

Narcotics Anonymous
A Guide To
The Sussex Area Service Committee



The Twelve Concepts of Service

1. To fulfil our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains service on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfil the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never government.

“Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers”

Statement of Purpose

The primary purpose of the Sussex Area Service Committee is to support and serve the individual autonomous NA area groups, group activities, and common group needs. Our fellowship's service boards and committees exist to help groups share their experience with one another, provide tools which help groups function better, attract new members to groups recovery meetings, and carry the NA message to the addict who still suffers.

How To Use This Guide

This guide is designed to provide you with a working knowledge of the Narcotics Anonymous Area Service Committee and its services. Whether you are a visitor to the ASC, new to Narcotics Anonymous, or have recently taken on a new Area service position, this guide will introduce you to the organisation and workings of Narcotics Anonymous in the Sussex area.

Welcome

Welcome to the Narcotics Anonymous (NA) Sussex Area Service Committee (SASC)! If you are like most of us, you will find that NA service through SASC involvement is often a challenging yet rewarding experience. As a participating member of the ASC, you will be directly involved in developing, coordinating and maintaining the services that Narcotics Anonymous offers in the greater Sussex area and worldwide.

When we decide to serve NA, we make a decision to help ourselves and other addicts find and maintain recovery. We believe that NA Service is a critical element of our recovery. Our primary goal through NA Service is to successfully carry the message of recovery to the addict who still suffers. Thank you for being of service, we are grateful you are here!

Background & Overview

Born out of a growing need for Area unity and following our First Tradition, which states, "Our common welfare should come first, personal recovery depends on NA unity," the ASC was created to support and develop unified NA service. In short, to fulfil our fellowship's primary purpose, the individual NA groups, which hold daily and weekly meetings throughout the area, joined together to create a structure which develops, coordinates, and maintains service on behalf of NA as a whole.

The primary purpose of the ASC is to support and serve the individual autonomous NA groups, group activities, and common group needs. The final responsibility and authority for ASC activity rests with these autonomous NA groups; because the groups have created the service structure, they have the final authority over all its affairs. Therefore, it is extremely important that area groups take an active role in the ASC.

Our fellowship's service boards and committees exist to help groups share their experience with one another, provide tools which help groups function better, attract new members to group recovery meetings, and carry the NA message further than any single group could carry it alone. We may recall what we could not do alone; we can do together!

Whenever a group has a specific situation or need, which it has not been able to handle on its own; it can come to the ASC for help. These situations are almost limitless in scope.

We have learned that we can accomplish much when we work together. For example, a few accomplishments include establishing a 24 hour phone line (Helpline), organising presentations in Hospitals and Institutions and Public Information, organising Conventions and Fund Raisers, providing monthly updated meeting lists, providing literature for sale, and putting on a wide variety of activities. Most importantly, the ASC provides a means for your voice to be heard in NA through the service structure, worldwide.

The Service Committee

What it is

The Area Service Committee is an exciting and dynamic group; consisting of representatives who have joined together in service to develop, coordinate, and maintain the service of Narcotics Anonymous as a whole. The ASC performs a wide variety of functions today.

How It works

The ASC is organised into a traditional service structure. Area Officers (Steering Committee), Subcommittee Chairpersons, General Service Representatives (GSR's), and others in service make complete the SASC.

General Committee Guidelines

The Sussex Area Service Committee uses WSC approved "A Guide to Local Services in NA" handbook as its guidelines.

Exceptions to those guidelines are below:

A. All Sussex NA meetings are open to NA members.

B. All Sussex NA meetings are non-smoking.

C. The Steering Committee is to include

1. Area Chairperson.
2. Area Vice Chairperson.
3. Regional Committee Members (First and Second).
4. Treasurer (Uses WSC approved "Treasurer's handbook (Revised)" as guidelines; Exceptions to those guidelines are listed in the steering committee guidelines.
5. Alternate Treasurer.
6. Secretary.
7. Alternate Secretary.
8. Literature Distributor.
9. Alternate Literature Distributor.

