



GROUP SERVICE

REPRESENTATIVE

(G.S.R.)

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.

GUIDELINES FOR GROUP SERVICE REPRESENTATIVES (GSR'S)

(Taken directly from A Guide To Local Services in Narcotics Anonymous)

Groups maintain contact with the rest of Narcotics Anonymous through representatives selected to participate on the groups' behalf in the NA service structure.

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 groups' 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.

- 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.
- 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.
- 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.
- 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.
- At least once a year, the group service representative attends the regional assembly.

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.

What are the GSR's responsibilities?

- ⌚ Review the prior ASC minutes and prepare yourself for the next ASC meeting.
- ⌚ Bring group concerns to the ASC.
- ⌚ Show up early for literature.
- ⌚ Collect flyers and handouts to be brought back to the group.
- ⌚ Purchase literature for the group.
- ⌚ Bring group donations to the area.
- ⌚ Takes notes and question matters you do not understand.
- ⌚ Participate in discussions.
- ⌚ Vote and carry your group's conscience.
- ⌚ Make a GSR Report to your area.

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.

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 REPORT should include:

- Motions that were voted on.
- Elections.
- Motions from the Area, Region and World that requires the vote of the group.
- New meetings, meetings that are closed and meetings that need support.
- Upcoming activities.
- Area sub-committee issues, status, concerns and news.
- Area donations.
- Issues or concerns discussed at the ASC which effect groups, area, region or world, or Narcotics Anonymous as a whole.
- Attendance of groups and Elected trusted servants of the ASC.
- Open positions at Area and Region.
- Points of discussions made during the ASC.
- Open positions within the sub-committees.

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.
- 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 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 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.

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 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 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.

Points the GSR should be mindful of at the ASC-

- The GSR orientation is designed to help GSR's better understand the on goings at the ASC.
 - ie. 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 meeting at the RSC?
 - If not, did the Vice Chair of the Area go in their place and submit a report?

GSR Helpful Hints

- Bring heartfelt reports (i.e. helping newcomers, 12th Step calls, successes...)
- If report is lengthy and covers multiple topics, give it in sections, to allow others to ask questions.
- Be specific...what does “struggling” mean?
- Give GSR reports early in business meeting, so issues/needs may be identified in the general sharing/open forum section of the business meeting.
- Do not include here-say or personal opinions in your report, however, if asked for your opinion, you should give it if you feel comfortable with that.
- Don’t us “Us/Them” terminology.
- Provide resources (i.e. web addresses for NAWS/SENANA/Region; tools available on the na.org website, etc...)
- Provide your contact information for members, Groups, Areas that have questions.

The Southeast Nebraska Area (ASC) meeting is held the first Sunday of every month at 2:00 PM. Literature is distributed before ASC, during, and after.

- It is important that all GSR’s be present at the very start of the meeting in order to establish quorum and conduct business. It is suggested to show up early to hand in literature forms, monies, and assist with general set-up.
- To best serve your Home Group, we suggest you stay for the entire meeting, as you may miss valuable information to take back to your group.
- The location of the meeting is: **Berean Church 6400 S 70th St, North West Door, Basement**

Before the ASC meeting begins

Literature Order & ASC Donation upon arrival at the ASC meeting the Group Report and your ASC donation may be given to the Area Treasurer. You may use check, cash or money order for both the literature order and ASC donation. Your literature order may be emailed in or dropped off on a current literature order form.

Meeting Lists, Written Reports, and Announcements Announcements, if any, are located on the table designated by the Admin committee. Use your judgment on the number of announcements to pick up. Often times there are only enough for one announcement for each group. Announcements can also be submitted to the Area's website before Area for approval. Meeting lists are brought by the PI committee and passed out, only take what you think is enough for your group. Written reports may be passed out by other members, be sure to take any information given out to share with your group.

During the ASC Meeting

The ASC meeting follows an agenda that is sent out by the Area Chairperson. The minutes of the meeting are sent out by the Secretary via email or regular mail so please bring them with you. The majority of the ASC meeting consists of verbal and written reports from the various ASC Administration and Subcommittees. It is recommended that you take notes in case something is missed or it is not recorded. Also, make a note of what positions are open and add them to your announcements to read at your homegroup. Take notes on what is said (not who said it) during open forum to add to your GSR report. Take notes on all motions under new and old business. Pay close attention to any motions that are sent backs to the groups to vote on. At the next ASC, you will need to vote the conscious of your group.

Voting:

Being a trusted servant and representative of their Home Group, a GSR may vote in one of three ways: "In Favor" (Yes) "Against" (No) "Abstain" (Neither in favor, nor against) Any questions concerning voting procedures or policies can be directed to the Policy Representative or Area Chairperson. It is better to ask questions if you don't understand, then to abstain from a vote!

After the ASC Meeting...

Back at the Group (This may vary from group to group) At the next group meeting, bring the group's literature and stock it accordingly. Give the group's treasurer the literature receipt and the donation receipt. Update the meeting lists by disposing last months, replacing them with the new ones you received at ASC. Update your announcements by disposing of the outdated ones and adding the new ones to your GSR report.

At Each Meeting... (This may vary from group to group, some announcements are done through the Secretary.) When the chairperson ask for any NA announcements, stand up and announce the upcoming events and open positions.

