

GSR Helpful Hints

The Greater Orlando Area (ASC) meeting is held the 2nd Sunday of every month at 1:00 PM except May which is on the 1st Sunday. Literature is distributed at 12:30PM (before Area starts) and then after Area is over (**NO** Literature will be distributed during the ASC)

Before the ASC meeting begins...

GSR Seating

Find your Group's placard which is located in the hanging file on the back wall of the ASC. Motion sheets and extra forms are also located in this file. GSR's sit on the outside of the table while the Alternate GSR's sit on the inside.

Literature Order & ASC Donation

Upon arrival at the ASC meeting, give the Literature Order form, the Group Report and the check or money order, for your literature and/or ASC donation, to the Area Treasurer. You may use just one check or money order for both the literature order and ASC donation. NO CASH will be accepted. Your literature will be available at the next Area.

Meeting Lists, Written Reports and Announcements

Meeting Lists, Written reports and announcements, if any, are located on the table designated by the Admin committee. Use your judgment on the number of announcements to pick up. Often times there are only enough for one announcement for each group. Occasionally, there is mail for each group (The NA Way Magazine, etc.). Be sure to pick this up as well. If you are bringing an announcement to pass out, it must be approved by the Area Vice-Chair. Announcements can also be submitted to the Area's website before Area for approval.

During the ASC Meeting...

The ASC meeting follows an agenda that is sent out by the Area Chairperson. The minutes of the meeting are sent out by the Secretary via email or regular mail so please bring them with you. The majority of the ASC meeting consists of verbal and written reports from the various ASC Administration and Subcommittees. It is recommended that you take notes in case something is missed or is not recorded. Also, make a note of what positions are open and add them to your announcements to read at your homegroup. Take notes on what is said (not who said it) during open forum to add to your GSR report. Take notes on all motions under new and old business. Pay close attention to any motions that are sent backs to the groups to vote on. At the next ASC, you will need to vote the conscious of your group.

After the ASC Meeting

Back at the Group...(This may vary from group to group)

At the next group meeting, bring the group's literature and stock it accordingly. Give the group's treasurer the literature receipt and the donation receipt. Update the meeting lists by disposing last months, replacing them with the new ones you received at ASC. Update your announcements by disposing of the outdated ones and adding the new ones to your GSR report.

At Each Meeting... (This may vary from group to group, some announcements are done through the Secretary.)

When the chairperson ask for any NA announcements, stand up and announce the upcoming events and open positions.

At the Next Business Meeting...

Be prepared to give your report on the ASC meeting. Your report should consist of highlights from each report presented at the previous ASC meeting, topics under open forum, any motions voted on at the ASC, any new motions to be voted on by the group, and anything else that you think is noteworthy. Make sure that any motions to be voted on by the group are brought up under new business at the group's business meeting. When these motions are brought up at the next ASC, vote the group's conscious.

Approximately Two Meetings Before the next ASC @ the home group... (This may vary from group to group)

The amount of literature has to be inventoried. Using a blank literature order form, count the number of pamphlets, books, and medallions that is currently in stock. Give this to the treasurer.

Approximately One Meeting Before the next ASC @ the home group... (This may vary from group to group)

The treasurer will provide you with a completed literature order form and a check or money order to purchase literature at the next ASC. The treasurer will also supply you with the group's donation to the ASC (You may use just one check or money order for both)

Communication is the Key

1. If you are unable to attend the ASC meeting, please contact your Alternate GSR to take your place. If the Alternate GSR is unavailable to take your place, then contact another trusted servant from the group.
2. The group's representation is requested monthly at ASC.



®

GOASCNA

GROUP REPORT

DATE: _____.

GROUP_NAME: _____.

LOCATION OF MEETING: _____

_____.

TYPE OF MEETING: _____.

AVERAGE ATTENDANCE: _____ NEWCOMERS: _____.

DONATION TO AREA: \$_____ LITERATURE: \$_____.

