

GSR Orientation Packet

What is a GSR ?

- An elected trusted servant of their home 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 ASC.
- 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 Tradition, Policy, and the 12 Concepts.

How do they do it?

- Attend the group business meeting regularly.
- Attend the ASC meeting monthly.
- Report to the ASC, the group status, donations, 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 sub-committees of the ASC.
 - I. What do the sub-committees do?
 - II. When do they meet?
 - III. Who may attend?
 - IV. Which sub-committees need support?
- Attend sub-committee meetings.
- Learn the service structure.
- Learn what the ASC, RSC, WSC, WSO, etc are.
- Review 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 willingness to learn the duties of a GSR.

How does a group take care of its business?

- At the monthly service meeting, where recommendations are voted on for the literature purchases, Area donations, rent, etc. (it is suggested that your group service meeting be held the week before Area Meeting.
- By group conscience.
- 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 service meetings when important issues surface, like a literature review, a group conscience, etc.

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?

-Usually GSR's make one report to the group at the monthly service 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 groups or sub-committees special business. They meet outside of the regular meeting time, usually just before or just after.

What is a group conscience?

- An informed vote taken by the group as a whole.
- An expression of our Higher Power'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 service meeting if a member feels it is necessary.

How does the Area donation get from the group to the Area?

-The group decides at their regular monthly meeting if and how much of a donation they can make to ASC. A check or money is prepared and sent with the GSR or group representative to the regular monthly meeting.

GSR report: Group level-may include

- Attendance of groups and elected trusted servants of the ASC.
- Open positions at Area and Region.
- Motions or proposals 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 the goings-on at the ASC. I.e. The agenda, how to make a proposal, 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 meetings at the RSC?

A Rough Guide to the Area Service Committee (ASC) Meeting

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?

Chairperson-Facilitates the ASC and ensures that the ASC keeps to the agenda of business.

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

Secretary Records what happens at the ASC in the form of minutes, which are sent to each group via the Group Service Representative (GSR).

Treasurer-Keeps the bank account in order, receives donations, pays the bills, ensures that the sub-committees have their 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 understand what is going on at the ASC.

RCM 2 (Alternate)-Supports the RCM1.

Area Sub-committees-Include Public Relations (PR), Literature, Activities, News Letter, Campout, ad-hoc, and Policy and Procedure

Regular ASC Meeting Agenda

- Call to order
- Moment of silence for the still-suffering addict, followed by the service prayer
- Welcoming of any new groups or GSR's to the CVIA
- Twelve Concepts for NA Service
- Roll call
- Approval of the minutes
- Administrative officers reports
- Sub-committee reports
- Elections
- Break (10 minutes)
- Second roll call
- Sharing sessions (GSR and open sharing)
- Treasurers ending balance
- Confirmation of next meeting
- Adjourn meeting with the "We" version of the Serenity Prayer

Do's and Don'ts, Why's and How's of an ASC Meeting

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 or whom 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 literature (A guide to Local Services, 12 Concepts, and Area policy and Procedure).
- Do read the minutes from the last meeting prior to attending the ASC (found on the cviana.ca website).
- Do read advance reports prior to attending the ASC.
- Do participate in a sub-committee meeting.
- Do mentor an Alt.GSR to take your place before your commitment is done.

Don'ts:

- Don't show up late.
- Don't be disrespectful.
- Don't leave early without having a backup for the information.
- Don't vote without understanding.
- Don't forget to ask your RCM's for help (this is part of their job, to help the GSR's).

Why are we here?

- To bring information from the groups to Area.
- To bring information from Area to the 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, integrity, humility, and honesty.
- Work the NA steps.
- Share what you learn.
- Help others.
- Participate.
- Always be teachable.

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 Booklet Item #2202)
- 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 group's 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 or the announcements on the website, which should ensure accurate information.)
- Keep the PR committee informed of meeting changes to avoid addicts being misdirected.
- 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 participate in decision making regarding motions before the ASC.
- Carry motions, fliers, announcements, reports and forms back to the groups.
- Bring the group's donation to the ASC and give 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 Twelve, particularly during any decision making, and carry the group's conscience.

