



**MIDWEST TENNESSEE AREA
OF
NARCOTICS ANONYMOUS**

GSR ORIENTATION BOOKLET

This booklet was created by the Chattanooga Area Outreach subcommittee 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.

This book was adopted by the Midwest Tennessee Area of Narcotics Anonymous by group vote on June 24, 2012

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GROUP SERVICE REPRESENTATIVE (GSR) AS DESCRIBED BY OUR LITERATURE

***The following passage is reproduced from
A Guide to Local Services in NA page 95.***

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' 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 GUIDE

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.

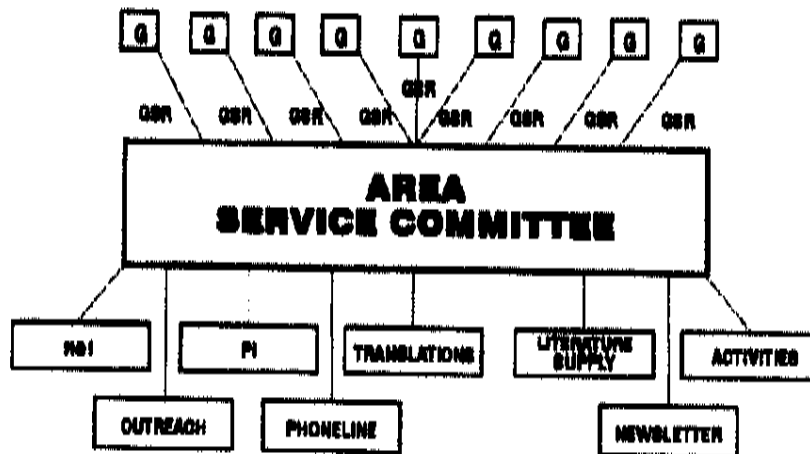
What are the Qualifications of a GSR

- 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.

AREA SERVICE COMMITTEE (ASC)

*The following passage and chart are reproduced from
A Guide to Local Services in NA page 52.*

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 area guidelines and each subcommittee has a set of guidelines.



GLOSSARY OF TERMS

Addicts with Additional Needs

Additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitation imposed by use of wheelchairs. Reaching addicts with additional needs and making our meetings and other services more accessible to them is an obligation our fellowship takes very seriously at all levels of its service structure.

Area Service Committee (ASC)

A committee created to provide common services for NA groups in a specific locale. Composed of GSRs (Trusted Servants of the Group), ASC officers (Trusted Servants of the ASC) and Subcommittee Chairpersons (Trusted Servants of the ASC). Usually part of a region, to which it sends RCMs.

Closed Meetings

NA recovery meetings that are closed to nonaddicts.

Common Needs (Special Interests)

A tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common – for example, men's or women's groups or gay or lesbian groups.

Conference-approved Literature

See NA-approved literature

Fellowship approved literature

See NA-approved literature

Group Service Representative (GSR)

Elected by an NA group to participate on the group's behalf in the ASC

Home Group

The group an NA member calls "home". Home group membership calls for regular attendance of its recovery meeting, financial and voluntary service support and participation in conscience-building and decision-making processes.

Hospitals and Institutions (H&I)

A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

NA Way Magazine

The NA Fellowship's quarterly journal, published in various languages.

NA-approved literature

Literature officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference. Also referred to as "fellowship-approved literature". Formerly known as "conference-approved literature" at a time when the entire WSC voted on the approval of new NA literature.

Open Meetings

NA recovery meetings that allow attendance of nonaddicts.

Public Information (PI)

A field of service usually covered by one ASC subcommittee

devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at-large so that addicts seeking recovery will be referred to Narcotics Anonymous

RCM

See regional committee member

Regional Assembly

A gathering of RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the annual WSC meeting. The regional delegate is elected at the assembly.

Regional Committee Member (RCM)

Elected by an ASC to participate on the area's behalf on the regional service committee.

Regional Delegate (RD)

A World Service Conference participant elected by a region's GSRs and RCMs.

Regional Service Committee (RSC)

A body that draws together the combined service experience of a number of adjoining areas for those areas' mutual support. Composed of RCMs, the regional delegate and alternate delegate, and others as needed.

Service Bulletins

Articles, position papers, and food for thought on a variety of NA service-related topics. A number of such bulletins are available from our World Service Office.

