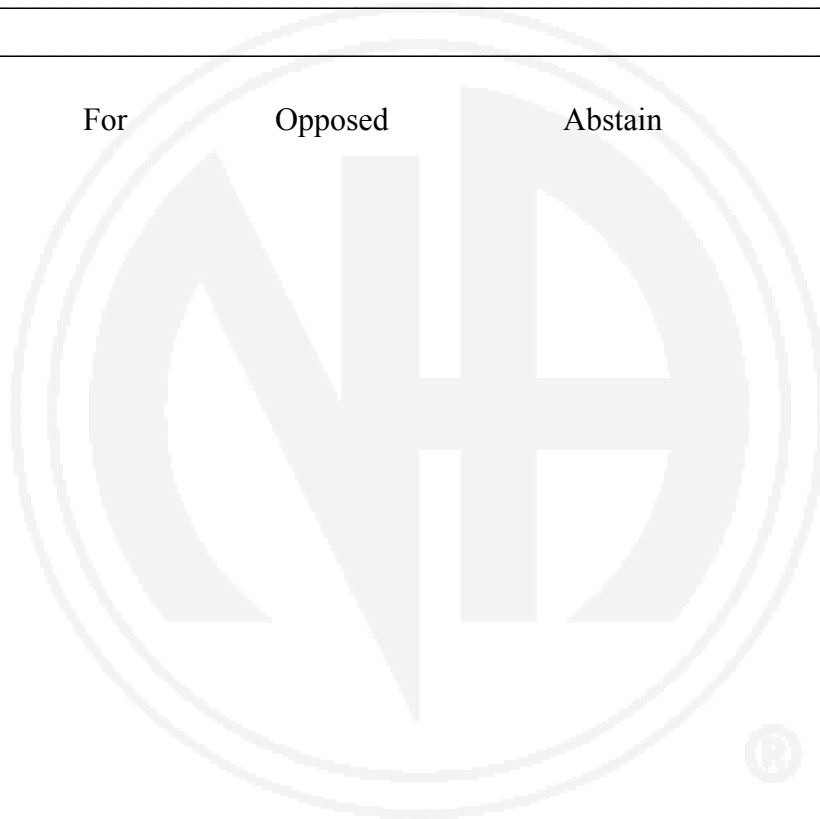
Seconded by _____

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?



Name/Position: _____ Group: _____

Contact Info: _____

Time & Location of Meeting(s): _____

Time & Location of Group Conscience: _____

Donation: _____ Report/Announcements: _____

Anniversaries/Events: _____



**Guidelines of
The Green Mountain Area Services Committee
Of Narcotics Anonymous
*Updated: 04-2015***

Article I: Name

Section 1.0

Green Mountain Area Services Committee

Article II: Conducting Business

Section 2.0

Resolved that the GMASC adapt the following materials as policy: This material will be used in the order given below:

1. The GMASC Guidelines / GMA Archives
2. Guide to Local Services in Narcotics Anonymous (GTLS)
3. The 12 Concepts of NA Service and the 12 Traditions
4. Roberts Rules of Order

Article III

Section 3.0

Subcommittees will announce one month prior the time and location of said meeting. All Subcommittee Chairpersons will be required to attend Area Meetings to give reports, answer questions and file reports to be included in Area Minutes.

Article IV

Section 4.0

Motions may be made by the following:

1. A GSR or a GSR/ALT in their absence.
2. Subcommittee Chairperson when pertaining to their subcommittee
3. Officers of the ASC when pertaining to their office.

Section 4.1

All motions will be submitted in writing as concisely as possible with a written intent.

Section 4.3

The maker of the motion shall have the option to have the motion returned for Group Conscience.

Section 4.4

Once an Area Business Meeting has started, no motions will be accepted. The Chairperson may call for a motion from the floor in order to facilitate business.

Article V: Voting Procedures

Section 5.0

The Voting Members of the Area Service Committee shall be the GSR's, or their alternates in the GSR's absence. The Chairperson shall only vote for purposes of resolving a tie.

Section 5.1

A quorum is established when the number of GSR's or their ALT's is one more than half of the average attending the last two Area Business Meetings.

Section 5.2

If a quorum is not established the following business may be conducted.

1. Collection of donations.
2. Disbursement of customary housekeeping expenses.
3. Acceptance of reports

Section 5.3

A standard motion passes when a majority (51%) of the voting members votes in the affirmative, not counting abstentions. Abstentions count as neither affirmative nor negative votes.

Section 5.4

Police Motions will need a 2/3 majority of voting members voting affirmative, after being tabled for group conscience.

Section 5.5

When the abstentions are greater than or equal to the majority vote, the motion will be tabled back to groups for a clearer conscience.

Article VI: Elections

Section 6.0

Nominations for services positions will begin at the August ASC Meeting and continue through the September ASC Meeting.

Section 6.1

Annual elections shall be held at the October ASC Meeting.

Section 6.2

All officers will be nominated at least one month prior to the meeting where the elections take place and be present for the nomination and the election.

Section 6.3

All nominations for open trusted service positions shall continue till positions are filled.

Section 6.4

A description of the office shall be read prior to the nomination and the election of each trusted servant position.

Section 6.5

The Regional Committee Members (RCM's) shall be elected for a period of two years on alternating years in order to provide continuity of representation between GMASC and ABCDRSC.

Article VII: Qualifications and Duties of Officers

Section 7.0

A **Chairperson** arranges an agenda for and presides over the monthly meeting. They are also responsible for the correspondence, maintaining Area files, and Archives. The Chairperson shall be responsible for maintaining a calendar of events to best ensure our ability to avoid major conflicts. The Chairperson should be one of the co-signer of the ASC's bank account. A Chairperson must be capable of conducting a business meeting with a firm yet understanding hand. The GMASC chair shall be accountable to delegate the responsibility of picking up the mail to a GMANA ASC member. Suggested clean time is two years.

