

SUSQUEHANNA AREA GSR - QUICK REFERENCE

WHAT IS A GSR?

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 Narcotics Anonymous World Services 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.

Please remember that the Area Service Committee is a business meeting, there is a lot more going on here than in a regular meeting. Please refrain from having personal or extended conversations because it is disruptive to the Chairperson and other GSRs trying to hear what is being stated during the meeting. If you have a question, please raise your hand to be acknowledged. No question is a dumb question.

It is the GSR's responsibility to keep the Group informed of all Area, Regional and World activities. He or she votes on the Group's behalf at the Area level. Sometimes this vote is a decision reached through discussion at Group conscience and other times it is simply a decision made by the GSR carrying the Group's **vote of confidence**.

The GSR usually calls for a group conscience at a convenient time following Area Service, although any Home Group Member may call for a group conscience at any time.

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.

After information is presented to the Group, the GSR asks for the Group's input regarding the issues, or issues discussed, and seek the Group's guidance and counsel. The GSR should always try to maintain order during the course of group discussions and attempt to keep the discussions on track. After motions, nominations have been discussed; the GSR should call for a vote and carry the Group's decision back to the Area.

Any Group announcements, schedule changes, anniversaries or other news should be gathered by the GSR and brought to the ASC meeting to be presented during Group News. GSRs also make available at the homegroup fliers announcing area and regional activities.

It is also the responsibility of the GSR (or designated person) to bring the Group's donation to the Area Service Committee meeting.

Alternate GSR

Groups also elect a second representative called an alternate GSR. Alternate GSRs attend all the area service committee meetings (as non-voting participants) with their GSRs so that they can see for themselves how the committee works. If a GSR cannot attend an area committee meeting, that group's alternate GSR participates in the GSR's place.

Alternate GSRs, along with other members, may also serve on area subcommittees. Subcommittee experience gives alternate GSRs added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participants if their groups later elect them to serve as GSRs.

As stated in *A Guide to Local Services* under section The Area Service Committee

Group service representatives link their groups to the rest of Narcotics Anonymous. Most groups also elect an alternate GSR who can fill in for the group representative when needed. GSRs serve a dual role. As our fellowship's Second Concept for Service indicates, GSRs take part on their groups' behalf in the area committee and the regional assembly, conveying a sense of their group's wishes to the service structure and bringing back information on what's happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole.

GSR responsibilities per SASC Guidelines:

1. GSRs are responsible for bringing the group financial report to SASC. This report should include: Income, Rent, Expenses, Literature Order, Area Donation, and Balance. This is to be turned into the Secretary before SASC each month.
2. GSRs should remain at SASC from beginning to end
3. GSRs may also hold elected positions, except that of Chair or Vice Chairperson. However, they may not hold more than one elected position while still a GSR. Holding more than one position of any type should be avoided whenever possible. It is suggested that each GSR be a member of at least one subcommittee. (10/03)
4. Only a GSR or GSR alternate may vote. However, anyone may participate in discussion of issues.

YOUR JOB BEFORE THE AREA MEETING STARTS

(1) Order literature.

(A) Fill out order sheet

(a) Quantity of item and total the sheet which includes your donation

(B) Drop order and money off at the Treasury table

(II) Group Report - pick form up at back table

(A) Group problems

(1) Loss of location

(2) Lack of support

(B) Group News

(1) Location

(2) Anniversaries

(3) Elections

(Note: Anniversaries should be submitted two months in advance. This allows time to be printed in the Newsletter.)

(III) Group Donations

(A) Give to Treasurer along with your literature order

(IV) Meeting begins at 7:00 PM. It is strongly suggested that you stay until the end of the meeting.

(V) Sign in. (Sign-in sheet is on the back table)

(IT IS VERY IMPORTANT TO TAKE NOTES SO THAT ACCURATE INFORMATION CAN BE PRESENTED WHEN YOU RETURN TO YOUR GROUP.)

(VI) Group News

(A) New meetings joining Area

(B) Changes in time or location

(VII) Subcommittee Reports

All Subcommittee Chairpersons give reports. Information is presented regarding upcoming activities, literature to be reviewed, dances, workshops, etc. NOTES SHOULD BE TAKEN.

(VIII) Regional Committee Member's report.

Regional and World business matters are discussed, and the Area's vote is given to the RCM.

(IX) Treasurer's report

Treasurer informs the Groups of the Area's financial status - cash on hand, donations this month, donations previous month, expenses, amount of our donation to the Region.

(X) Old Business

Any business remaining from the previous month's ASC meeting is acted on. If requests for nominations were sent back to the Groups the previous month, those elections are held. Motions sent back to the Groups for consideration are voted on.

1  **Group Service Representative**

G.S.R.

2 

3  **GSRs Responsibilities**

■ Bringing the group financial report to Susquehanna Area Service Committee (SASC)

This report includes:

- Homegroup income - Literature order
- Rent - Area donation
- Expenses

(see Susquehanna Area Literature Order Form)

This financial report is to be turned in to the treasurer before SASC each month.

4  **Susquehanna Area Service Committee (SASC)**

■ Sole purpose – is to provide support and service to and for the NA groups in the Susquehanna Area.

