

GREATER NEW BRUNSWICK
AREA SERVICE COMMITTEE - GNBASC

Group Service Representative
(G.S.R.)

ORIENTATION PACKET



July 2022

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The Purpose of the GSR Orientation Packet

This packet was created as an informational resource to help GSR's to serve their groups more effectively. 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 this will be an inspiration to serve in the GSR position more effectively.

Reproduced from “A Guide to Local Services in NA”

The NA Group - Group Service Representative (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 subcommittee. 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 the 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 interests of NA as a whole, not solely as advocates of their own 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 subcommittee 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 business 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 group's needs. In group recovery meetings, GSRs make available fliers announcing area and regional activities.

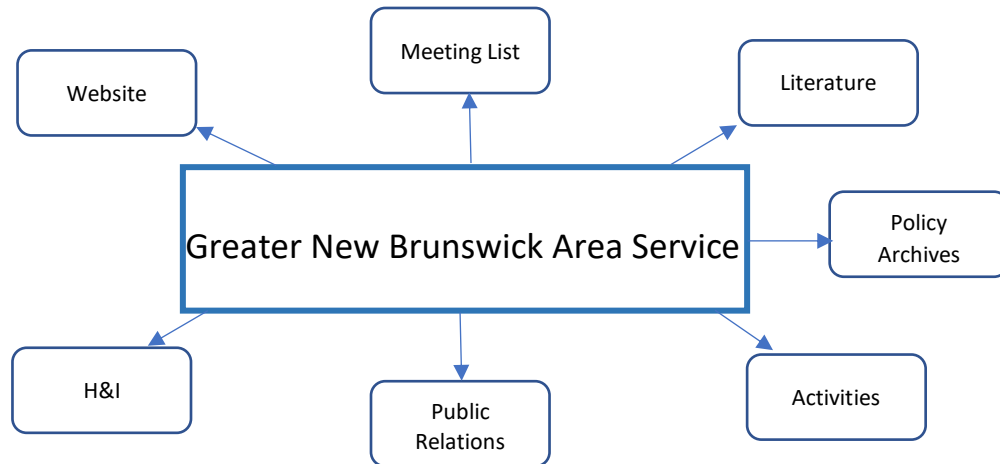
At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open 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.

The Area Service Committee - GROUP SERVICE REPRESENTATIVES (GSRs)

Group service representatives link their groups to the rest of Narcotics Anonymous. Most groups also elect an alternate GSR who can fill in for the group representative when needed. GSRs serve a dual role. As our fellowship's Second Concept for Service indicates, GSRs take part on their groups' behalf in the area committee and the regional assembly, conveying a sense of their groups' wishes to the service structure and bringing back information on what's happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole. For more information on the GSR's job, see both the Twelve Concepts for NA Service and the NA Group chapters appearing earlier in this guide.

Basic equipment for group service representatives usually includes copies of A Guide to Local Services in Narcotics Anonymous, area guidelines (if the area has them), and the log of area policy actions (available from the area secretary). Qualifications and terms of service for GSRs are determined by the groups, which elect them.

GNBASC Area Service Structure



Area Service **Officers** include:

- Chair
- Vice Chair
- Secretary
- Treasurer
- RCM
- Policy/Archives

The ASC is responsible not only to develop and maintain subcommittees in each field of service but also to coordinate the work of each of those subcommittees with the work of the others. For these reasons, all area committee participants need to become as informed as they can possibly be about subcommittee activities. Area committees devote significant portions of their meetings to reports from subcommittee chairpersons and discussions of subcommittee activities. Handbooks are available from the World Service Office for most of the subcommittees listed below. Specific directions for subcommittees in your area can be found in your log of policy actions and (if applicable) your area guidelines.

Most newly formed area service committees will probably not be able to support the same wide range of subcommittee services as a longer-established committee. Rather than attempt to set up all their subcommittees at once, it's recommended that new area committees take their time. Make sure the responsibilities of new subcommittees are well coordinated with those of existing ones. Bring subcommittees on line one at a time and give a great deal of attention to developing each subcommittee before bringing on another.

The Twelve Traditions

The Twelve Traditions of NA We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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 a 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 opinion 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

The Twelve Concepts

The Twelve Traditions of NA have guided our groups well in the conduct of their individual affairs, and they are the foundation for NA services. They have steered us away from many pitfalls that could have meant our collapse. Our various service units serve, for example, they do not govern; we stay out of public debate; we neither endorse nor oppose any of the many causes that our members may feel strongly about; our approach to addiction is a nonprofessional one; we are fully self-supporting. The traditions have provided our fellowship with essential guidance throughout its development, and they continue to be indispensable.

The Twelve Concepts for NA Service described here are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the basis for these concepts, which are tailored to the specific needs of our fellowship's service structure. The concepts encourage our groups to more readily achieve our traditions' ideals, and our service structure to function effectively and responsibly.

These concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and our traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

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 fulfill 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. 2 A Guide to Local Services in NA
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.

GSR ORIENTATION

What is the role of the GSR?

1. A trusted servant for their group
2. The voice of their group at Area Service Committee (ASC) meetings
3. The voice of Area Service Committee at your group
4. The group's main source of information about service, activities, and events
5. The group's source of information on how to get involved in service
6. An important source of information for the group about the traditions and concepts

What are the responsibilities of the GSR?

