

**GSR HANDBOOK for
SOUTHEASTERN ARIZONA AREA of NA**



Statewide Help Line - Available 24/7:

844.991.2962

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The Southeastern Arizona Area of NA (SEAZNA) is in service to
Cochise, Graham, Greenlee, Pima and Santa Cruz Counties
along with a portion of Pinal County.

**WELCOME and Congratulations! Serving as a Group Service
Representative (GSR) is an important role at the Area level**

Helpful hints:

- Be prepared with a pen, pencil, notebook or other device
- Ask for help from the group. Seeking support and direction from the group can increase the resources available to a GSR.
- Attending GSR orientation to better understand the procedures at a local service body is highly recommended.
- Don't expect to understand everything at your first meeting. Begin where you are and don't be afraid to ask questions.
- New GSR Orientation is so you may better understand the order and procedures at this local Area Service Committee (ASC) meeting.
- Remember, we are here to further the primary purpose of Narcotics Anonymous: to carry *the message of recovery to the addict who still suffers.*
- There is a list of Acronyms with the vocabulary used at the end of the booklet. This will assist you with some of the terminology.

**This booklet explains the basic structure and operation of the
Southeastern Arizona Area Service Committee (SEAZNA ASC)**

Please become familiar with these items and the website [natucson.org](http://www.natucson.org)

1. The GSR Orientation Handbook
2. A Guide to Local Services (GTLS) from World Service Office (WSO)
3. The Southeastern Arizona Area Service Committee Guidelines
4. Previous month's ASC Meeting Minutes
5. Literature Order form
6. Idea Request (IDR) form
7. GSR Report Form
8. ASC Agenda
9. Consensus-Based Decision Making

The forms you need listed above and this handbook are available on the SEAZNA website at <http://www.natucson.org/docsforms.php>

*The GSR's role is vital to carrying your homegroup's group conscience.
This is how the Narcotics Anonymous service structure
empowers each member helping to ensure full participation.*

FULL PARTICIPATION

The full participation of all GSR's is essential to the health and growth of our area. **All the participants present at an ASC meeting are there specifically to serve the groups of that Area.**

We seek guidance from an ultimate authority, a power greater than ourselves, that expresses itself through our group conscience. In order to form that group conscience, we seek spiritual guidance to form our decisions. **It is important that those who are expected to seek and represent that guidance through their discussion and decision making, understand what is going on.** The full participation of each member helps ensure that decisions are made by a true group conscience, and not dominated by powerful personalities or politics.

Just as "just showing up" for meetings does not keep us clean, merely attending meetings is not the extent of your responsibilities.

Decorum: Please contribute to an atmosphere of respect, spirituality, and avoid being disruptive in the ASC meeting.

What is the Area Service Committee (ASC)?

ASC services • Attract addicts to meetings • Provide materials for use in meetings • Conduct activities designed to strengthen meetings or • Perform the administrative functions necessary to do these things. The ASC is the “Workhorse” of the service structure. Most of the hands-on work of delivering NA services to the groups and the community occurs at the area level. It is the primary means by which the services of a local NA community are administered.

The ASC allows groups to stay focused on their primary purpose and still see that other services are developed and maintained. In the words of NA’s Ninth Tradition, groups “create service boards or committees directly responsible to those they serve.”

ASC is composed of:

- **Group Service Representatives (GSR)**
- **Executive Committee Members (ECM)**
 - **Chair, Vice Chair, Secretary, Treasurer and Regional Committee Members (RCM and Alt RCM)**
- **Subcommittee chairs (SUB)**

The ASC is responsible to the groups. NA meetings send GSRs to serve on the ASC. While still maintaining final responsibility and authority for area services, **groups invest enough delegated authority in their GSRs for the necessary work to get done.**

ASC also collects donations from the groups to coordinate SUB activities and business. **Through contributions and volunteers, the groups exercise both their responsibility and their authority for NA services.**

PLEASE REFER TO PAGE 4 OF THE SEAZNA GUIDELINES

SEAZNA ASC Meetings

The regular meeting of the ASC will **begin at 2PM and end at 4PM.** Extension of the ASC business meeting will be done by a vote of GSR's at the meeting. **GSR attendance is suggested for the entire meeting to fully participate in the decision-making process.**

The Chair will call the meeting to order with the Serenity prayer and **the meeting follows an agenda.** • Introductory readings, • review of minutes, • a financial report, • group announcements, • subcommittee reports, • an open forum to discuss Idea Requests (IDRs), • formal business and • a closing prayer.