Shared Service Committee

A committee created by two or more area or regional

committees to fulfill one or two needs both territories have in common. In a state, province, or nation with more than one region, such a committee would interact on those regions' behalf with state, provincial, or national government, professional, religious, and civic organizations. Funded by and accountable to those who created it.

Sharing Session

A nonbusiness portion of the agenda of most NA service board or committee meetings. Somewhat more informal than the rest of the meeting because of the suspension of the ordinary rules of order. Facilitates wide-ranging, open discussion on committee issues and group problems. Allows for development of group conscience necessary before spiritually sound decisions can be made in ordinary business session.

Special Interest (Common Needs)

A tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common – for example, men's or women's groups or gay or lesbian groups.

Trusted Servant

An NA euphemism for "leader", "official", or "officer". Derived from NA's Second Tradition, in which NA leaders are characterized as "trusted servants" as opposed to governors.

Twelve Concepts for NA Service

One of three bodies of basic NA principles, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

Twelve Steps

One of three bodies of basic NA principle, the steps describe

NA's regimen leading to personal recovery and a spiritual awakening.

Twelve Traditions

One of three bodies of basic NA principle, the traditions provides guidance for the behavior of NA groups, helping the groups maintain their independence while nurturing their unity.

World Service Conference (WSC)

A deliberative body composed of regional delegates and world-level trusted servants, the WSC provides an effective voice and active conscience for the worldwide NA Fellowship.

World Service Conference Report

The full reports of the World Service Conference and its boards and committees. Formerly known as the Fellowship Report

World Service Office (WSO)

World Service Board headquarters (Los Angeles) and branch facilities (Canada, Europe)

WSC

See World Service Conference

WSO

See World Service Office

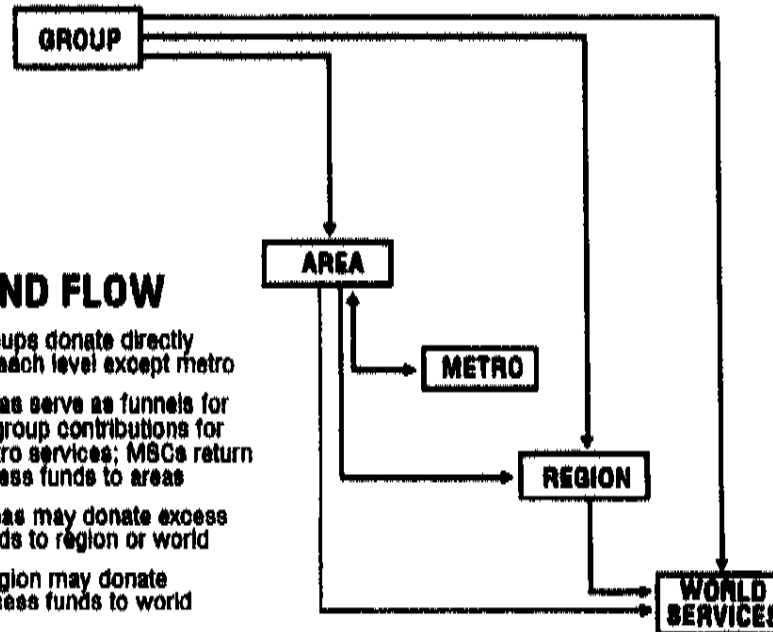
FLOW OF FUNDS

The following passage and chart are reproduced from A Guide to Local Services in NA page 62.

Narcotics Anonymous groups directly support area, regional, and world services from money left over after covering their own expenses. Area committees, after setting money aside to cover budgeted expenses, are encouraged to do the same with their surplus funds, sending it on to the other levels of the service structure.

FUND FLOW

- 1) Groups donate directly to each level except metro
- 2) Areas serve as funnels for all group contributions for metro services; MSCs return excess funds to areas
- 3) Areas may donate excess funds to region or world
- 4) Region may donate excess funds to world



LIST OF SUGGESTED TOOLS FOR AREA SERVICE

- Step Work
- Prayer
- Calling Sponsor
- Pen and Paper
- A Dictionary
- Twelve Concepts for NA Service
- Twelve Traditions
- A Guide Local Services in NA
- Copy of Area Guidelines / Policy
- Area Minutes
- The Group Booklet (Revised)
- IP #2 The Group
- Trusted Servant Workshops
- Conference Agenda Report
- Attend Regional Assembly
- Learning Days
- Phone Calls
- Any other spiritual, creative action you can think of.