BUSINESS MEETING HELD: _____

GROUP POSITIONS OPEN: _____

_____.

PROBLEMS OR SITUATIONS: _____

G.S.R. : _____

ALTERNATE G.S.R. : _____

Greater Orlando Area of Narcotics Anonymous Literature Quick-Order Form

Item #	Description	Quantity	Price	Total
Hard Cover Books				
EN-1101	Basic Text English 6th ed		\$11.00	
EN-1140	It Works How and Why		\$7.81	
Soft Cover Books				
EN-1112	Just For Today		\$7.81	
EN-1400	NA Step Working Guide		\$7.30	
Pamphlets				
EN-3101	Who, What, How & Why		\$0.21	
EN-3105	Another Look		\$0.21	
EN-3106	Recovery, Relapse		\$0.21	
EN-3107	Am I an Addict?		\$0.21	
EN-3108	Just For Today		\$0.21	
EN-3109	Living the Program		\$0.21	
EN-3111	Sponsorship		\$0.21	
EN-3112	Triangle of Self-Obsession		\$0.21	
EN-3114	One Addict's Experience		\$0.21	
EN-3115	PI and the NA Member		\$0.21	
EN-3116	For the Newcomer		\$0.21	
EN-3119	Self-Acceptance		\$0.21	
EN-3120	H&I and the NA Member		\$0.21	
EN-3122	Welcome to NA		\$0.21	
EN-3123	Staying Clean on the Outside		\$0.21	
EN-3124	Hey! Whats the Basket For?		\$0.21	
EN-3126	Accessibility For Those w/additional needs		\$0.21	
EN-2202	Group Business Meetings		\$0.21	
EN-2203	Group Trusted Servants: Roles and Responsibilities		\$0.21	
EN-2204	Disruptive and Violent Behavior		\$0.21	
Booklets				
EN-1164	Twelve Concepts for NA Service		\$1.75	
EN-1200	Introductory Guide to NA		\$1.70	
EN-1500	White Booklet		\$0.63	
EN-1500H&I	White Booklet for H&I		\$0.63	
LG-1500	White Booklet, large print		\$0.63	
EN-1600	The Group Booklet		\$0.81	
EN-1601	Behind the Walls		\$0.81	
EN-1601H&I	Behind the Walls for H&I		\$0.81	
EN-1603	In Times of Illness		\$0.81	
EN-1604	NA – A Resource in your community		\$0.32	
EN-1604A	Information about NA		\$0.25	
EN-3102	The Group IP		\$0.26	
EN-3110	Working Step Four in NA		\$0.65	
EN-3113	By young Addicts For Young Addicts		\$0.26	
EN-3117	For Those in Treatment		\$0.26	
EN-3121	The Loner		\$0.26	
EN-3125	Self-Support: Principle & Practice		\$0.48	
EN-3127	For The Parents...Of Young People		\$0.26	
EN-2205	NA Groups and Medication		\$0.26	
Total Column 1				

Item #	Description	Quantity	Price	Total
Keytags				
EN-4100	Welcome		\$0.45	
EN-4101	30 Days		\$0.45	
EN-4102	60 Days		\$0.45	
EN-4103	90 Days		\$0.45	
EN-4104	6 Months		\$0.45	
EN-4105	9 Months		\$0.45	
EN-4106	1 Year		\$0.45	
EN-4107	18 Months		\$0.45	
EN-4108	Multiple Years		\$0.45	
Bronze Medallions Year(s)				
EN-4301	1 Year		\$2.75	
EN-43	18mo		\$2.75	
EN-4302	2 years		\$2.75	
EN-43			\$2.75	
EN-43			\$2.75	
EN-43			\$2.75	
EN-43			\$2.75	
EN-43			\$2.75	
EN-43			\$2.75	
EN-43			\$2.75	
EN-43			\$2.75	
EN-43			\$2.75	

Total Column 2

Total Column 1	
Total Column 2	
Totals from other pages	
Subtotal	

add 6.5% sales tax (subtotal X .065)