Good Questions to Ponder and Perhaps Discuss with Others

1. Why do we have suggested clean time with positions?
2. If you were asked to express your feelings of what group conscience means to you, what would you say?
3. What are the priorities at a meeting of the CVIA 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 proposal is for?
6. How do your principles influence your voting?
7. What are my expectations before, during and after an ASC meeting?
8. Is policy important? Why?
9. Do I get confused at an Area meeting? If so, how can we change that?
10. What is the purpose of having an Area Service Committee?
11. What is C.A.R. and how are you involved as a member of NA?
12. What is the role of the 7TH tradition in the Area and NA as a whole?
13. What are the responsibilities of your position?
14. Where do spiritual principles play a part in service?

Alphabet Soup

"What does that mean??"

TERM	DEFINITION
ASC	Area Service Committee
CAR	Conference Agenda Report
CVIA	Central Vancouver Island Area
GSR	Group Service Representative
GSR Alt.	Group Service Representative Alternate
IP	Informational pamphlet
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Services
PI	Public Information
PR	Public Relations
P&P	Policy and Procedure
RCM	Regional Committee Member
RD	Regional Delegate
RDA	Regional Delegate Alternate
RSC	Regional Service Committee
RSO	Regional Service Office
WB	World Board
WSC	World Service Conference
WSO	World Service Office

The Twelve Concepts for NA Service

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 Traditions of Narcotics Anonymous

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.

The Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked him to remove our shortcomings.
8. We made a list of all persons we had harmed and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as *we understood him*, praying only for knowledge of his will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

List of Suggested Tools for Area Service Work

Suggested Reading Material

- A Guide to Local Services in Narcotics Anonymous
- Twelve Concepts for NA Service
- Item # 1600 The Group Booklet (Revised)
- Item #2202 Group Business Meetings
- Item #2203 Group Trusted Servants: Roles and Responsibility
- Item # 2206 Principles & Leadership in NA Service
- IP # 2 The Group
- It Works: How and Why (The Twelve Steps and Twelve Traditions of Narcotics Anonymous)
- CVIA Service Committee of Narcotics Anonymous Policy and Procedures

Narcotics Anonymous Websites

www.cviana.ca (Central Vancouver Island Area Narcotics Anonymous)

www.bcrna.ca (British Columbia Region Narcotics Anonymous)

www.na.org (Narcotics Anonymous World Services)

Other Suggested Tools

- Step work
- Prayer
- Calling a sponsor
- A dictionary
- Area minutes
- Learning Days
- Networking in the Fellowship
- Phone calls
- Unity version of the Serenity Prayer
- Any other spiritual, creative action you can think of

***Please note; that a group may provide some of the suggested literature for its trusted servants. (Service guides and pamphlets) When term is over, please return them to the group.

**Central Vancouver Island Area Service Committee
GSR Home-Group Inventory Form**

Group Name: _____ Month: _____

GSR: _____ Phone #: _____

Email: _____

Average Attendance: _____ Newcomers: _____ Visitors: _____

FINANCIALS:

INCOME

Beginning Balance: \$ _____

7TH Tradition: \$ _____

Literature: \$ _____

TOTAL: \$ _____

EXPENSES

Rent: \$ _____

Supplies: \$ _____

Literature: \$ _____

TOTAL: \$ _____

ASC DONATION: \$ _____

ENDING BALANCE \$ _____

CAKES

Name	Date	Years Clean
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The Home-Group Inventory Form does not have to be read out at the Central Vancouver Island Area Meeting. The Home-Group Inventory Form should only become a topic of discussion at the area table when a Home-Group needs to discuss issues of accountability.

*****Note: For printable copies, this page can be found at www.cviana.ca under "resources", or it can also be obtained from the Area secretary**

*****Note: "Live" GSR forms can be filled out at www.cviana.ca . Click on "service", scroll down to GSR reports to Area Service Committee and click on the link.**