Please note that a home group or Outreach may provide some of the suggested NA literature for its trusted servants.

EFFECTIVE OSR REPORTING

Topics Your Group Report To Area Could Contain:

- Time and location(s) of the group's meetings
- Current format or changes in format
- New trusted servants within the group
- Donation info
- Request for services from the ASC or it's subcommittee's
- Attendance numbers
- Specific issues that other groups might have experience with that could help the group you belong to. (disruptions, theft, chronic low attendance, etc.)

Important Topics To Take Back To Your Group From Area

- Group and meeting updates and changes from others in our Area
- Pick up meeting schedules
- Highlights from each Subcommittee
- Highlights from the Regional report
- Amount and use of funds at the Area and Regional levels
- Motions and information and discussion about new motions
- Nominations
- Election info
- Event info and flyers
- Times and meetings of clean time Anniversaries
- What was shared about during the "Sharing Session"

SAMPLE AREA MEETING AGENDA

Call To Order

- Reading of the Serenity Prayer
- Reading of the Twelve Traditions and Twelve Concepts
- Read the Purpose and Function of the ASC from our Guidelines
- Roll call - Chair, Vice Chair, Secretary, Treasurer, RCM, PI, Activities, Outreach, H&I
- Welcome new groups to our humble Area Service Committee
- Recognize newly eligible groups to voting
- Establish Quorum - Group Roll Call
- Approval of last month's minutes (additions or corrections are made)

Reports

- Administrative officers' reports-Chair,Vice Chair, Secretary, RCM
- Group reports
- Special (ad hoc) committee reports
- Standing subcommittee reports- PI, Activities, Outreach, H&I

Break - 10 Minutes

Sharing Session

General discussion of group concerns and issues raised by reports.

Old Business

Motions are in order regarding business left over from previous meetings.

Nominations And Elections

Treasurer's Report

New Business

Motions are in order regarding business that is new to this committee.

Announcements

Adjournment

SAMPLE AREA MOTION FORM

Date: _____

Motion By: _____

Seconded By: _____

Motion: _____

Intent: _____

Amendment: _____

Motion # _____

Housekeeping or Group (circle one)

Status: No Second Tabled Passed Failed

Vote: For Against Abstain

SAMPLE AREA SERVICE RESUME

Regarding Your Casc Service Nomination

Dear N.A. Member:

Before you complete your Service Resume form, we would like to ask you to look carefully at service at the Area level. The position for which you may be nominated will require that you make a commitment of at least one year, with the possibility that your commitment could extend for several years. This means that you will be expected to make a considerable investment of your time and resources. For committee chairpersons and vice chairpersons, this means you should be prepared to attend all monthly Area Service Committee meetings as well all your scheduled committee meetings. Certainly you will have work to do at home in your spare time such as reading or writing reports, and will spend time on the telephone with other trusted servants discussing the plans and objectives of your work.

In order to provide our fellowship with the very best level of service possible, we ask that you carefully consider the responsibilities that go with the elected position for which you may be nominated. You may wish to consult your family, your sponsor or your employer. Talking with other members who have served at the area level may give you additional insights into the commitment involved. Service work has many rewards and may have a profound, positive effect on your life and personal recovery. However, it does not come without hard work, long hours, dedication, and personal sacrifice. If, after careful consideration, you feel you need to decline your nomination at this time, your peers will certainly understand and respect your decision to wait until you can freely make the necessary long-term commitment. Service to Narcotics Anonymous can take many forms, and Area service is but one way to carry the message of recovery.

In loving fellowship,
Area Service Committee

SAMPLE AREA SERVICE RESUME

Date Received: _____ Name: _____
Clean Date: _____ Total Clean Time: _____
Address: _____ Phone Number: _____
Nominated Position: _____ Length of Commitment: _____
Nominated By: _____ Seconded By: _____

Please list all group, area, regional and world service positions you have held within the past five years and approximate dates for each period of service: _____

If you have not completed a term as a trusted servant or have been removed from a service position in the past five years, please explain: _____

What resources and experience (school, work, volunteer, etc) do you believe you can bring to the position for which you have been nominated: _____

Please include any other information which you consider relevant to your nomination: _____

I have read the attached letter and am willing to make the necessary commitment as a trusted servant of the _____ Area Service Committee, and if elected, pledge to perform the duties relative to my position to the best of my ability. I understand that any committee or person handling any NA funds is completely accountable for these funds at all times.