



**GSR
INFORMATION
PACKET
(County Line Area)**

Being a Group Service Representative

You're a Group Service Representative! Now What?

The GSR is the communications link between the group and the rest of NA by way of the Area Service Committee (ASC). At ASC the GSR gives a verbal report on its group and purchases literature for the group.

The GSR is a strong supporter of the group they represent, attending the groups meeting regularly, helping to set up, welcoming newcomers, and helping to maintain a positive attitude of recovery. The GSR is an example to other members that NA works. The GSR is of service to the group in any way needed.

The GSR is the keeper of the 12 Traditions at the group level. The GSR must maintain unity by insisting that only NA approved literature be used, only NA activities are announced, and only flyers for NA activities are displayed.

The GSR helps to prepare the Alternate GSR to assume the GSR position by explaining and discussing issues with the Alternate GSR. The GSR has a responsibility to see that the group is represented at ASC.

Tips For Being a Super GSR:

Be Enthusiastic: Speak loud and clear. Be positive. Avoid the phrase “needs support” and emphasize something positive about the meeting or sub-committee that will attract others to it. For example: “Phone lines is one of the only ways in which you can do service in your underwear.” Share your enjoyment of service. Show the flyers of the events as you announce them. Sing loudly for birthday celebrations.

Be Informed: Ask questions at the ASC meeting when you do not understand something. Keep on hand the phone numbers of all sub-committee chairs and when and where there meetings will be. Keep on hand the requirements to be of service in various positions. The best way to be informed is to select one committee on which to be of service and periodically visit other sub-committees. Bring flyers to your group and display them for all members to have access to them.

Be Brief: Keep your report under 2 minutes. Only announce functions, sub-committee meetings or deadlines that are coming up in the next month. Select one or two meetings that could use trusted servants or support and get people enthusiastic about supporting them. Never announce functions that have passed. Review your report prior to each meeting and cross out old material and highlight the next week's events. DO NOT read personal information of members during your report. Only give out this information to interested members.

Be Clear: Avoid the use of service slang and NA abbreviations. Ask if there are any questions or if there is anything the meeting would like you to change or improve about your report. At the end of the report, state – “that if anyone wants to know more about being of service in Narcotics Anonymous, please see you after the meeting”.

Be an Example: Turn your cell phone off. Don't text or take phone calls. Be respectful of others sharing, including other trusted servants giving their reports, by not interrupting them or chatting with your friends during the meeting. Use only NA language of recovery. (Clean vs Sober, Recovery vs Sobriety, Just for Today vs One Day at a Time, etc.)

GSR SUGGESTIONS

PreASC (Area Service Committee)

At Your Group Business Meeting:

- Have group purchase a 3 ring binder and 3 hole plastic clear inserts for future NA announcements from Area/Region/World. Also bring extra paper and pen to take notes during group business meeting and ASC meeting.
- Make out a written report to be read at ASC. The report will include group announcements, concerns (ie, group is in need of support), any members anniversaries during that month and questions from the group to the ASC body
Make report brief but enthusiastic.
- Read your written report to the group during your business meeting so group members can comment on changes and add group announcements.
- Make flyers to bring to ASC meeting on your group announcements and meeting changes such as group location, time or format
- Group donations to ASC and literature order will be combined on one money order. Money orders are made out payable to CLANA with group name and location written in the comment section of the money order. Also the money order needs to be signed before given to the literature chair person.
- Literature orders will be sent to the literature chair person one week prior to ASC meeting date. Go to CLANA.ORG and click on Area Service in the top margin then scroll down to literature@clana.org to place your literature order. If link does not work, copy and past literature@clana.org to your personal email TO box then send groups literature order. Orders made later than one week prior to ASC meeting will be filled at the next month ASC meeting.

At ASC:

- Take money order to literature table.
- For new GSRs. Add your email address to the form the Secretary will pass around during the meeting, so future Area Minutes can be emailed to you.
- Pick up a copy of Agenda and previous months Minutes (if you did not print out the minutes that were emailed to you prior to ASC).
- Refer to Area Agenda & Review meeting minutes from previous ASC meeting.
- Take notes regarding announcements from RCM, Activities, PR and General Area Announcements.
- GSRs will be given time to read their GSR reports to ASC. Again be enthusiastic when giving your report.
- Pick up your literature bag at the end of the ASC meeting with your groups name on it. Inside the bag will be flyers, directories, and any supplies you ordered. **DOUBLE CHECK YOUR ORDER BEFORE LEAVING.** Fix the literature mistakes right there before you leave.
- If you do not have a literature order to pick up you will have a packet of meeting directories and flyers on the literature table.

