



Greensboro Area of Narcotics Anonymous

GSR Orientation

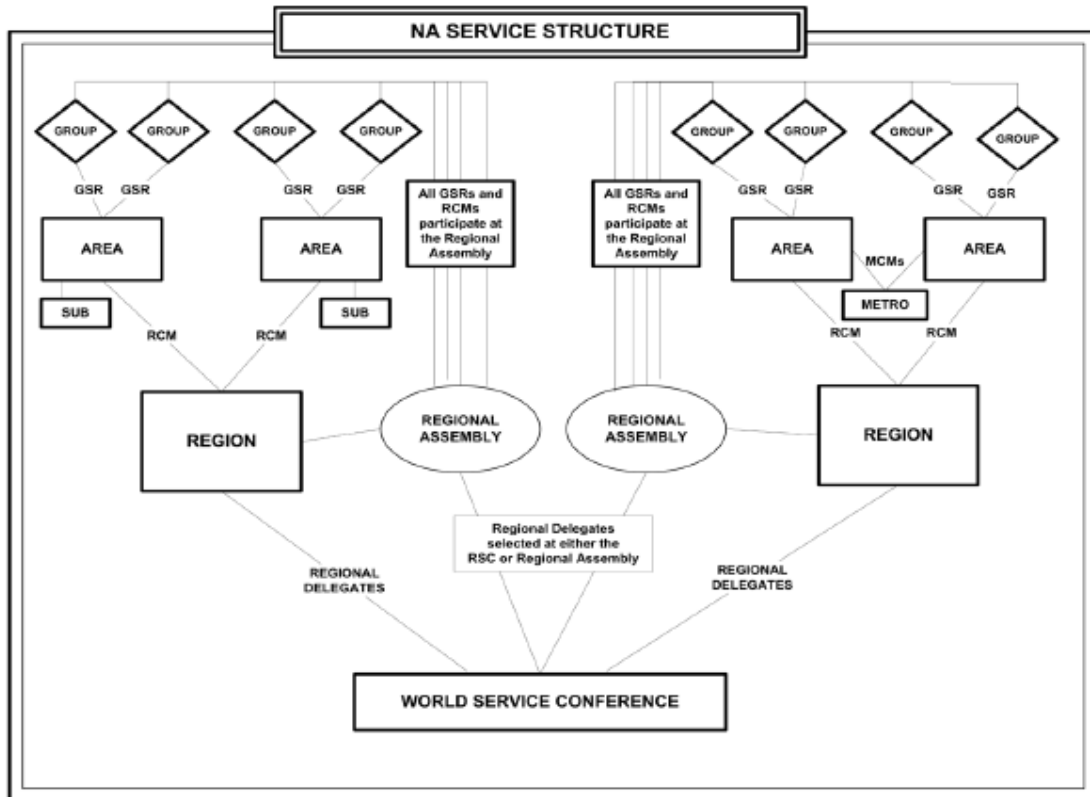
September 2023

Welcome to the Greensboro Area of Narcotics Anonymous Area Service Committee!

As a group service representative (GSR), you are the most important part of our committee as our direct link back to the Home Groups. We have developed this orientation packet to help you get a quick start in your new service position. The Greensboro Area Service Committee (ASC) is the committee through which services are provided by and for the Greensboro Area of Narcotics Anonymous (GAONA). These services are all designed to reach out to any addict seeking recovery, and let them know that we are here, we are available, and that we have found a way, through NA, to experience and maintain freedom from active addiction. As a GSR, you will carry your home group's conscience and input into how these services are rendered.

What is a group service representative (GSR)?

A group service representative (GSR) is the link between their respective Home Group and the Narcotics Anonymous service structure. The diagram below shows not only your position as the link between your Home Group and the Area, but what it looks like in terms of the entire structure of Narcotics Anonymous Service.



Who can be GSR?