Section 7.1

A **Vice-Chairperson** coordinates all subcommittee functions. In the absence of the Chairperson the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson should one of the co-signers of the ASC's bank account. The Vice-Chairperson will keep camp out archives. Suggested clean time is one year.

Section 7.2

A **Secretary** keeps accurate minutes of each ASC business meetings, types and distributes copies of minutes to each Area Officer and GSR no later than two weeks following each ASC Meeting. These minutes should be verified by the Chairperson before copies are made. The Area Secretary will keep an archive of Regional Minutes. The Area Sectary shall inform N.A.W.S. of the current Chairpersons and the contact numbers of Chairpersons by November of the election year. Suggested clean time is one year.

Section 7.3

A **Treasurer** shall make a report of contributions and expenditures at every regular ASC Meeting. Prepare an annual end of year financial report. The Treasurer shall be a co-signer on the ASC's bank account. Suggested clean time is two years.

Section 7.4

Policy Subcommittee Chairperson shall coordinate the activities of the Policy Subcommittee. Keep a set of GMA Archives. Keep the GMA Guidelines up to date according to monthly motions that have passed and distribute updated GMA guidelines to GMA officers. Suggested clean time is two years.

Section 7.5

Public Relations Chairperson is responsible for files, records and overall functions of the committee. The PR Chairperson arranges times and agenda for meetings, initiates all necessary correspondence, creates and maintains the yearly PR Budget and keeps the ASC informed of all ongoing PR activities. The PR Chairperson should attend regional PR meetings on a regular basis. Suggested clean time is one year.

Section 7.6

Hospitals and Institutions Chairperson attends all H&I Subcommittee and ASC meetings; as a voting member of the regional H&I subcommittee, they should attend 3 or more of its meetings. The H&I Chairperson maintains communications between the subcommittee, ASC, regional H&I subcommittee and assures communication between the committee and facilities served by the committee as well as compliance with

Section 7.7

Activities Chairperson chairs all subcommittee meetings and prepares an agenda for each meeting. They attend each ASC meeting and submit a complete report. They are responsible for the annual budget and creation of Ad hoc committees and appointment of Ad hoc chairpersons as needed. Suggested clean time is 2 years.

Section 7.8

Literature Chairperson attends all subcommittee and ASC meetings and should attend regional meetings. The Literature Chairperson should be aware of all matters affecting literature in the GMA and provide communication between the subcommittee, the ASC and Regional Literature Subcommittee. Suggested clean time is 2 years.

Section 7.9

Camp Out Chairperson schedules, presides over and acts as parliamentarian of meetings of the committee and assures the usual activities and functions of the committee. The chairperson coordinates waste management services, arranges equipment delivery and pick up, reserves the camp for the following year, obtains a burn permit from Fire Officials and is a cosigner of the BTB checking account. Three Years clean time is recommended as well as relevant Area Committee Trusted Servant experience.

Section 7.10

A **Regional Committee Member** keeps their area in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

An RCM attends all regional and area service meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience. It is recommended that nominees for RCM have (a) Service experience, (b) Willingness to give the time and resources necessary for the job, (c) A minimum of three (3) years clean.

Section 7.11

Regional Committee Member Alternate The recommendations for RCM – Alt are the same as RCM with the exception of a minimum of two (2) years clean.

Article VIII: Removal of Officers

Section 8.0

An officer missing two consecutive meetings will be given until the third meeting, after being notified, to respond to the ASC before he/she may be impeached.

Article IX: Standing Subcommittees

Section 9.0

Standing Subcommittees for the GMASC include but are not limited to:

1. Activities
2. Camp Out
3. Hospitals and Institutions
4. Literature
5. Policy
6. Public Relations
7. Sponsorship Behind The Walls

Section 9.1

The ASC can after a group conscience vote, remove from the list of Standing Subcommittees any subcommittee that remains inactive for one year.

Section 9.2

All subcommittees and ad hoc committees will present to the GMASC the guidelines for each subcommittee for approval of the GMASC.

Article X: Fund Flow

Section 10

The GMASC shall have a prudent reserve amount consisting of the following:

The GMASC shall maintain such financial accounts as it from time to time determines necessary. The Chairperson, Vice Chairperson, and Treasure shall be co-signers of all GMASC financial accounts, as well as other Officers when appropriate. After monthly contributions and expenditures financial above and beyond the prudent reserve (Three months operating expenses of the ASC+20% contingency) shall be passed on accordingly, provided that the remainder of all subcommittee budgets are set aside in full.

Section 10.1

The total amount of the prudent reserve would be calculated from the average of monthly expenses of the ASC from the previous calendar year multiplied by 3.2 plus \$50.

Section 10.2

Amounts in excess of the prudent reserve are to be donated 75% to the ABCD Region and 25% to Narcotics Anonymous World Services, Inc. (8/14)

Section 10.3

Following the Back to Basics Camp Out, all excess funds above the \$1500.00 seed money for the following camp out received by the Back To Basics Camp Out committee shall be fund flowed directly to the GMASC.

Section 10.4

A ceiling of \$250 is in effect on expenditures not authorized by Group Conscience of the Area Groups.

Section 10.5

The RCM and the RCM/ALT be reimbursed expenses for basic registration, room, transportation, and \$15 a day for meals to MERL every other year during the CAR report.

Article: XI

Section 11.0

These guidelines may be amended by a 2/3 majority Group Conscience Vote.

