

IEFASC GSR ORIENTATION

Who is a Group Service Representative (GSR)?

A GSR is an NA member who helps "form the foundation of our service structure. . . . GSRs 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."*

What is the Area Service Committee (ASC)?

The ASC is where the "work of delivering NA services to the groups and the community occurs."* You are a member of the Inland Empire Foothills Area Service Committee (IEFASC).

Why does an NA group need a GSR?

The GSR provides his or her group with a voice that can literally be heard around the world! GSRs carry the consciences of their groups to the local area, which can then be carried to the regional, and then on to the world. The GSR is the vehicle by which NA groups become part of our global fellowship. How does the GSR service position function? The GSR communicates information from the group to the ASC, and from the ASC to the group. The GSR attends the monthly ASC meeting, carrying his or her group's conscience on issues under consideration, as well as any other concerns or needs the group may have. The GSR also reports to his or her group about area business including motions made at the ASC meeting which passed and/or failed, any motions which will be under consideration at the next ASC meeting, and pertinent area, regional, or world activities or events taking place. About the ASC: The Area Service Committee assists NA groups in fulfilling their primary purpose of carrying the message by providing various resources. These include disseminating public information about NA to schools and other such facilities, taking NA panels to hospitals and institutions, making literature more readily available, printing and distributing a directory of NA meetings in the area, coordinating activities where members can socialize and celebrate their recovery, maintaining a functioning phone line so that correct meeting information can be relayed to anyone who calls. About the GSR: "GSRs bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers... 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 well informed. They should not only read and understand the reports of the ASC's officers and subcommittee chairpersons, they should also read the various handbooks published by the World Service Office (WSO) on each area of service. "After carefully considering their own conscience and what they know about how their group members feel, they should take active, critical parts in the discussions which form the group conscience of the entire committee."*

* All quotes are from A Guide to Local Services in Narcotics Anonymous

What happens at the monthly ASC meeting?

BEFORE THE MEETING On IEFA Website page <https://iefoothillsna.org/area-service-committee/> click on the link for GSR Orientation Hand Out and read it. Check in with GSR Orientation Moderator or Outreach Chair Person. You can use the chat window in zoom. This is IEFA 1st Virtual ASC Meeting and we will learn as "WE" go.

Check in With the Vice Chair of Area

In order to make sure your group maintains its status in the ASC, all GSRs must check in with the Vice Chair before the ASC meeting begins. This is so the ASC can make sure the meeting has met quorum and can conduct business on behalf of the area. You can use the chat window

and enter your meeting Name, Day and time of your meeting. Include if you are the GSR or other trusted servant for that meeting.

Placing the Literature Order

GSRs place the literature order for their groups each month immediately before the ASC meeting begins. If you have not already filled out an order form prior to your arrival, the literature committee provides blank order forms at the meeting. If you arrive late, literature orders may be placed up until one hour after the start of the ASC meeting.

Making the ASC Donation

After placing the literature order, give the group's ASC donation, in an envelope with the group's name and donation amount, to the Area Treasurer.

Obtaining Written Reports and other Printed Materials

The ASC chairperson normally provides minutes of the previous meeting, the agenda for the upcoming meeting, and other information to GSRs. In addition, the reports of some ASC officers, subcommittee chairs, and others will be printed and made available to you prior to the start of the ASC meeting. They can usually be found at the head table where the executive body sits. If you cannot find these materials, please ask your Outreach Subcommittee Chair for assistance.

DURING THE MEETING

The Meeting Agenda

The following is a sample agenda with brief explanations of each item.

IEFA ASC MEETING AGENDA (Current Date)

OPEN MEETING (8:30 p.m.) - Serenity Prayer

- A. READING 12 TRADITIONS**
- B. READING 12 CONCEPTS OF SERVICE**
- C. READING OF THE IEFA PURPOSE**
- D. APPROVAL OF AGENDA**

The agenda must be approved through a motion and a second. Any changes to be made to the agenda must be approved prior to the motion. For more information on motions please see below and the IEFASC Guidelines.

- E. APPROVAL OF MINUTES**

The minutes are the written record used to inform all non-attendees and attendees about what was discussed at a meeting. The minutes from the previous meeting have been submitted by the ASC's secretary and must be approved through a motion and a second. Any changes to the minutes must be made prior to the motion being approved.

- F. 1. BIRTHDAYS**

Any person attending the ASC meeting with a birthday in the month of the meeting (ex. ASC meeting is in June so anyone with a birthday in the month of June)) is asked to stand and announce their name, state of their disease, and what his or her birthday is.

