

RAPPAHANNOCK AREA of NARCOTICS ANONYMOUS

AREA SERVICE COMMITTEE (ASC)



GSR ORIENTATION PACKET

“Service is not a position in a committee; it is a posture in the heart. It’s a way of life we can practice in all our affairs”

March 2023

Welcome new GSR's!

As a newly elected Group Service Representative, you serve as the link between your group and the rest of Narcotics Anonymous. You help to communicate the wishes of your group to the NA service structure, and in turn, bring back to your group information about what is happening in our Area, and Narcotics Anonymous as a whole.

As a voting participant at ASC (Area Service Committee) meetings, you will be asked to carry your group's conscience on matters involving the Area's finances, policies, events, and elections, and on matters affecting NA services at the regional and world level. Your group will also expect you to make certain decisions on its behalf. You may take part in discussion and debate on the Area floor and even make motions for the committee to consider and vote on.

No one learned how to be an effective GSR all at once. So, easy does it! Remember that the ~~Pure & Simple~~ ASC exists to serve your group. Without your active participation, this cannot happen.

Thank you for being in service.

What is a GSR?

The GSR is an active member of an NA group and its representative at local service meetings. Groups and their members rely on their GSRs to stay connected with other groups in an NA community and to the rest of NA. As one member put it: "For most newcomers in a meeting, NA will be as big or as small as the information the GSR provides to the group." The Second Concept states that NA groups have "final responsibility and authority" for the service bodies they create. An active and prepared GSR makes it possible for this principle to be a reality.

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 and upcoming celebrations.

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.

Study the Guide to Local Service and the ASC Policy guidelines & All Subcommittees.

Gather info about upcoming area events, homegroup & individual celebrations & ensure these are announced @every weekly home group meeting.

Qualifications for a GSR (Specific qualifications are dictated by each home group. These are suggested)

Is an addict. Clean time is specified by each home group but 1 year is recommended.

Attends the group they represent.

Has a willingness to serve.

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.

How does a group take care of its business?

By group conscience at the monthly business meeting, where the recommendations are voted on for literature purchases, Area donations, rent, etc. (it is suggested that your business meeting be held the week before the ASC)

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 holding special business meetings when important issues surface

What is a group conscience?

An informed vote taken by the group as a whole.

An expression of God's will, as we understand him.

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? At any time by anyone!

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

The group decides at their regular monthly business meeting if and how much of a donation they can make to the ASC. A money order is acquired and sent with the GSR to the regular monthly ASC meeting. This donation is to be given directly to the ASC Treasurer.

GSR Report to the ASC:

This is auto fill form on our web page www.rappna.org

Go to Area Service/ASC Documents & Forms) Forms at top of page. Click on form to begin auto fill. Categories are self explanatory. See sample form on Page 7.

GSR Report Back to their Home Group:

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.

Points the GSR should be mindful of at the ASC-

The GSR orientation is designed to help GSRs better understand the ongoings at the ASC.

How to make a motion and who to go to for certain questions etc.

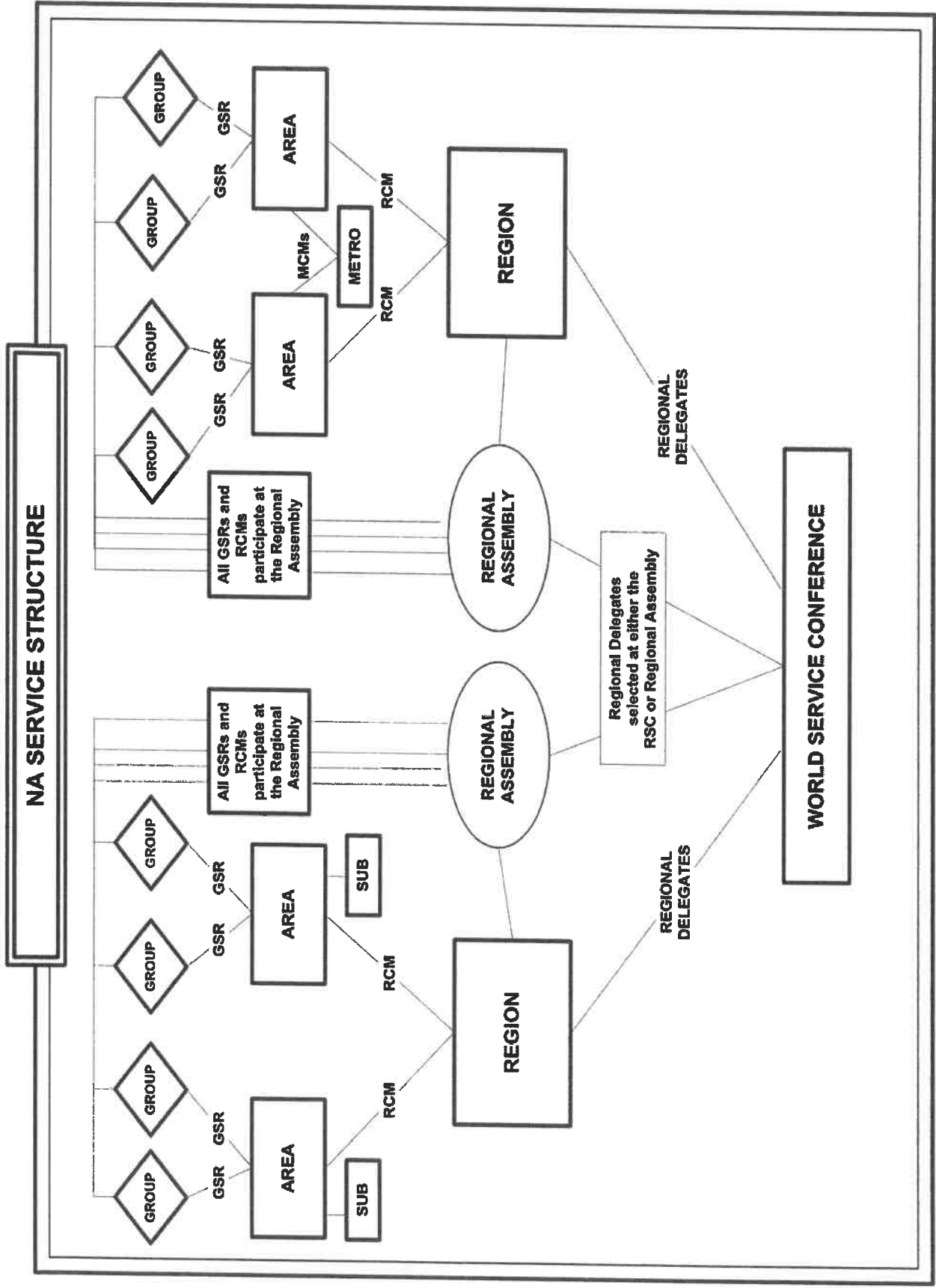
Does the GSR feel comfortable at the ASC?