D. ASC Officers may not

1. Be a GSR or Alternate GSR.
2. Hold two positions at area level.
3. Hold an elected position on the Sussex NA convention committee.
4. Hold an elected position on the UKCNA convention committee.

E. Removal of Officers

1. Any ASC Officer may be removed from office by the ASC at any time by a 2/3-majority vote.
2. Any ASC Officer who has two consecutive unexcused absences will be automatically resigned at the next ASC meeting.

F. Absences

1. Absences may be excused by the Area Chairperson.
2. Elected trusted servants must address the ASC prior to leaving early. Leaving early may be assessed as an absence at the discretion of the chairperson.
3. Any group on the current roll call leaving prior to the close of business will have their vote counted as an abstention after their leaving.

ASC Minutes

1. Will include GSR reports.
2. Will include Subcommittee reports.
3. Will include Regional Committee Member report.
4. Will report all open/filled ad-hoc committee positions.
5. Will include complete Treasurer's report (accurate and detailed).
6. Flyers or other items not pertaining to actual minutes will not be included in minutes but will be passed out at the ASC.
7. Will exclude discussion occurring on the ASC floor.
8. Will include literature report.

Area Officers (Steering Committee)

Officer Guidelines

A. Chairperson

1. Requirements
 - a. Minimum of three years continuous abstinence from all drugs.
 - b. Service experience in one or more of the following.
 - (1) Area Vice-Chairperson.
 - (2) Subcommittee Chairperson.
 - (3) GSR.
 - (4) Other officer of the ASC.
 - c. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
2. Duties and Responsibilities
 - a. Directly responsible to the ASC body.
 - b. Responsible for arranging agenda for ASC.
 - c. Responsible to secure a venue to hold monthly ASC.
 - d. Presides over ASC.
 - e. Responsible for printing of ASC stationary.
 - f. Co-signer on the Area bank account.
 - g. Co-signer on Activity fund verification.
 - h. Approve meeting lists for final printing.

B. Vice Chairperson

1. Requirements
 - a. Minimum of two years continuous abstinence from all drugs.
 - b. Service experience in one or more of the following.
 - (1) Subcommittee Chairperson.
 - (2) GSR.
 - (3) Other officer of the ASC.
 - c. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
2. Duties and Responsibilities
 - a. Directly responsible to the Area Chairperson
 - b. Performs the duties of the chairperson in their absence.
 - c. Coordinates activities of subcommittees.

C. Secretary

1. Requirements

- a. Minimum of two years continuous abstinence from all drugs.
- b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
- c. One year active in the NA service structure.
- d. General office or secretarial skills.
- e. Has access to typewriter (or computer) and copier.

2. Duties and Responsibilities

- a. Directly responsible to the Area Chairperson.
- b. Responsible for keeping an accurate record of each ASC meeting.
- c. Organises and maintains file systems for all information and minutes generated by the ASC.
- d. Is responsible for sending one copy of the area minutes to each of the following within ten days of ASC:
 - (1) GSR's.
 - (2) Subcommittee Chairpersons.
 - (3) Subcommittee Vice Chairpersons.
 - (4) Ad-Hoc Committee Chairs, as necessary.
 - (5) Steering Committee members.
- (d. Is NOT a signer on the Area bank account.

D. Alternate Secretary

1. Requirements

- a. Minimum of eighteen months continuous abstinence from all drugs.
- b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
- c. One year active in the NA service structure.
- d. General office or secretarial skills.
- e. Has access to typewriter (or computer) and copier.

2. Duties and Responsibilities

- a. Directly responsible to the Area Secretary.
- b. Responsible for assisting the Area Secretary.
- c. Is NOT a signer on the Area bank account.

E. Treasurer

1. Requirements

- a. Minimum of three years continuous abstinence from all drugs.
- b. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
- c. Previous service as Treasurer at Group level.
- d. Bookkeeping experience.

2. Duties & Responsibilities

- a. Directly responsible to the Area Chairperson.
- b. Keeps an accurate record of all funds and makes disbursements of funds when appropriate.