PLEASE REFER TO PAGES 5&6 OF THE SEAZNA GUIDELINES

What is a Group Service Representative (GSR) and what do they do?

Serving in the Alternate GSR position before becoming GSR can offer the benefit of mentorship and knowledge from an experienced member. If you do not have an alternate GSR please ask your group to assist you.

The GSR is an active member of an NA group and its representative at ASC 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.**”

As a Group Service Representative (GSR), you have been entrusted with certain responsibilities

1. Deliver the group’s financial contribution
2. Purchase literature on behalf of the group
3. Keep your homegroup informed about ASC activity at your business meeting in a clear, concise, objective manner:
 - a. Service positions available and service committee needs
 - b. Business matters such as idea requests, elections, literature changes, financial standing of the ASC or group problems
 - c. Special meetings, Activities and Events
 - d. AZ Regional Service Committee (ARSC), Zonal and World Service Office (WSO) information as it comes up
4. Carry your homegroup’s group conscience in ASC voting matters
5. Ensure the group’s meeting information is up to date in the local meeting list and on the area, regional and world websites
6. Provide a report to ASC as your group moves or changes occur
7. Collect event flyers and meeting lists for your group
8. Participate in local subcommittees and workgroups according to your skills and interests
9. Learn about and operate within the ASC Guidelines
10. Apply the 12 steps, 12 Traditions and 12 Concepts of Service

PLEASE REFER TO PAGE 8 OF THE SEAZNA GUIDELINES

What is a Group Service Representative (GSR) and what do they do? (cont.)

As The Group Booklet tells us, the role of the GSR is far more than a “mere group messenger. In the Eighth Concept, we are reminded that “Our service structure depends on the integrity and effectiveness of our communications.”

The GSR serves as the communication link between the group and the rest of the NA service system, and “...they take active, critical parts in the discussions which form the group conscience of the entire committee” (The Group Booklet).

Discernment is an important quality for a GSR. It can help in deciding what information to report, and in making decisions at service meetings on the group’s behalf. We take care to **discern the short and long-term impact of our decisions, what they mean for NA services today and how they can help us to reach more addicts.**

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 Literature Orders are handled at ASC

Please fill out a *Literature Order Form*. The forms are to be turned into the Literature Subcommittee before the ASC meeting. A form can be downloaded from the website. Your group’s literature order will be filled during the course of the meeting and delivered to you with a receipt.

How 7th Tradition Donations and Literature orders are handled at ASC

All money transactions at the ASC Meeting request that you pay by money order or electronic transfer on Zelle, Venmo or PayPal. **Please fill out a slip and submit your donation to the Treasurer at the beginning of the meeting.**

Tradition 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.

BASIC PROCEDURES at ASC

What is an Idea Request (IDR)?

An IDR is a statement of an idea an ASC committee member wants the ASC to put into practice. IDRs are used to introduce new business ideas.

Any **GSR, Alternate GSR, ECM or SUB** may submit an IDR to the floor and **bring business to the ASC by introducing the IDR** on the appropriate form available online <https://natucson.org/docsforms.php>

IDRs are to state, in the simplest and clearest terms possible:

Exactly what is being proposed and exact intentions of the proposal (what you wish to accomplish, what is needed to do so and why)

One source of confusion at the ASC meeting can be an unclear IDR. Please take the time to write yours as clearly and concisely as possible. If you need assistance, please work with your homegroup.

An IDR can be emailed to the Secretary for the upcoming ASC Agenda or You may fill one out at the ASC meeting and submit it to the Chair before the Announcements or Open Forum section of the agenda

After an **Idea Request (IDR) is introduced** by the maker it **can also be adapted** to include ideas or concerns offered by participants during discussion

What decision-making procedures does the ASC meeting use?