The GSR can be anyone who is a member of Greensboro Area Home Group, elected by that Home Group to represent them at the ASC. This member should have a willingness to serve and a commitment to complete their term of service. Alternates are often elected as well, to serve in case a GSR needs to be absent, and to get an idea of what the job is so they can be the GSR the next year.

What does a GSR do?

- Carries Input and Suggestions from your Home Group to the ASC.
 - Some motions are sent to Home Groups for input prior to voting, this is your Home Groups opportunity to offer amendments and suggestions to that specific motion.
 - If you or anyone at your Home Group has suggestions or questions for the ASC, it is your responsibility to communicate those when you give your Home Group Report or during Open Forum.
- Carries information from the ASC back to your Home Group.
 - The GSR takes notes of relevant matters that may come from other groups, the Area, Region, Zone, and the World Service Conference and carries this information back to their group to keep them aware of business within the rest of the service structure.
- Represent your Home Group's Group Conscience.
 - Not all motions are carried back to Home Groups, but you are representing your Home Group regardless. Always consider this when voting.
 - When a motion is carried back to Home Groups, it is up to you to take a vote at your Home Group and bring that vote back to the ASC regardless of if you would have voted that way or not. They and the ASC are entrusting this to you as a GSR.

You are more than just a messenger! It is our hope that you will take an active role in the ASC. You have the opportunity to build and grow the service body that serves you!

What are the GSR's responsibilities?

- Attend the monthly meeting of the ASC Business Meeting. (2nd Sunday of Each Month)
- Receive and review the monthly ASC Business minutes, ensuring any important issues or motions are considered at your own Home Group Business Meeting.
- Bring the conscience of your group back to the ASC the following month including any discussion, group votes, motions, or amendments to existing motions.
- Show up to ASC meetings early to review the agenda and complete any necessary forms.
- Bring donations from your group to the ASC and present to the Area Treasurer
- Take notes at the ASC and ask questions on matters you do not understand.
- Thoroughly review the ASC Policy and Procedures and become familiar with them. (See Resources Below)
- Make a GSR report about your group to the ASC, including any donations. This can be done online or by utilizing the home group report form provided at the ASC meeting.
- Ensure any changes that have occurred with your group (i.e., meeting place, time, format, etc.) are relayed to the PR Subcommittee/Webmaster by using the "Meeting Update" form online or the paper one provided at the ASC meeting.
- Be involved in discussions!! Vote and carry your group's conscience.

What is the Area Service Committee (ASC)?

The ASC is a body of members who meet for the purpose of conducting area business. The ASC is the link between Home Groups in the area and the Region, Zonal Forums, and the World Service Conference. In other words, the ASC is the link between area groups and the rest of the service structure of NA.

Who makes up the Area Service Committee?

- You, the GSR, and all the other GSRs from all the other Greensboro Area Home Groups.
- Elected Administrative Officers: Chairperson, Secretary, Treasurer, Regional Committee Member (RCM) and their respective alternates.
- Public Relations Subcommittee Chairperson
- Hospitals and Institutions Subcommittee Chairperson
- Convention Subcommittee Chairperson
- Activities Subcommittee Chairperson
- Any concerned member of a home group recognized as a member of the Greensboro Area of NA

What does the Area Service Committee do?

The purpose of the Greensboro Area of NA, as suggested in A Guide to Local Services in Narcotics Anonymous, is to be supportive of its home groups and their primary purpose. We do this by:

- Creating a forum for local groups to gather and have relevant discussions that may aid a Home Group in dealing with their day-to-day needs.
- Supporting the availability of recovery through NA Services like H&I, PR, Activities, and the Convention.
- Collecting, distributing, and properly recording the funding of these services for all NA Members to access and review.
- Creating and maintaining a record of NA's presence in the Greensboro Area.
- Creating and maintaining resources to facilitate the ease of communication and completion of these responsibilities.
- Providing a forum for communication with the NC Region of NA, Southeastern Zonal Forum, and World Service Committee so the Home Groups may give input on matters of import to the whole of NA.