- c. Responsible for reporting financial status at every ASC meeting. This is to include a summary of all donations made subsequent to prudent reserve being met, and this summary will also be in the written report.
- d. Is a signer on the Area bank account.
- e. Makes recommendations on all money motions.
- f. To provide access of all subcommittee's bills to the appropriate subcommittee's chairs prior to paying of the said bills.

3. Reports:

- a. A copy of bank statements that are current.
- b. A balance sheet via either QuickBooks, or a spreadsheet, to include all current budgets and expenditures for each of the standing subcommittees.

F. Alternate Treasurer

1. Requirements

- a. Minimum of two years continuous abstinence from all drugs.
- b. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
- c. Previous service as Treasurer at Group level.
- d. Bookkeeping experience.

2. Duties & Responsibilities

- a. Directly responsible to the Area Treasurer.
- b. Assists the Treasurer in keeping an accurate record of all funds and makes disbursements of funds when appropriate.
- c. Is NOT a signer on the Area bank account.

G. Literature Distributor

1. Requirements

- a. Minimum of two years continuous abstinence from all drugs.
- b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
- c. Knowledge of purchasing and inventory current stock .

2. Duties and Responsibilities

- a. Directly responsible to the Area Chairperson.
- b. Responsible for all purchasing and distribution of literature while keeping accurate records of those purchases and distributions.
- c. Submits a written report to the ASC which includes all transactions from the previous month and current inventory of sales and stock.
- d. Is NOT a co-signer on the Area bank account.

H. Alternate Literature Distributor

1. Requirements

- a. Minimum of eighteen months continuous abstinence from all drugs.
- b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
- c. Knowledge of purchasing and inventory.

2. Duties and Responsibilities

- a. Directly responsible to the Literature Distributor.
- b. Responsible for assisting the Literature Distributor.
- c. Is NOT a co-signer on the Area bank account.

I. Regional Committee Members Two position; Primary RCM and Alternate RCM The UK Regional Service Committee (UKRSC) has stated that an area gets only one voice and vote on the RSC floor and it is at the discretion of each area to designate which RCM carries its group conscience and cast the vote for the Area.

1. Requirements

- a. Minimum of three years continuous abstinence from all drugs.
- b. Alternate RCM: Minimum of 2 years continuous abstinence from all drugs.
- c. Previous GSR experience.
- d. Active for at least one year in the Sussex ASC.
- e. Basic knowledge of SASC, its activities, and the groups within the area.
- f. Has a working knowledge of the 12 Steps, 12 traditions, and 12 Concepts of NA.

2. Duties and Responsibilities of the Primary RCM

- a. Directly responsible to Sussex ASC.
- b. Provides a clear understanding of all communication between the Sussex ASC and the RSC when appropriate.
- c. Convey the Group conscience of the ASC to the RSC when appropriate.
- d. Attend as many Area subcommittees and Group business meetings as possible.
- e. Attend as many Regional subcommittee meetings as possible.

3. Duties and Responsibilities of Alternate RCM

- a. Directly responsible to Primary RCM.
- b. Assists the Primary RCM.
- c. If the Primary RCM (second year in term), is unable to fulfil their term in office, the Alternate RCM, having served their term for six months, assumes the responsibility of the primary with regard to the RSC meetings, until such time as the vote of acclamation can be obtained at SASC.

4. Reason for Removal

- a. Non-attendance at 2 consecutive SASC meetings.

J. Subcommittee Chairperson (Elected by ASC)

1. Requirements

- a. Minimum of two years continuous abstinence from all drugs.
- b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA
- c. Willingness and desire to serve.
- d. Working knowledge of the purpose, direction, intent, and function of the subcommittee.
- e. Has six months' prior experience with that respective subcommittee.
- f. All financial requests made to the area to be submitted in writing.