In order to conduct business, we must first establish a quorum (51% of all active Groups in the Area must be present). Once this is established, we rely on Consensus Based Decision Making (CBDM). CBDM means we serve as equals, and is one method for a service body, as a team of equals, to hear that group's conscience. The heart of consensus is a cooperative intent, where members are willing to work together to find or create the solution that meets the needs of the group or NA as a whole.

Consensus based decision making (CBDM) procedures in order:

• Introduce an IDR • Ask if there is anyone in disagreement • Discuss if necessary • When discussion concludes, the Chair asks for Consensus • If consensus (unanimous support) is not achieved, then further discussion may be required. A low level of support may indicate that no further discussion is needed.

BASIC PROCEDURES at ASC (Cont.)

The GSRs Role is to contribute towards a positive and respectful meeting environment, be prepared with information and

- Participate in and advance the discussion process
- Gain a clear understanding of all viewpoints
- Ask questions when more information is needed
- Consider what serves our primary purpose not personal preference
- Commit to the process and actively support consensus

Discussion on an IDR:

Discussion is where **any person present can speak for or against an idea** by raising their hand and being recognized by the Chair. The maker of an IDR is generally given the floor first to speak in favor of their IDR. Discussion is **generally limited to three for and three against**.

Secondary Ideas (or friendly amendments) for an IDR:

During discussion any number of **secondary ideas can be suggested in order to achieve consensus**.

Refer to Groups: a GSR wants the motion to be put on hold so more information can be obtained or GSR's can poll their home group members before a vote.

Call the question: A GSR wants to end discussion and vote immediately. At any time during this process, an IDR may be **tabled** until the next ASC meeting. This can be done by the group or the chairperson. **Reasons may include**

- Feedback required from Groups
- More information needed
- Financial investigation or
- other reasons

PLEASE REFER TO PAGE 5 OF THE SEAZNA GUIDELINES

CBDM requires some skills

- A focus on creating solutions rather than finding fault with the ideas.
- The willingness to share ideas and let go of the outcome.
- Remember that compromise may be required, and decisions can be revisited if needed.
- Passing on speaking when someone else already made the same point.
- An awareness of personal characteristics and circumstances, and how these may affect participants in the CBDM process.

CBDM is about listening. With its emphasis on inclusion, collaboration, and consensus building, CBDM is in harmony with our spiritual principles. The consensus process is how we manifest the idea "together we can do what we cannot do alone" in a service setting

Additional ASC Members

Executive Committee Members (ECM)

Chair: presides over the ASC meetings and ensures rules of procedure are followed and a sense of order is maintained during the ASC meeting.

Vice Chair: Coordinates all subcommittee functions and assists with their specific concerns.

Secretary: Takes written, detailed and concise minutes for each ASC business meeting.

Treasurer: maintains the ASC funds in a bank account and makes a report of contributions and expenditures at each regular ASC meeting.

Regional Committee Member (RCM) and Alternate RCM (Alt RCM): Represents the ASC at the regional level.

Subcommittee Chairs

Activities: primarily hosts events that promote fun and unity within the fellowship and can sometimes raise additional funds for the Area.

Ad-Hoc Committees: appointed by the Chair to perform specific tasks

Hospitals and Institutions (H&I): carries the message of NA to addicts in institutions who are unable to get to outside meetings.

Phoneline: coordinates our 24-hour answering service

Literature: provides only NA literature for sale to individuals, groups, subcommittees and maintains a stock of literature for that purpose.

Outreach: upon the request of a group, outreach assists meetings to get started, with business, orientations, concerns and responds to other specific needs of groups in the area.

Public Relations (PR): updates and prints the meeting schedules, Informs the public of NA, Responds to professional inquiries.

Group Service Representative (GSR) Duties

A. New GSRs attend a GSR orientation offered prior to ASC each month.

B. GSRs represent their Group conscience at ASC meetings.

C. GSRs bring matters of concern from their Group to the ASC and keep their Group informed about NA activities

D. GSRs may be reimbursed for travel to ASC from outside twenty-five (25) mile radius (current value: up to \$30)

E. GSRs should be available to their Group members with information about NA activities, issues before the ASC, other Group's announcements, service structure of NA, Traditions, and how to become more involved.