1. Attend the group meeting regularly where you are the GSR
2. Attend the Greater New Brunswick Area Service Meeting monthly
3. Report to the ASC the group status, donations, problems, concerns, change of meeting type, time or place and ensure the meeting list information is updated
4. Bring issues from the ASC to the group for a group conscience and report back to the ASC
5. Learn about the subcommittees of the ASC
 - a. What do the subcommittees do?
 - b. When do they meet?
 - c. Who can attend the subcommittee meetings?
 - d. Which subcommittee's need support
6. Understand the service structure

How does the GSR provide ASC information to their Group?

1. The GSR needs to ensure they receive the minutes from the ASC
2. Review the ASC minutes during their group business meeting. Taking notes is ok, but to ensure each GSR is delivering accurate and the same information, it is important to utilize the minutes that are published after each ASC meeting
3. Ensure all motions that are brought back to the group for a vote, is read from the minutes and provide the group with any additional information needed to reach a group conscience. The groups conscience is brought back and voted on at the ASC

GSR Report at group business meeting should include:

Attendance of groups and elected trusted servants at the ASC

- Open positions at Area and Region
- Motions carried back to the group
- Points of discussion made during the ASC
- Open positions within the subcommittees
- Reading group and area announcements
- Activities announcements

Robert's Rules of Order to Conduct Business

Some of the ways we use Robert's Rules of Order is:

- How we use motions to bring topics to Area to vote on
- How we use Pro's and Con's during discussion
- How we vote and using quorum to determine if we have enough GSR's at our Area to decide on financial related decisions
- How we vote in Chairs and Officers of the Area
- How we can "table" motions that we feel should go back to the groups to let the members at our groups vote

GREATER NEW BRUNSWICK AREA SERVICE COMMITTEE MEETING AGENDA

1. Call to Order
 - a. Moment of Silence / Serenity Prayer
 - b. Purpose of Area Service (Article II Section 2)
 - c. Reading of the 12 Traditions
 - d. Reading of the Twelve Concepts
 - e. Reading of Why Are We Here
2. Open floor/visitors (if necessary)
3. New or visiting members to area (that would like to introduce themselves)
4. Set date of next meeting
5. Approval of last month's minutes
6. First Roll Call
7. Reports
 - a. ASC Officer reports
 - b. Subcommittee reports
8. Second Roll Call
9. Old Business
 - a. Open Positions/Elections
 - b. Other Old Business
10. Group Concerns
 - a. Opportunity for groups to share issues and get experience from other members
9. New Business
 - a. Motions
 - b. Additional New Business
10. GSR Reports- GSRs are to present either oral or written reports
11. Motion to Close

Greater New Brunswick Area Service Officers and Subcommittee Chairpersons
As of December 2022

Position	Officer	Email Address	Phone Number
GNBASC Chair	Eddie L.	Elapo14@gmail.com	732-289-1896
GNBASC Vice Chair	Nabillah I.	nabillah@hotmail.com	908-591-3160
RCM	Robert F.	narob89@aol.com	732-210-8770
Alt. RCM	William F.	Flmm21@yahoo.com	
Treasurer	Evelyn A.	andersones@ymail.com	732-672-7456
Alt. Treasurer	VACANT		
Secretary	Melissa D.	speedbumpy@gmail.com	908-512-5541
Alt. Secretary	VACANT		
Policy/Archives Chair	VACANT		
Policy/Archives Vice Chair	VACANT		
Literature Chair	William B.	williambthemover@yahoo.com	732-921-5929
Literature Vice Chair	Debbie E.	deboratheato@gmail.com	
Activities Chair	Terrince C.	terrincec@gmail.com	848-391-8474
H&I Chair	Yvette W.	yweeks77@yahoo.com	732-421-0254
Meeting List Chair	Victor F.	Victor.Flores3242@gmail.com	732-668-2005
Public Relations Chair	VACANT		
Website Chair	VACANT		

GNBASC FORMS

Greater New Brunswick Area Service



GROUP REPORT FORM

Date: Click or tap to enter a date.

Group Name: Choose an item.

Your Name: Click or tap here to enter text.

Your Position: Choose an item.

Open Commitments/Positions:

Secretary:

Treasurer:

Greeter:

GSR:

Alt. GSR:

Chairperson:

Other: **Role:** Click or tap here to enter text.

Group Report: Click or tap here to enter text.



Greater New Brunswick Area Service
MOTION FORM

Motion Number: Click or tap here to enter text.
(Motion number format: Date - # of motion – 010121 – 1)

Date of Motion: Click or tap to enter a date.

PASS

FAIL

Motion: Click or tap here to enter text.

Intent: Click or tap here to enter text.

Maker of Motion: Click or tap here to enter text.
enter text.

Second: Click or tap here to



Greater New Brunswick Area Service
SUB-COMMITTEE/OFFICER REPORT FORM

Date: Click or tap to enter a date.

Sub-committee/Officer: Choose an item.

Your Name: Click or tap here to enter text.

Position: Choose an item.

SUBCOMMITTEE Report: Click or tap here to enter text.