**Should the Subcommittee dissolve all finances to be returned to the ASC
Individual Subcommittees to devise a comprehensive and achievable set of
guidelines pertaining to their particular area, guidelines to be ratified by the ASC**

2. Duties and Responsibilities

- a. Directly responsible to the Area Vice Chair, in the absence of a Vice Chair, directly responsible to the Area Chairperson.
- b. Submits a written report to the ASC on the progress of the subcommittee.
- c. Submit all subcommittee plans for approval of the ASC allowing enough time to go through the appropriate channels.
- d. Hold workshops to promote awareness of the subcommittee within the fellowship
- e. Prepare and submit a projected budget to the ASC for approval within 2 months of elections.
- f. Attend pertinent subcommittee meetings held within the Sussex Area.

K. Subcommittee Vice-Chairperson

1. Requirements

- a. Minimum of eighteen months continuous abstinence from all drugs.
- b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
- c. Willingness and desire to serve.
- d. Working knowledge of the purpose, direction, intent and function of the subcommittee.
- e. Has six months' prior experience with that respective subcommittee.

2. Duties and Responsibilities

- a. Directly responsible to the Subcommittee Chairperson.
- b. Assists the Subcommittee Chairperson with all duties.
- c. Coordinates activities within the subcommittees.
- d. Attend pertinent subcommittee meetings held within the Sussex Area.

Procedure & Conduct

To participate in ASC meetings, there are a few things you need to know!

First, there is typically a great deal of business to cover at each meeting and thus, it is extremely important to be aware of the agenda.

Second, there are often many people in attendance with much movement within the room. Therefore, please consider your conduct, keeping side conversations down, respecting others in service. Do your best to place principles before personalities and be aware of the procedures.

For procedure and conduct, we look first to The Guide to Local Services in NA, the Twelve Traditions of NA, The Twelve Concepts of Service, as well as any Conference approved handbooks, and any approved past major motions to guide us.

The following procedures will help guide you into active participation at ASC meetings.

1. If you want to talk, raise your hand to be silently recognised which will catch the Chair or Vice Chair's attention. The Chair or Vice Chair will write your name down and you will be called on in order.
2. If you want the ASC to do something, making a motion! All major motions must be in writing and anyone attending can make a motion. Motion forms are available up front. Please see the ASC Secretary, follow instruction, **be clear** (vague motions can be problematic), and submit the completed motion form to the Chair **for review**. All motions must be "seconded".
3. The ASC Chair is responsible for running the meeting and settling disagreements. If, at any time you don't agree with the Chair's decision, **challenge it** by raising your hand and calling out, "I challenge the Chair's decision." At this point the entire committee will vote to either uphold the Chair's decision or your challenge.

In short, if you want the Committee to do something, you make a motion, we discuss it, and then we vote on it.

It's that easy!

The Chair calls the meeting to order and the meeting generally proceeds as follows:

1. ASC Opening

General Arrival- All Reports Given Out

Opening of Meeting- Minutes Silence & Roll Call (Introductions)

Apologies

Chairpersons Opening Remarks, reading of the 12 Concepts of Service, Approval of Last Month's Minutes

Reading of the ASC Statement of Purpose

GSR Forms Distributed

Tradition 7 Pot

Positions Vacant

2. Old Business

Tabled motions and continuing debate carried over from previous ASC meetings are reopened here.

3. Reports by Officers, Subcommittee Chairs, & Ad Hoc Committee

Monthly progress reports including budgetary information (Treasurers Opening Balance), event planning and event attendance, service provided by Public Information, scheduling, etc are presented both verbally and in transcripts.

4. Announcements

General announcements by GSR's and others are provided. (New and changed meetings, birthdays and anniversaries, up and coming events, Donations etc.

5. Open Sharing

GSR's and other members share concerns, questions, problems, and experience in service.

6. New Business

New motions, discussion and debate is conducted.

7. Closing

Treasurers Closing Balance

Time & Date of Next ASC Meeting Serenity Prayer

Business Procedures

A. Quorum

1. A quorum is more than half the current ASC membership.
2. A quorum must be established to deal with motions at ASC.
3. Quorum may be established at Roll Call or by request from the floor.
4. Any group missing its second consecutive ASC will be removed from Roll Call and will not be counted for quorum.
5. Any new group may be added to roll call by declaring its willingness to become a member of ASC.

Then Any New Group(s) will be added to Quorum from the next ASC.