What about the North Carolina Region, Southeastern Zonal Forum, and World Service Committee?

The Greensboro Area elects a Regional Committee Member (RCM) to attend the NC Region Service Committee Meeting every 3 months. In turn, the NC Region elects delegates who attend both the Southeastern Zonal Forum and World Service Conference. Narcotics Anonymous World Services (NAWS) informs the fellowship of Narcotics Anonymous what is happening, what needs to be discussed, what needs to be voted on and the future direction of the NA fellowship worldwide as a whole. The WSC prepares a Conference Action Report (CAR) which is a compilation of motions that have been brought before Narcotics Anonymous at the world level. Just as we have motions and business meetings at group levels, area levels and regional levels we also have them at the world level. They are voted on at the World Service Conference (WSC) by delegates from each region in the world. Motions are made by Regions or the World Board. The delegates from the regions are directed to vote based upon the consensus of the region itself.

How does voting work?

How voting works is that each Group Service Representative (GSR) has an opportunity to learn about the motions by attending a CAR workshop. The GSR then brings the motions to their Home Group and vote. GSRs bring their Home Group's conscious to the Area where the RCM compiles them and brings it to the Regional Service Committee, the Regional Service Committee has World Service representatives that bring the conscious of the Region to the World.

When does this happen next?

That remains unclear! The WSC used to meet every two years, but this changed after COVID. The NC Region is in the process of deciding whether our current delegates will continue to serve (You will bring this vote to your Home Groups!) and once this is decided, they or the new delegates will communicate when the next interim CAR will be, after they attend the next interim WSC.

Where can I get more information about how all this works?

The Guide to Local Services in Narcotics Anonymous is the go-to book on service in NA. It not only goes into detail about how an Area can be run but offers a wealth of information for Home Groups as well. If you are interested in participating at the ASC or beyond, read it. Recommended for Home Group Chairpersons as well.

The Twelve Concepts for NA Service are not just a list of twelve items, but an IP with detailed explanations and descriptions of their meaning. It can offer valuable guidance when a question regarding service in NA arises.

Digital versions of both can be found at <https://greensborona.org/literature/service-literature/>

Web Resources

This information is for all GSRs as well as any member of the Greensboro Area! Do not hesitate to share this with your Home Group members. Passwords on the website are only there for protection against online search engines and to keep the public from accidentally accessing sensitive information about NA and our members.

Service Resources Page

<https://greensborona.org/service-resources/>

This page is primarily for the NA member who wants to get involved in service that is not already a Trusted Servant or GSR. It has links for readings for Home Group meetings, Service Committee Meeting info, Forms and Policy, 7th Tradition Information, Event Calendar, and Service Literature. Can be accessed by clicking “GSR/ASC Service Resources” at the top of any page on the website.

GSR Tools Page

<https://www.greensborona.org/gsr-tools/>

We recommend that every GSR who has a phone or computer bookmark this link for the duration of your term. It is also available under the “GSR/ASC Service Resources” Menu on each page. There are links to assist with any of the following.

- Submit Home Group Reports
- Submit Meeting Updates
- Update Contact Information
- Submit New Motions
- Submit Amendments
- Review ASC Policy
- Review 7th Tradition Info and Submit Donations
- Review Service Committee Schedule and Login Links
- Review Orientation Packet (Yes, this one!)
- See Records Page (ASC Minutes) Password: surrender
- Find Trusted Servant Contact Info Password: surrender
- Find Annual Service and Events Calendar

Forms for GSRs

- Home Group Reports
- Meeting Update
- Service Resume
- New Motion
- Amendment
- Request for Funds
- New Meeting Request
- Contact Information Update

When and Who to Submit Them To

- Secretary – Before or after the meeting.
- PR Chairperson – Before or after the meeting
- Secretary – After the meeting
- Secretary – Before Open Forum
- Secretary – Before Old Business
- Treasurer – Before or after the meeting
- PR Chairperson – Before or after the meeting
- Secretary – Before or after the meeting

What should be included in my home group report?

