



Welcome to the Granite State of Narcotics Anonymous Area Service Committee. It can seem overwhelming and confusing the first time you come to Area so if you have any questions or concerns, please direct them to your Vice-Chair. His/her role will be assisting you in the transition to your very important role between the groups and Area Service. Below are some commonly asked questions and phrases you will hear at ASC (Area Service Committee).

What is the role of the 12 concepts?

These are the guiding principles for our service structure. Much like the 12 traditions are guiding principles for our groups' unity and the 12 steps are the guiding principles of the individual addicts' recovery.

What is the B.O.D.?

The board of directors; the purpose of such is strictly for legal purposes due to the fact that we are a registered non-profit with the government. The BOD is made up of individual addicts appointed by ASC members.

Meeting Lists – To be handed out to you as GSR from P.I. (Public Information) for you to take back to your group.

How do I get a flier approved?

All fliers must go through the activities chairperson and must include the NA logo, as well as the name of our area and contact information; Granite State Area of Narcotics Anonymous, 1-800-NA-Help-U and/or our website www.gsana.org.

What towns make up the Granite State Area of Narcotics Anonymous?

Grab a meeting list and take a look at the towns listed, those are the groups directly related to the GSANA.

Enclosed you will find:

- 1 G.S.R. Orientation Packet – created to assist in you knowing what your role is as a GSR and the function of the Area Service Committee and its meetings.
- 2 The Area Service Agenda designed to help you follow the order of our ASC meetings.
- 3 An example of and blank copy of the Group Report Form that you are to fill out and submit each ASC meeting. The sample is enclosed to help guide you through this process.
- 4 Contact Information form: Please fill out and give to the ASC secretary before you leave your first ASC meeting so that you will be included in the mailing list for ASC meetings
- 5 Contact list for current ASC representatives
- 6 Twelve Concepts for NA Service – for you to review as you seek to be an active member in Narcotics Anonymous through service work.



GROUP SERVICE

REPRESENTATIVE

(G.S.R.)

ORIENTATION 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.

Group Service Representatives (GSR)

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 service 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 Sheet

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.
- 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 the willingness to learn the duties of a GSR.

GSR Orientation Sheet

How does a group take care of its business?

- At the monthly service meeting, where the recommendations are voted on for literature purchases, Area donations, rent, etc. (it is suggested that your service meeting be held the week before the Area meeting)
- By group conscience. (please see page 4)
- 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 issue surface, like 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 GSRs 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 subcommittees special business. They meet outside of the regular meeting time, usually just before or 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's necessary.

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

- The group decides at their regular monthly service 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.

GSR report: Group level-may include

- Attendance of groups and Elected trusted servants of the ASC.
- Open positions at Area and Region.
- Motions 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 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?

List of suggested tools **for area 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.) Learning Days
- 13.) Networking in the Fellowship
- 14.) Traveling outside of home area
- 15.) Phone Calls
- 16.) Unity Version of the 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.

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 feeling of what group conscience means to you, what would you say?
- 3.) What are your priorities at a meeting of the Granite State Area 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 motion is for? If yes, write it out.
- 6.) How do your principles influence your voting?
- 7.) What are the reasons for abstentions? List them.
- 8.) What are my expectations before, during, and after an ASC meeting? List them.
- 9.) Is policy important? Why?
- 10.) Do I get confused at an area meeting? If so, how can we change that?
- 11.) What is the purpose of having an Area Service Committee?
- 12.) What is the C.A.R. and how are you involved as a member of N.A.?
- 13.) What is the role of the 7th tradition in the area and N.A. as a whole?
- 14.) What are the responsibilities of your position? List them.
- 15.) Where do spiritual principles play a part in service?

Contact Information

Name: _____

Group Representing: _____

Time & Night the Group Meets: _____

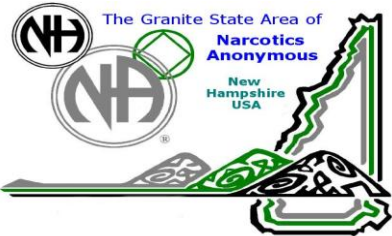
Email: _____

Is it okay to send ASC minutes and other related information to this address? _____

If not, what mailing address can we send hard copies of the Area minutes and information to?

Have you served as a GSR before? _____

Granite State Area of Narcotics Anonymous



GROUP REPORT FORM

Date: _____

Group Name: _____

Group Service Rep (GSR): _____ Alt. GSR: _____

Report written by: _____ Position: _____

Meeting Day and Time: _____ Location: _____

Group Report: _____

Multiple horizontal lines for writing the group report.

Problems/Concerns: _____

Multiple horizontal lines for writing problems or concerns.

Please submit any Change of Address to the Area Secretary by writing it on the back of this report. Please report any change in group location or format, etc. to the P.I. Committee so that they can update the meeting list. **It is helpful to fill out this report at your group service meeting. Bring a pen to area service & take notes for your group.** Please ask if you need any help or clarification. Thank you for serving!!

ALPHABET SOUP

"What does that mean??"

TERM	ALTERNATIVE TERM USED	DEFINITION
ASC		Area Service Committee
ASR	RCM	Area Service Representative
BOD		Board of Directors
CAR		Conference Agenda Report
CAT		Conference Approval Track
GSR		Group Service Representative
GSR Alt.		Group Service Representative Alternate
H&I		Hospitals and Institutions
IP		Informational Pamphlet
NA		Narcotics Anonymous
NAWS		Narcotics Anonymous World Services
PI		Public Information
RCM	ASR	Regional Committee Member
RD	RSR	Regional Delegate
RDA		Regional Delegate Alternate
RSC		Regional Service Committee
RSO		Regional Service Office
RSR	RD	Regional Service Representative
GSANA		Granite State Area Narcotics Anonymous
NNERNA		Northern New England Region of Narcotics Anonymous
WB		World Board
WSC		World Service Conference
WSO		World Service Office

NARCOTIC ANONYMOUS SERVICE STRUCTURE