F. A GSR cannot be an ECM or SUB Chair of the ASC or RSC, nor hold another position of the elected ASC or RSC committees

PLEASE REFER TO THE SEAZNA GUIDELINES FOR DESCRIPTIONS, DUTIES AND BOUNDARIES FOR SERVICE POSITIONS GENERALLY DESCRIBED HERE

The Twelve Traditions of NA

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.

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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 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.
 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.
- First Concept To fulfill our fellowship's primary purpose, the NA groups have joined together

NA Acronyms

- ASC** Area service committee: Local service body consisting of GSRs and other elected trusted servants.
- CAR** Conference Agenda Report : A publication that consists of business and issues that will be considered during the WSC.
- CBDM** Consensus-based decision making: Decision-making process where members work together to find or create solutions.
- ECM** Executive Committee Member
- FD** Fellowship development: NA service devoted to starting and nurturing new NA communities and helping existing communities to continue growing.
- FIPT** Fellowship Intellectual Property Trust: A legal trust that serves as custodian for NA's literature and logos.
- GLS** A Guide to Local Services in NA: A service handbook intended to serve as a resource for NA groups, areas, and regions.
- GSF** Group support forum: A discussion-oriented body focused on the needs of the groups.
- GSR** Group service representative: Trusted servant elected by an NA group to participate on its behalf at the ASC or other local service body.
- H&I** Hospitals and institutions: NA service devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.
- IDT** Issue Discussion Topic: Specific topics selected for discussion that concern the Fellowship as a whole.
- IDR** Idea Request: A form for submitting an idea to the ASC for a voting matter to change policy or procedure, guidelines or manage the flow of funds
- IP** Informational pamphlet: short piece of recovery literature.
- LSB** Local service board: Administrative body of the LSC.
- LSC** Local service conference: A strategic, planning-oriented local service body.
- NAWS** Narcotics Anonymous World Services: Service body that deals with the problems and needs of NA as a whole.
- PR** Public relations: NA service devoted to creating and maintaining relationships with members, potential members, and the general public or community at large. Shares information about NA to government and private agencies, the public media, community leaders and those in the helping professions.

- RCM** Regional committee member: Trusted servant elected by an ASC to participate on its behalf at the RSC.
- RD** Regional delegate: Trusted servant elected by an NA region as a voting participant at the WSC.
- RSC** Regional service committee: Service body consisting of ASCs and/or other types of local service bodies.
- SP** Service pamphlet intended for use as a resource for groups and service bodies.
- QUORUM** 51% of all active Groups in the Area
- WCNA** The World Convention of NA: Celebration of recovery and unity held every three years in a different part of the world.
- WSC** World Service Conference: Service meeting that brings all elements of NA World Services together.
- WSO** World Service Office: The main service center for the NA Fellowship.
- ZONAL FORUM** Intermediate service body comprised of multiple Regions which may have a seat at the WSC.
- ZD** Zonal delegate: Trusted servant elected by a zonal forum that is eligible for seating at the WSC as a voting participant.

Helpful resources

Literature can answer questions we might have.

These links may be helpful:

www.na.org/ips, www.na.org/servicemat & www.na.org/?ID=toolbox

NAWS provides a report of the services provided by NA World Services and may be of interest to GSRs wanting to know more about Narcotics Anonymous as a whole at www.na.org.

Spiritual issues: *It Works How and Why. Applying spiritual principals: It is very easy to get caught up in the politics, personalities and strong opinions that will be present whenever a group of people gather to make important decisions. The most important thing to always keep in mind is that we are all here to serve the will of a higher power for the good of NA and its primary purpose. It is suggested that before offering discussion or voting, that members take a moment to reflect on the issue and to seek a higher power's will for the group and NA as a whole. The most popular idea or, the idea presented by the strongest personality is not always God's will or, in NA's best interest. We must be willing to remain open minded and teachable but, we must also be vigilant and willing to stand on spiritual principle when we honestly believe our view represents a higher power's will. This is often a delicate balance, and it is best obtained by maintaining a conscience's contact and seeking a spiritual conscience to the best of our ability.*



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This handbook is maintained by the Southeastern Arizona Area.
The content is provided in compliance with the SEAZNA Guidelines.
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