

# GSR Toolkit



**Greater Albuquerque  
Area Service Committee  
of Narcotics Anonymous  
(GAASC)**

July, 2011



# GAASC **GSR Toolkit Contents**

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## **Helpful Material not Included in this Packet:**

- **Twelve Concepts for NA Service Booklet**
- **Guide to Local Service**
- **Group Business Meeting Pamphlet**
- **Disruptive and Violent Behavior Pamphlet**
- **Group Trusted Servants: Roles and Responsibilities Pamphlet**
- **Principles and Leadership in NA Service Pamphlet**

## **Welcome to the Greater Albuquerque Area Service Committee!**

The Area Service Committee (ASC) is the tool an NA community uses to provide services to its member groups. Additionally, the Area Service Committee is the link between the groups and the Regional Service Committee, and the RSC is the link between our Area and NA World Services.

**As a GSR, you are the link between your group and NA as a whole.** Your primary task is to convey information back and forth between your group and the Area Service Committee. If you don't understand something, please ask questions! Chances are, if it doesn't make sense to you, someone else is also confused. Ultimately, **being a GSR is all about communication.** As a GSR, you will help make decisions about what we do as an area. Whether an issue is something you feel comfortable deciding at the ASC or whether it should go back to the Group for their conscience is something you will decide at the meeting. Generally, those issues that affect the business of the ASC can be handled here, and issues that affect NA as a whole – like big changes in policy – go back to the groups.

**Voting practices:** We use motions to help decide issues. One reason motions help us is that only one issue is being decided at any one time. When a motion is made and seconded, we discuss it as a group. When a vote is called, you have three choices: you can vote yes, vote no, or abstain from voting. A GSR may abstain from voting if you're not sure, don't understand, or don't feel comfortable being involved in a vote at this time. For the purposes of counting, an abstention counts as a "no" vote. If many people are abstaining, it may be that we aren't yet ready as a body to vote on an issue.

**The Area Service Committee is responsible to the groups it serves.** We are here to do things that would be too much for the groups to take on individually, or that might distract us from our primary purpose of carrying the message. **The ASC consists of GSRs and their alternates, administrative officers, and subcommittee chairpersons.** The ASC uses subcommittees to provide the services that help to carry the message. We put on activities and events, maintain the phone line, take meetings to hospitals, institutions and outlying areas, and inform addicts and the public about Narcotics Anonymous. If you are serving as a GSR or GSR alternate, we encourage you to get involved in a subcommittee. It's a great way to learn about service, and to help carry the message.

## GAASC Service Positions

1. Chairperson - facilitates the ASC and ensures that the ASC keeps to the agenda of business
2. Vice Chair - supports the Chairperson, coordinates with the area sub-committees, and stands in if the Chairperson is absent. Fills in vacant sub-committee chair positions until they can be filled. Generally moves into Chairperson position
3. Treasurer - receives donations, pays the bills, keeps the bank account in order, ensures sub-committees have the funds needed to conduct their business, & keeps records of all transactions
4. Secretary - records what happens at the ASC in the form of minutes, and distributes the minutes
5. Historian - maintains archives of past minutes and updates the guidelines
6. Regional Committee Member 1 (RCM1) - liaison between the ASC & RSC
7. Regional Committee Member 2 (RCM2) - supports the RCM1. This is a learning position. Generally moves into the RCM1 position
8. Group Service Representative (GSR) - liaison between the group and the GAASC. Suggested clean time is one year
9. Alternate Group Service Representative - supports the GSR. This is a learning position, like RCM2 or Vice Chair. Generally moves into the GSR position to provide continuity
10. Standing Area Sub-committees: Activities, Communications, Hospitals and Institutions (H&I), Literature, Outreach, Phonelines, and Public Relations (PR)

**The Area Service Committee has expenses**, and the Seventh Tradition tells us we ought to be self supporting. Our member groups support our services through monthly donations. After a group has met its expenses and set aside a small amount to cover expenses in an emergency (we call this the prudent reserve), it's suggested that the group pass the remainder of its funds on to provide services in the area, region and world. You might want to read the pamphlets, *Money Matters: Self-Support in NA* and *Funding NA Services* for more information on our fund flow.

In NA, our primary tools for guidance are our Twelve Steps, Twelve Traditions, and Twelve Concepts. We also create guidelines to help us practice these principles, and you will find these in our Area Policy Handbook and in the Guide to Local Services in NA. Please take the time to read these materials, ask questions, and attend workshops. The more you know, the better we function. Above all, **Welcome!** And thank you for your willingness to serve. Together, we are doing something we could not do alone.