Where does the money go?

These are just a handful of ways our money helps us carry the message:

- Literature translations to make our message more available across many cultural and geographic boundaries.
- Literature and other supplies for H&I efforts to help reach addicts “on the inside.”
- Phone lines to help addicts find us.
- Rent, literature, and supplies for our meetings.
- Public Relations to spread word about NA among those in our communities who regularly work with addicts.

How CLANA spends funds:

- Printing directories
- Paying for monthly storage expense
- Paying for monthly phone line expense
- Printing flyers for Activities and Public Relations Events
- Area meeting place
- Donations to Region and World Services above a \$3500 prudent reserve

CLANA Prudent Reserve Explained: During the area audit, which is done on a yearly basis, a group of interested members determine the amount the County Line Area will keep in the treasury before donating to Region and World Services. Any interested member is welcome to attend this audit, which is announced at the area meeting. GSR's are responsible for informing all members of the group of this date in case anyone is interested in attending this audit.

Service Structure Explained

NA Groups are the foundation of the NA service structure. Conducting Narcotics Anonymous meetings is the primary activity of an NA group. Group Service Representatives (GSRs) are elected to participate on behalf of the groups in the area committee and the regional assembly. In CLANA The Rock Solid Recovery Meeting on Friday nights in Thousand Oaks is one example of an NA group.

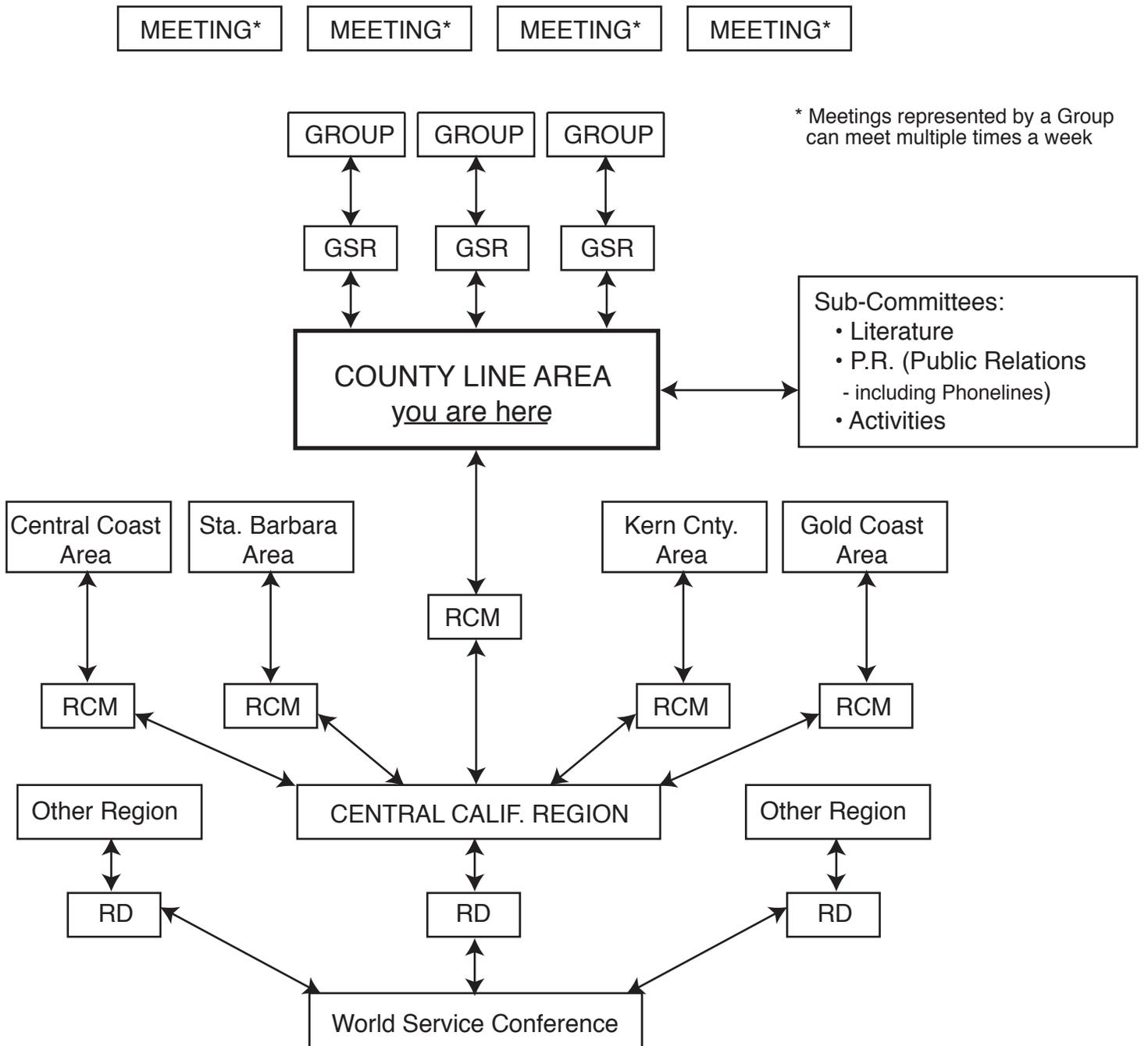
The Area Service Committee (ASC) is the primary means by which the services of a local NA community are administered. The area committee elects its own officers, subcommittee chairpersons, and RCMs. All of the groups that reside within the cities of Agoura, Westlake Village, Newbury Park, Thousand Oaks, Moorpark and Simi Valley make up the County Line Area.