2. NEW GSRS/NEW MEETINGS

Announcing that you are a new GSR for both a new group and established group is important. All new GSRS (Alternates included) are asked to stand, announce his or her name, state the nature of their disease, and what meeting they are representing. If he or she has not done so during orientation, it is asked that he or she signs in and leaves his or her contact information with the Outreach Subcommittee Chair. This is so the ASC can inform all meetings of changes within the ASC (ex, change of meeting location, change in start time or day, etc.)

G. CHAIR REPORT

The IEFASC Chair will give his or her report here if he or she has one.

H. VICE CHAIR REPORT

The IEFASC Vice Chair will give his or her report here if he or she has one

I. RCM REPORT

The Regional Committee Member (RCM) is the liaison from the ASC to the Region. This report is important and contains vital information about our Region to the ASC. The RCM is vital to the NA service structure in that they report not only what happens at the regional level but also brings back information from World Service.

J. SUBCOMMITTEE REPORTS

There are currently four active subcommittees (Activities, Hospitals and Institutions, Outreach, and Public Relations) in our Area. Each subcommittee chair will provide a brief report to the body. Along with the subcommittees, Literature, the Youth Liaison, and the LGBTQ Liaison will provide a report. Most reports will be printed and available at the front table for each GSR to pick up and bring back to his or her meeting. For more information about each subcommittee please refer to their respective guidelines or ask your Outreach Subcommittee Chair for information. It is encouraged by the ASC that all GSRS be a member of a subcommittee.

K. OLD BUSINESS

Old business is where items that were tabled at the previous ASC meeting are discussed. Items under old business can be tabled again, if the body decides to do so.

L. NEW BUSINESS

Any business not brought before the ASC previously will be discussed under new business.

M. INNOVATIONS AND CHALLENGES

If any meeting or group has challenges they would like to bring before the body, this is where a GSR might do this. A GSR may also talk to the Outreach Subcommittee Chair about any issues the group is having. This can include, but is not limited to, misappropriation of funds. Improper behavior at the meeting, help with meeting organization, or creating new group materials. If you have any questions or concerns, please feel free to ask your Outreach Subcommittee Chair. They are there to help you and the meeting/group.

N. TREASURER'S REPORT

The treasurer's report is last as it involves voting on the donation to region. The treasurer's report will be available at the front table. It includes all the donations made to

the ASC from all the groups or meetings. After all the donations have been collected and any motions involving money have been paid along with the ASC's monthly expenses, the treasurer will state what funds are left over. Only GSRs can vote on money matters.

O. CLOSING

The meeting is closed with the third step prayer chosen by the chair.

AFTER THE MEETING

Picking Up the Literature Order

When the meeting is over, the orders from the previous ASC are available to be picked up by GSRs, and will include the Information Pamphlets (IPs) and books ordered as well as flyers for upcoming events and meeting directories as needed.

BACK AT THE GROUP

Before the Next Group Meeting

Bring the literature order to the meeting and give it to the appropriate trusted servant or stock it as needed. Give the literature receipt to the group's treasurer. Update your announcements by getting rid of the outdated ones and adding new ones to your GSR report to the group.

Organize Your Report

Save everything. Minutes and reports are important, and they make it easier for the GSR to carry information back to the group. Meeting time is precious, but so is information. Put together a brief, written summary of the ASC meeting that can be read to the group. Taking notes at the ASC meeting helps to organize the GSR's report to the group and to ensure that it is clear and concise. Don't read flyers; provide information, and decide what information is important to your group. An announcement that merely lists various meetings which are in "need of support" may not be particularly helpful to your group, or to the meetings listed. A

Know What Matters to Your Group

As a GSR, you need to be familiar with what kind of information is important to your group. Your group might want to know about a convention happening in Madagascar, but most groups care more about what is happening closer to home.

Report on the Status of NA Funds

Provide specific information about how 7th Tradition funds are spent. Report on how much was spent on literature and how much of a donation was made to the ASC. Inform the group about such things as how much money was made (or lost) at the last area activity. Finally, keep the group informed about whether the ASC has a surplus of funds, or whether the area's funds are below its prudent reserve.

Cultivate Your Alternate GSR

When you have fulfilled your commitment as GSR, the group's Alternate GSR should be ready to step in and fill the commitment. That individual will more likely be ready to do so if he or she has regularly attended the ASC meetings with you, and has assisted you in providing the link between your group and the ASC. If there is no Alternate GSR when you have fulfilled your commitment, another member of the group will hopefully be willing to serve as the GSR. It will undoubtedly be easier to find someone to be of service if the outgoing GSR does not

characterize the position as one to dread or detest. To speak of the GSR commitment in this manner may scare off a member who might otherwise have found the experience to be rewarding. Being a good trusted servant requires the willingness to learn new things. Service can be an excellent means to acquire important qualities such as commitment, accountability, trustworthiness, and selflessness.