Greater Albuquerque Area Service Committee  
Sample Agenda  
Meeting Date, 201x

1. 10:00a.m. - Open meeting with moment of silence followed by the Serenity Prayer
2. The 12 Traditions
3. The 12 Concepts of Service
4. New GSR introductions and Roll Call
5. Approval of the Minutes
6. Call for Written Reports (all GSR's and subcommittee chairpersons)
7. Reports
  - a. Chair
  - b. Vice-Chair
  - c. Secretary
  - d. Historian
  - e. RCM1 & RCM2
  - f. Activities
  - g. Communications
  - h. Hospitals & Institutions
  - i. Outreach
  - j. Phonelines
  - k. Public Relations
  - l. Literature
  - m. Treasurer
8. Group Announcements, Issues, and Concerns; Visitors
9. Call for Motions
10. 10 Minute Break
11. Recognition of New Groups
12. Elections:
  - a. Current Elections – (if there are any)
  - b. Upcoming Elections:
    - i. August: Secretary, Historian, Outreach
    - ii. September: Public Relations, RCM2
    - iii. December: Area Chair, Vice-chair, Treasurer
13. Old Business
  - a. Motions up for voting today
  - b. Motions that had been referred to the groups
  - c. Ad-Hoc Committee reports
14. New Business
  - a. Business we can accomplish today
  - b. Motions submitted today
15. For the Good of the Fellowship – open sharing
16. Close the meeting with the Third Step Prayer



## Sample GSR Report to the Home Group Business Meeting

- Give report to your home group at the regularly scheduled business meeting
- Members should have time to think about, reflect upon, pray about, or talk to other members about any issues or motions before a decision needs to be made
- Reports should be written so any home group member who missed the group business meeting can read the information that you shared, and may be kept on file with the Group Secretary
- The following is the information your report should contain:
  - Vacant positions at the ASC, including clean time requirements and brief description of responsibilities
  - Events, activities, announcements, or issues from other groups or sub-committees (if not done during the GSR Report during the meeting)
  - Brief review of Reports given at the ASC
  - Motions
    - How you voted on any motions that the group voted on. If you voted differently from the group conscience because new information was presented, share the new information and explain why you voted contrary to the group conscience. Be prepared for your group to question your decision. You may have to admit you were wrong.
    - Provide information and pro's and con's for new motions that need to be voted on:
      - Area Motions
      - Regional Motions
      - World Motions
    - Any ideas you have to discuss with the group to bring back to the ASC

After your report, the members should ask questions and/or discuss your report.

**At the group business meeting preceding the ASC meeting, you will gather any information, including the group conscience, on any motions or issues that you will need to present to the ASC.**



## Sample Format for GSR Report to the Home Group

	Record your information here
<p>Vacant Positions</p> <ul style="list-style-type: none"><li>• Area</li><li>• Region</li></ul> <p>(Include clean time requirements)</p>	
<p>Events, Activities, Issues, &amp; Group Announcements</p>	
<p>Review of Reports</p>	
<p>Motions &amp; Outcomes:</p> <ol style="list-style-type: none"><li>1. How you voted on motions</li><li>2. Outcome of each motion</li><li>3. Motions to be discussed at group to be voted on at:<ul style="list-style-type: none"><li>* Area</li><li>* Region</li><li>* World</li></ul></li></ol>	
<p>Any ideas you have to discuss with the group</p>	



## GAASC Acronym List (Abbreviations) & Limited Glossary

Acronym	Term
ASC	Area Service Committee
CAR	Conference Agenda Report
CAT	Conference Approval Track
GAASC	Greater Albuquerque Area Service Committee- "Area"
GSR	Group Service Representative
GSR Alt	Group Service Representative Alternate
H&I	Hospitals & Institutions Subcommittee
IP	Information Pamphlet
LSC	Local Service Committee- helps to organize the RGRCA, see below
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Service
PR	Public Relations (formerly PI- Public Information, but changed to PR)
RCC	Regional Convention Corporation - responsible for business of the RGRCA, see below
RCM1	Regional Committee Member 1- usually serves first as RCM2
RCM2	Regional Committee Member 2
RD	Regional Delegate - usually services as RDA first
RDA	Regional Delegate Alternate
RGRCA	Rio Grande Region Convention of Narcotics Anonymous
RGRSC	Regional Service Committee- "Region" or "RSC"
WB	World Board
WSC	World Service Conference
WSO	World Service Office



## Parliamentary Procedures at a Glance

<b>To Do This:</b>	<b>You Say This:</b>	<b>May You Interrupt the Speaker?</b>	<b>Must You Be Seconded?</b>	<b>Is the Motion Debatable?</b>	<b>Is the Motion Amendable?</b>	<b>What Vote is Required</b>
Introduce business (a primary motion; to bring the motion to the floor)	"I move that..."	No	Yes	Yes	Yes	Majority
Seconding a motion	"I second the motion..."	No	No second needed	N/A	N/A	N/A
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Request information	"Point of information."	If necessary	No	No	No	None, unless someone objects
Object to procedure or to a personal affront	"Point of order."	Yes	No	No	No	None
Postpone something of consideration	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Have something studied further	"I move we refer this matter to a committee."	No	Yes	Yes	Yes	Majority
Suspend further consideration of something	"I move we table it."	No	Yes	No	No	Majority
Take up a matter previously tabled	"I move we take from the table..."	No	Yes	No	No	Majority
Vote on a ruling by the chair	"I appeal the chair's decision."	Yes	Yes	Yes	No	Majority in the negative required to reverse chair's decision