Are the trusted servants fulfilling their obligations to the Area? For example: Did the sub-committee chairpersons attend their respective committee, attend the Area meeting?

If not, did the Vice Chair of the Area go in their place and submit a report?

How do I make a motion at the ASC?

Go to our webpage www.rappna.org and click on Area Service and then ASC Documents & Forms. The online motion form is one the first few documents at the top. Click on the form to begin filling it out.



NA SERVICE STRUCTURE

WORLD SERVICE CONFERENCE

REGION

REGIONAL ASSEMBLY

REGIONAL ASSEMBLY

REGION

AREA

AREA

AREA

AREA

GROUP

GROUP

GROUP

GROUP

GROUP

GROUP

GROUP

GROUP

GSR

GSR

GSR

GSR

GSR

GSR

GSR

GSR

MCMs

METRO

RCM

RCM

RCM

RCM

RCM

RCM

SUB

SUB

Regional Delegates selected at either the RSC or Regional Assembly

REGIONAL DELEGATES

REGIONAL DELEGATES

ASC Meeting Agenda and Format

June 2022

- Serenity Prayer
- Readings
 - Service Prayer
 - Purpose of Area Service
 - 12 Concepts of Narcotics Anonymous Service
 - 12 Traditions of Narcotics Anonymous
 - Decorum Statement
- Roll Call
 - Executive Committee Members & Subcommittee Chairs
 - Group Names and Representatives
- 1st Quorum Call
- Adoption of Agenda
- Approval of Minutes –*May*
- Secretary I Report- Aaron
- Secretary II Report – Natalie
- Chairperson Report – Richard M
- Vice Chairperson Report – OPEN POSITION
- Treasurer I Report- Brandon H
- Treasure II Report
- RCM I Report- Cat E
- RCM II Report – Rudy C
- Subcommittee Reports
 - Activities-Vincent
 - H&I – Laina
 - Literature-Jay H
 - PR – CHAIRPERSON OPEN
 - VRCC-OPEN
 - RACC – Ron M
- GSR Reports and Q&A
- Old Business
- Open Sharing
- Election of New Officers
- New Business
- Review of Group Status & Business – *Welfare of meetings not present for 2 months*
- Adjournment and Serenity Prayer

Area Service Meeting Date: _____

Group Service Representative (GSR) Area Service Form

GSR Name: _____ **Alternate GSR Name:** _____

**Please see Secretary to update GSR & Alternate GSR contact info to ensure you receive Minutes for your Home Group meeting.*

Group Name: _____

Number of Group Members: _____

Meeting Day(s) & Time(s)*: *only fill in if updating*

Location (Address)*: *only fill in if updating*

Average Weekly Attendance: _____

Average Newcomer Attendance: _____

Group Donation to Area: \$ _____

Literature Order at Area: \$ _____

Group Anniversary Celebrations: *First Name, Last Initial, Amt. of Clean Time, Date of Celebration*

Report to be input into Area Minutes: *Group status, questions or concerns to be address at Area*

Area Motion Form

Motion # _____

Date: _____

Motion Maker: _____

Second by a GSR: _____

Motion: _____

Intent: _____

Should this motion be sent back to groups? Y_____ N_____

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	if urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

OTHER PROCEDURES

In addition to parliamentary 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.

Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "Point of information." This means, "I have a question to ask," not "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "Point of order." The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chair says, "Overruled." This decision, as all others, can be appealed.

Point of appeal

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

Parliamentary inquiry

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize the member so that person may ask how to do such-and such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal privilege;" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request 110 A Guide to Local Services in NA generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

VOTING PROCEDURES

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

These are only brief notes on rules of order for business meetings. For further information, see Robert's Rules of Order—Newly Revised.

Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is the desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinions on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops, coordinates, and maintains services 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 of government.