The Regional Service Committee (RSC) exists to pool the experience and resources of the areas and groups it serves. RSCs organize regional assemblies at which GSRs and RCMs discuss a wide range of service matters, including those likely to come before the World Service Conference, and may elect a regional delegate and alternate delegate to the WSC. County Line Area is a part of the Central California Region which also serves the Central Coast, Gold Coast, Kern County and Santa Barbara areas.

World Service Conference (WSC) is not an entity; it is an event. The purpose of the WSC is to be supportive of the fellowship as a whole, and to define and take action according to the group conscience of Narcotics Anonymous.

NA World Services (NAWS) are those services which deal with the needs of NA as a whole.

NARCOTICS ANONYMOUS SERVICE STRUCTURE



* Meetings represented by a Group can meet multiple times a week

- Sub-Committees:
- Literature
 - P.R. (Public Relations - including Phonelines)
 - Activities

GSR = Group Service Representative
 RCM = Regional Committee Member
 RD = Regional Delegate

Group Inventory Form

The purpose of a group inventory is to discover if the group is fulfilling it's primary purpose "All our groups can do is plant the seed for recovery and bring addicts together so the magic of empathy, honesty, caring, sharing and service can do their work." "The group is the most powerful vehicle we have for carrying the message" (Basic Text pp. 64 & 65)

The group inventory is never a forum to take another person's inventory. What we inventory is how well the group functions.

Begin by having the Trusted Servants of the group report on how well they have done and are doing their jobs...

Secretary	Alternate Secretary
GSR	GSR Alternate
Treasurer	Coffee Maker
Greeter	Chairperson
Other _____	

Thanks to all who reported. Now we have discussion questions that everyone should be encouraged to participate in answering. And please, encourage someone to keep notes during the discussion period so that suggestions for improvement can be kept track of.

- Does your Group make newcomers feel welcome? How or how not?
- Does your Group keep in mind that the newcomer is the most important person at any meeting? If not, why not?
- Are all the service positions in your Group filled by different people or are a couple of people doing it all?
- Do your Trusted Servants do each others jobs?
- Do service members turn over their positions at regular intervals or has one person been doing one thing forever?
- When service positions are turned over are the new Trusted Servants properly trained by their predecessors?
- When service positions involve attending another meeting (i.e. the Area Service Committee Meeting) is it presented in a spiritual light or ridiculed and made fun of?
- When the Treasurer collects the Seventh Tradition is it properly explained to the Group where the money goes and what it is used for?
- Is the money passed on to Area, after group expenses? If not, why not?
- Is your meeting conducted in an atmosphere of unity?
- Do members cross-talk? Do they respect whoever is sharing at the time?
- Is the message being listened to rather than the messenger?
- Is the clear N.A. message taught by example or by enforcement?
- Does your Group support the Area that supports you? If not, why not and what could be done differently?
- Do members of the Group support the Area's subcommittee and the Area functions?
- Does your Group try to maintain "An Attitude of Gratitude"?

Thank you to all who participated!