5  **Familiarize yourself with:**

■ Twelve Traditions: Basic Text /It Works How & Why

■ Twelve Concepts: Homegroup should have a copy of the booklet (Order \$ 2.00)

■ Homegroup should have:

- Group Readings (Set of 7)
- Treasurer's Handbook & Treasurer's Workbook
- A Guide to Local Service in NA
- Outreach Resource Information / IP's
- Trusted Servant's Roles & Responsibilities
- Disruptive & Violent Behaviors
- NA Groups & Medication
- Group Business Meeting

6  **One Week prior to SASC GSR should:**

■ Call for a Group Conscience meeting

■ Conduct a Business Meeting to:


- Talk about issues in Homegroup
- Voting
- Unresolved issues – take it to Area of Service
- Treasure report
- Susquehanna Area Literature Order Form (Money Order) no cash
- GSR report

7  **6 PM – 7 PM Subcommittee Meeting**

Read: A Guide to Local Services (pg. 53 – 59)

→H&I

- Literature
- PI-Outreach
- Phone Line
- Special Events
- Archive
- Ad Hoc (Policy)

8  **Prior to the Start of ASC meeting:**

- Turn your order form to the Treasurer
- Turn your GSR report to the Secretary
- Pick-up minutes (read)
- Turn in any motions (if any from your Homegroup)

DON'T FORGET TO HUG AND SOCIALIZE!!!

9  **By being a part of the ASC, you are fulfilling:**

- Tradition 5 – Primary purpose is to carry the message to the addict who still suffers

- Tradition 9 – a committee, directly responsible to those they serve.

Remember: "We are but trusted servants"

10  **Area Service Committee Consist of:**

Administrative Officers:

- Chair & Vice-chair
- Secretary
- Treasurer & Alternate Treasurer
- RCM & Alternate RCM

Subcommittee Chairpersons:

- H&I - Public Relations - Phone line - Website
- Special Events -Literature - Ad-Hoc

- Duties for the positions are outlined in:
- *A Guide to Local Service* pg. 49 - 53

11  **Principles that guide all SASC delivery of services to the NA groups**

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12  **Administrative Officers & Subcommittee**

The chairpersons presents status reports of their service activities happening in the Susquehanna Area.

This meeting is open

to any NA members

13  **NA meetings are governed loosely according to the "Robert's Rule of Order"**

- 2 1. Point of Order
 2. Point of Information
 3. Parliamentary Inquiry
 4. Point of Personal Privilege
 5. Call for a Vote
 - 6.
- * Pg. 4 in "Handbook for GSR's"

14  **Meeting Outline
Agenda**

- I. Call to Order: (Chair)
 - Serenity Prayer
- II. Area of Service Reading
 - 12 Traditions / 12 Concepts / GSR Responsibilities
- III. Attendance: (Chair)
 - 43 (currently) homegroup in the area is called individually
 - HG GSR responds if "voting/not voting"

15  **Meeting Outline
Agenda**

- A member of HG can represent their group if GSR or alt GSR is absent, but cannot vote.
- Chair will announce the numbers of GSR voting, if > 2/3 of GSR's are voting, then there will be a quorum (meaning there are enough GSR present to vote on motions)
 - *See motion form
- Motion forms will be valid to be turned in if it is signed and co-signed by a GSR and/or subcommittee chair
- IV. New GSR Announcement: (Chair)
 - Chair officer will ask if there are any new GSR's. The Secretary will provide new GSR orientation packet & offer GSR orientation.
- V. New Group Announcement: (Chair)
 - Chair officer will ask the panel if there are any new group (meeting) that would like to start in our area (New group is not allowed to vote on their first meeting – they will be given a starter packet by the Literature Chair)

16  **Subcommittee Reports**

- PI/Outreach > H&I
- Phone Line > Archivist
- PI > Treasurer/Vice-Treasurer
- Literature >RCM/RCM II
- Activities > Vice-Chair
- Ad Hoc

* Questions may be asked after each Chair person gives report *

VI. Approval of last month's Minutes: (Voting) GSR's & Subcommittee Chair

VII. Sharing Session: (Table open to everyone to talk about NA issues)

17  **Meeting Outline**

Agenda

VIII. Old Business:

- Discussion of any issues from previous meeting that were unresolved
- Any motions tabled from last meeting

IX. New Business (Chair officer)

- Motions are read one at a time by order it was turned in to the Secretary
- Writer of motion may elaborate on motion
- Robert's Rule of Order
- Chair officer takes 3 pros / 3 cons from any NA members in the meeting excluding officers
- Panel votes – Chair officer calls a hand raising vote on motions: yes/no/abstain
- Motion can be amended or tabled or thrown out of order by the Chair officer

18  **Meeting Outline**

Agenda

XI. Vote to Extend Meeting: (if meeting is going to go beyond 9 PM)

XII. Final Treasure Report: (Treasurer)

XIII. Close Meeting

- Serenity Prayer

* Be Of Service *

19  **DURING THE MEETING**

- Take notes during the meeting
- Be part of with discussion
- Literature committee will be handing out orders during meeting.
- Before you leave the meeting, make sure that you have your orders
- Pick-up any new flyers
- Take back all information received in the Area to be announced to your homegroup or any other meeting you attend.