Home Groups are meant to be fully self-supporting, so you should always try to solve your problems as a Home Group before coming to the ASC. However, it is also a forum to find experience, strength, and hope for issues that you cannot resolve on your own and may even seek resources that would otherwise be unavailable to you.

- Anything going on in your group, including a need for support.
- The amount and method of any donations to the ASC
- Upcoming Home Group events or activities and any member celebrations.
- Changes to the meeting (but ALWAYS submit a "Meeting Update Form" as well.
- Elections or officer changes in your group

Why would I submit a motion and how do I do it?

Motions are used to conduct business at the Greensboro Area of Narcotics Anonymous. While many motions are minor and used to move business along at the meeting, if someone wants the ASC to do something that could affect other members, costs money, or changes policy it must be submitted in writing. There are other circumstances as well, and these can be found in the *Policy and Procedure Guideline for the Greensboro Area of Narcotics Anonymous* and anything not listed in Policy can be considered at the discretion of the ASC.

You can submit a motion in writing during the meeting and hand it to the Secretary before New Business. Or you can submit it online, just be sure to notify the Secretary that you have done so. Just be sure to be ready to take questions and defend the motion to the ASC after it is read and made available to everyone.

Amendments can also be made in the same manner but should be done before Old Business if amending a motion that has already been considered. Or during the presentation of a New Motion.

For motions that are not required to be submitted in writing, there are documents in this packet you can use for further guidance.

Procedural Motions

Motion	Statement “I make a motion to...”	Reason/When?	Chairperson Responses
Approve the Minutes	“...approve the minutes of the last meeting of the ASC.”	At the beginning of every meeting, ASC minutes are approved by the body. Make the motion once minutes are read or if a motion to forgo the reading has been made and passed.	<p>Many of these may be ruled out of order if not done at the appropriate time or if incomplete (no time constraint is given for a tabling or motion # given for removing a motion). In which case the chairperson may respond with “<i>Your motion is out of order because (explanation), we will continue with...</i>”</p> <p>An appeal of the ruling of the chairperson can only be ruled out of order if the motion is to appeal a ruling other than the most recent one.</p> <p>If no seconds are immediately offered to one of these motions, the chairperson may ask, “Are there any seconds?”</p> <p>Once seconded ask, “Are there any objections?”</p> <p>If none are made “The motion carries.”</p> <p>Objections may be heard and not warranted if they are few enough and for the sake of time/sanity concerns. “Objections heard and not warranted.”</p> <p>If enough objections are made, “Objections heard and warranted,” and proceed to a voice vote.</p>
Approve Reports	“...approve the (Subcommittee/Trusted Servant title) Report.”	Reports are approved throughout Subcommittee/Trusted Servant Reports. Make the motion once the report is given and no questions are being asked.	
Forgo Business	“...forgo (current agenda item).”	Often done to speed-up a meeting that has gotten long. Most appropriate for the Reading of Minutes at the beginning of the meeting.	
Move Business	“...move on to (next agenda item).”	The current agenda item has taken a while, meeting may be getting chaotic, or nothing is being achieved. Typically made once a particular agenda item is complete.	
Call the Previous Question	“...call the previous question.”	Immediately moves motion on the floor to a vote if passed. Used if discussion about the motion on the table has gotten off track, taken longer than is typical, or is otherwise contentious.	
Appeal the Ruling of the Chairperson	“...appeal the ruling.”	You disagree with the ruling of the Chairperson. Must be made immediately after the ruling you disagree with.	
Table the Motion	“...table the motion on the floor until...”	Table the motion until a certain time. Used if discussion about the motion on the table has gotten off track, taken longer than is typical, or is otherwise contentious	
Remove the Motion from the Table	“...remove motion number (motion #) from the table.”	Removes a previously tabled motion. Typically used if the time constraint given when it was first tabled too much, or if the chairperson has forgotten about a tabled motion.	
Adjourn the Meeting	“...adjourn the meeting.”	Ends the Meeting. Typically done after New Business.	