6. **Once quorum has been established, no subsequent roll call can cause quorum to be lost.**

B. Recognition/Participation

1. To be recognised on the floor, a raise of the hand is necessary
2. Motion making/second will be allowed by the following:
 - a. GSRs or their alternates in their absence
 - b. Primary RCM or Alternate RCM in Primary's absence
 - c. Vice Chairperson, Secretary, Treasurer, and Literature Distributor, when relevant to their position
 - d. Subcommittee Chairperson or Vice Chairperson in their absence, when relevant to their position

C. Motions

1. Main motions must be submitted in writing to the Vice-Chairperson or Chair in the absence of Vice-Chair. It should be brief, clearly stated, and contain intent.
2. Motions that pertain to policy of the ASC or its subcommittees will be sent to groups to vote on.
3. Motions pertaining to finances will be brought to the floor and discussed in the order of the Fund Flow Chart.
4. The treasurer will make recommendations on all money motions.
5. **Housekeeping motions not changing current policy or procedures are not required to**

be tabled to groups. The tabling of these “Housekeeping” motions will be left to the discretion of the Vice Chairperson.

D. Discussion of Motions

1. All those who may make, or second motions may participate in discussion.
2. Discussion from others not mentioned in the previous section is at the discretion of the Chairperson.

E. Voting/Voting Procedure

1. Motions not directly affecting Groups may be voted on by all trusted servants on the ASC roll call.
2. Motions directly affecting Groups may be voted on by GSRs or their alternates in their absence.
3. The Chairperson is responsible for determining if a motion directly affects the Groups.
4. A majority is defined as more than half of all members who vote yea or nay for business motions.
5. A minimum of 2/3-majority vote of Groups present is required to carry any procedure motion. This includes a motion to suspend the rules.
6. Motions pertaining to finances will be voted on in the order of the Fund Flow Chart.

F. Abstentions

1. Abstentions are to be eliminated from the vote tally. Therefore, motions are carried or defeated by those casting either a Yea or Nay vote.
2. For the purpose of possible reconsideration, abstentions will go to the prevailing side of the vote.
3. Any group on the current roll call leaving prior to the close of business will have their vote counted as an abstention after their leaving.

G. Spiritual Inventory

1. An Ad-hoc Committee consisting of all outgoing and incoming Subcommittee Chairs & Vice Chairs, Admin Committee, and any interested GSRs, will be created at the time of elections (Month to be agreed at Area) for the purpose of conducting an annual area inventory based on and using WSC approved “A Guide to Local Services in NA”

Main Motions

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognised by the chairperson, the member say’s “I move that such- and-such be done by (this committee, one of its subcommittee, or a particular individual) under these terms.” The person making the motion then speaks briefly about why he/she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions

Every motion requires a second – the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a

second. The seconded simply raises a hand and, when recognized by the chair says, "I second that" If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: The motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service or is inappropriate at the particular point in the meeting at which it is made. Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

Making a Motion

In the ASC, anyone attending may make a motion. If you want the ASC to do something, make a motion! All major motions must be in writing. Motion forms are available from the ASC Secretary. Follow instructions and try to **be clear** (Vague motions can be problematic) and submit the completed motion form to the Parliamentarian for review. All motions must be "seconded" by a voting GSR before submitting the motion to the Parliamentarian. You must be present and in the room at the SASC when the motion is read.

The Chairperson **cannot** hold a motion back from debate unless it is determined the motion is out of order.

Other Procedures

In addition to motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

Order of the Day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says "I call for the order of the day." This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even require a vote—the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

Voting Procedures

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, voting will be taken by a request from the chair to see the hands of all in favour, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

ASC Subcommittees

Funding and Entertainment (F&E)

Conceptualises, organises, and develops functions that promote unity within the fellowship and allow each individual member to learn or re-learn social skills in a spiritual setting, also to raise funds for the local area.

Hospitals and Institutions (H&I)

Carries the Narcotics Anonymous message of recovery into hospitals, prisons, and other institutions by making presentations to addicts seeking recovery who have limited or no access to outside meetings.