At the Next Business Meeting... Be prepared to give your report on the ASC meeting. Your report should consist of highlights from each report presented at the previous ASC meeting, topics under open forum, any motions voted on at the ASC, any new motions to be voted on by the group, and anything else that you think is noteworthy. Make sure that any motions to be voted on by the group are brought

up under new business at the group's business meeting. When these motions are brought up at the next ASC, vote the group's conscious.

Approximately Two Meetings Before the next ASC @ the home group... (This may vary from group to group) The amount of literature has to be inventoried. Using a blank literature order form, count the number of pamphlets, books, and medallions that is currently in stock. Give this to the treasurer.

Approximately One Meeting Before the next ASC @ the home group... (This may vary from group to group) The treasurer will provide you with a completed literature order form and a check, money order, or cash to purchase literature at the next ASC. The treasurer will also supply you with the group's donation to the ASC.

Communication is the Key 1. If you are unable to attend the ASC meeting, please contact your Alternate GSR to take your place. If the Alternate GSR is unavailable to take your place, then contact another trusted servant from the group. 2. The group's representation is requested monthly at the ASC.

List of suggested tools for 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.) Participation in Committee Meetings
- 13.) Networking in the Fellowship
- 14.) Traveling outside of home area
- 15.) Phone Calls
- 16.) Serenity Prayer
- 17.) 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.

Atmosphere of Recovery

1. Group Conscience

- a. Creating Atmosphere of Recovery
 - i. By consensus define Atmosphere of Recovery for your group
 - a. *Consider:*
 - 1. Time of day and day of week
 - 2. Demographics, children welcomed
 - 3. Type of meeting, format, facility expectations (language, smoking locations, etc)
 - ii. Write this definition out (you may decide to use it in your format)
 - iii. Develop a plan on how you will implement this
- b. Maintaining Atmosphere of Recovery
 - i. Discuss atmosphere of recovery in each group conscience
 - ii. Hold members accountable for fulfilling their responsibilities (before, during, and after the meeting)

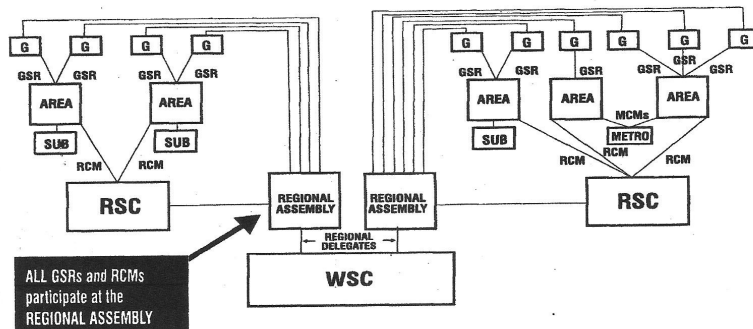
2. Trusted Servant/Member Training

- a. Creating Atmosphere of Recovery
 - i. Assign each Trusted Servant specific responsibilities related to Atmosphere of Recovery during meeting
 - ii. Have group members identify what they can/will do
 - iii. Establish clean time requirements for chairperson
- b. Maintaining Atmosphere of Recovery
 - i. Review chairperson's responsibility with new chairperson
 - ii. Co-chair with new chairperson
 - iii. Review Atmosphere of Recovery responsibilities with new Trusted Servants when elected

3. The Meeting/Meeting Format

- a. Creating Atmosphere of Recovery
 - i. Develop a format that is conducive to your definition of Atmosphere of Recovery
 - ii. Have format written out for the chairperson
 - iii. Include reminders on Atmosphere of Recovery
- b. Maintaining Atmosphere of Recovery
 - i. Chairperson has the responsibility and authority to implement Atmosphere of Recovery plan
 - ii. Other Trusted Servants could and should step up to assist
 - iii. Home Group members should role model appropriate behavior

NA SERVICE STRUCTURE



GROUP REPORT FORMS

SENANA GROUP REPORT

DATE: _____.

GROUP NAME: _____.

LOCATION OF MEETING: _____.

TYPE OF MEETING: _____.

ATTENDANCE: _____ NEWCOMERS: _____.

DONATION TO AREA: \$ _____ LITERATURE: \$ _____.

BUSINESS MEETING HELD: _____.

GROUP POSITIONS OPEN: _____.

PROBLEMS OR SITUATIONS: _____.

G.S.R. : _____

ALTERNATE G.S.R. : _____

SENANA GROUP REPORT:

Group Name: _____

GSR Information ALT-GSR

Name: _____ Name: _____

Mailing Address: _____ Mailing address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Group Information to Report:

ASC Donation:	Attendance:
Literature Order:	Newcomers:

GROUP INVENTORY

1. What are we doing to welcome newcomers?

2. What are we doing to keep the old-timers involved?

3. Are our trusted servant positions filled?

If not, why?

What can we do to change that?

Is there rotation annually?

4. What do we do to prepare our trusted servants?

Do we provide "The Group" IP?

Do we provide a "Treasurer's Handbook?"

5. What do we do to foster good relations with the meeting facility?

6. What do we do, as a group, to foster appropriate behavior by our meeting attendees? (Before, during and after, inside and outside)

7. What do we do, as a group, to stop inappropriate behavior by our meeting attendees?

Would you want us as a neighbor?

8. What do we do with the 7th Tradition money?

Are contributions to NA Services part of our group's self-support?

9. Is there a clear NA message?

How?

10. How does our group demonstrate unity?

11. Are we a "Group" or just a "Meeting?"

12. Are there any other issues, comments or concerns about our group?