None of these motions are considered debatable, meaning once they are made and seconded, they are put to an immediate vote. The only exception is the motion to appeal, as the Chairperson is allowed to defend their decision before the vote to appeal is held. All are decided by a vote tally greater than 50% of all votes cast. All voting members may vote.

Rules of Order

Rule	Statement	Reason	When?	Chairperson Response	Record
Order of the Day	<i>"I call for the order of the day"</i>	Discussion has gotten off track and you want the chairperson to bring the focus back to the matter at hand.	Immediately, may interrupt current speaker/chairperson.	<i>"A call for order has been made..."</i> Ask Secretary to add the issue being discussed to the agenda for Open Forum.	The secretary may record the person who called for the order and the chairperson's response. Though this is not always necessary.
Point of Information	<i>"Point of Information"</i>	You have a question for the Chairperson or the person speaking that cannot wait.	Immediately, may interrupt current speaker/chairperson.	<i>"What is your point?"</i> Answer their question or direct speaker to answer.	Secretary should record maker, the question they asked, who it was directed to and the response.
Point of Order	<i>"Point of Order"</i>	You would like the Chairperson to clarify policy relevant to something that has just happened or happened recently, potentially in violation of policy.	Immediately, may interrupt current speaker/chairperson.	<i>"What is your point?"</i> Review policy to see if a mistake was made, then respond with <i>"Your point is well taken,"</i> and correct the mistake or <i>"Overruled"</i> and continue.	Secretary should record maker, the question, and chairperson's response.
Parliamentary Inquiry	<i>"Point of Parliamentary Inquiry"</i>	You are unsure of how to do something and need some instruction from the chairperson as to when and if it is appropriate.	Immediately after the current speaker is finished, interruption warranted if the matter being discussed at that exact moment could be affected.	<i>"What is your point?"</i> Answer to the best of your ability and continue from where discussion left off.	The secretary may record the person who called for the order and the chairperson's response. Though this is not always necessary.

The Greensboro Area of Narcotics Anonymous Area Events and Service Calendar

2023 - 2024



August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September*						
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24	25	26	27	28	29	30

October						
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29	30	31				

November						
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28	29	30				

December						
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31						

January						
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February						
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March*						
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April						
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30						

July*						
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21	22	23	24	25	26	27
28	29	30	31			

- = ASC Business Meeting (3pm)
- = Service Saturday
 - 2:30 PM Activities Subcommittee
 - 3:30 PM PR Subcommittee
 - 4:30 PM H&I Orientation
 - 5:00 PM H&I Subcommittee
- = Policy Subcommittee (1pm)
- = Convention Subcommittee (5pm)

- = RSC Meeting (1pm)
- = Weekly Activities Meeting (8pm)
- = Special Events
 - August 5th: Trusted Servant Orientation
 - February 3rd: Area Inventory
 - March 17th: PR Poster Hanging Day
 - April 20th: H&I Learning Day
 - May 3rd-5th: Spectrum of Hope Convention
 - July 14th: Area Picnic

- = World Service Celebrations
 - September 2nd: World Unity Day
 - December 1st: Sponsorship Day
 - May 1st: Service Day
 - June 2nd - 8th: PR Week

For more details, Zoom Info, updates, and changes please visit www.greensborona.org/service-committee-meetings

Potential Conflicts

- September 3rd, 2023 - Labor Day Weekend - Policy
- December 24th, 2023 - Christmas Eve - Convention
- May 12th, 2024 - Mother's Day - ASC Meeting
- November 11th, 2023 - Veteran's Day - Service Saturday
- December 25th, 2023 - Christmas Day - Activities
- May 26th, 2024 - Memorial Day Weekend - Convention
- November 26th, 2023 - Thanksgiving Weekend - Convention
- January 1st, 2024 - New Year's Day - Activities