The Helpline

Coordinates phone line carriers and phone service to provide addicts or the public, instant access with requested information, ensuring that NA is always available to the person seeking it.

Public Information (PI)

Provides outreach to the community through schools, community events, and public sources. Public Information answers requests for information from the public, provides an Internet Web site for computer access to NA information and events, and coordinates other public outreach group (s) and provides service announcements.

Schedules (Where to Finds)

Designs, updates, prints, and distributes schedules of NA meetings in the Sussex Area.

Sussex Area Convention Committee

Bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.

Parents and Carers (P&C)

To support every NA meeting in its primary purpose to carry the message to the addict, including parents and carers, who without help cannot attend meetings regularly. To raise funds to provide support and information to meetings wishing to provide crèche facilities and to raise fellowship-wide awareness for the particular needs of parents in recovery.

Prison Sponsorship (Behind the Walls)

A correspondence programme that will provide sponsorship for inmates who are or would like to start working the 12 Steps of Narcotics Anonymous.

The Group Service Representative (G.S.R.)

GSR Roles & Responsibilities

A Group service Representative is the first in line of communication between a Group and Narcotics Anonymous as a whole. They are the link that binds the meetings/groups together in the performance of our primary purpose. It is their responsibility to keep their meeting/group informed and to express a meeting/group's conscience in all matters at ASC. In other words, they are the voice of their group.

What is a Group Conscience?

The sixth Concept of Service states, "As we steadily apply spiritual principals in our lives, our decisions and actions increasingly become less motivated by self-interest, and more motivated by what our conscience tells us is good and right. As the Second Concept of Service states," The most important resource contributed to the service structure by an NA group is almost exclusively; its ideas and its conscience."

A NA meeting/group may designate a person, either an elected GSR, an alternate GSR, or a meeting/group representative. Each autonomous NA meeting/groups has a vote. However, each meeting/group may have only ONE representative voting for them, and a voting member may have only ONE vote even though they might be representing more than one meeting/group at that time.

Electing GSRs who will take an active part in the business of NA is another way we can improve the unity of the fellowship. Active representation, more than anything else, can strengthen the ties that bind us together and promote our common welfare.

The active participation of each Group Representative is essential for a successful area Service Committee. The GSR speaks for their meeting/group at the ASC meetings. They take part in the planning and implementation of all functions at the ASC. As a result of their participation, they keep their meeting/group informed about what is happening in NA. Members of a meeting/group should always be able to go to their GSR and find out about activities, other meetings/groups, how our NA service structure works and how they can become more involved.

In addition, a GSR participates in helping carry out the ASC other specific functions. The attracting of new members, the planning and implementation of new activities, and other NA meeting/groups are among a few of the valuable roles a GSR serves for the area. As well, much like a NA meeting, experienced GSRs may be asked to serve as "sponsor" to new GSRs offering their experience to a new GSR.

GSR Checklist

- Complete a **LITERATURE ORDER** form in the literature room as early as possible. • Turn in **DONATIONS** to Area Treasurer.
- Pick up meeting **SCHEDULES** (Where to Find) from the Schedules Chairperson. Notify him/her of any changes in your meetings such as time, location, and change of GSRs (or that you are the contact person for a particular meeting/group (s)).
- Fill out **MEETING/GROUP REPORT** form and give back to the Secretary before leaving. Please complete the entire form. Anything that you write in this form will appear in the next month's minutes. This is the opportunity to tell what kinds of positive things are happening with your group, i.e., anniversaries, or problems, needs, open service positions, etc. If you are representing **more than one** meeting/group, be sure to complete a form for **each** meeting/group.
- Participate in **GENERAL ANNOUNCEMENTS** and remember your role is one of a trusted servant, as motions are made and entered onto the floor, listen.
- Stay for the entire meeting, **PARTICIPATE AND VOTE!**

For the ASC to function successfully and to fulfil your responsibility as a GSR, it is extremely important that you share your meeting/groups experience, strength, and hope by participating in all matters that come before the committee.

PLEASE STAY, PARTICIPATE AND VOTE!