Grand Total

GROUP NAME

NAME OF PERSON PICKING UP ORDER

DATE

DESCRIPTION	ITEM #	QUANTITY	PRICE	TOTAL	
BOOKS					
Basic Text 25th Anniversary Commemorative Edition (sold-out)	EN-1103		\$25.00		
Basic Text, English, large print - 5th Edition	LG-1101		\$15.00		
Basic Text, English, large print, lined - 5th Edition	LN-1101		\$9.89		
Basic Text, English, soft cover - 6th Edition	EN-1102		\$11.00		
Basic Text, hard cover pocket-sized version - 5th Edition	EN-1105		\$10.00		
Basic Text, soft cover pocket-sized version - 5th Edition	EN-1106		\$10.00		
Just For Today, soft cover - pocket-sized version	EN-1113		\$8.00		
Sponsorship Book, soft cover	EN-1130		\$7.00		
It Works, soft cover	EN-1143		\$7.38		
It Works, hardcover - pocket-sized version	EN-1144		\$8.00		
It Works, large print	LG-1140		\$11.00		
			Book subtotal ->		
SERVICE HANDBOOKS & GUIDES					
H&I Handbook (with Audio CD)	EN-2101		\$8.45		
Public Relations Handbook	EN-2102		\$8.50		
A Guide to World Service	EN-2104		\$3.74		
Literature Committee Handbook	EN-2105		\$2.46		
Handbook for NA Newsletters	EN-2106		\$1.81		
A Guide to Phoneline Service	EN-2107		\$3.10		
Treasurer's Handbook	EN-2109		\$1.81		
Group Treasurer's Workbook	EN-2110		\$1.81		
A Guide to Local Service	EN-2111		\$6.20		
Outreach Resource Information	EN-2113		\$2.35		
Additional Needs Resource Information	EN-2114		\$2.35		
Institutional Group Guide	EN-2115		\$3.70		
			HandBook subtotal ->		
ACCESSORIES					
Group Treasurer's Record Pad	EN-9001		\$0.65		
Literature Rack (Wire, 8 Pocket)	EN-9053		\$18.00		
Literature Rack (Wire, 16 Pocket)	EN-9054		\$25.00		
Literature Rack (Wire, 20 Pocket)	EN-9055		\$32.95		
NA Wallet Cards – 500 (Overdose/Jail)	EN-9060		\$6.20		
NA Wallet Cards – 500 (Recovery is Possible)	EN-9061		\$6.20		
NA Wallet Cards – 500 (3rd Step)	EN-9062		\$6.20		
NA Wallet Cards – 500 (Serenity Prayer)	EN-9063		\$6.20		
NA Wallet Cards – 100 (Mixed)	EN-9064		\$2.00		
NA Wallet Group Reading Cards - (Bundle of 15)	EN-9127		\$2.25		
6 Poster Set	EN-9070		\$8.60		
"My Gratitude Speaks" Poster	EN-9071		\$1.25		
Serenity Prayer Poster	EN-9072		\$1.25		
Twelve Steps Poster	EN-9073		\$2.85		
Twelve Traditions Poster	EN-9074		\$2.85		
Third Step Prayer Poster	EN-9075		\$1.25		
Just For Today Poster	EN-9076		\$1.25		
Twelve Concepts Poster	EN-9077		\$2.85		
3 Poster Color Set (Steps, Traditions, Concepts)	EN-9080		\$18.00		
Group Reading Cards	EN-9130		\$4.00		
NA Medallion Journal Black	EN-9401		\$15.00		
NA Medallion Journal Terra Cotta	EN-9402		\$15.00		
"Basic" Mug - dark blue	EN-9415		\$5.61		
The NA Way Mug	EN-9416		\$6.25		
			Accessories subtotal ->		
MEDALLIONS					
Fill in year needed example- Bronze (10 year) or => EN-4310 for example					
DESCRIPTION	YEARS	ITEM #	QUANTITY	PRICE	TOTAL
Bi-Plate		EN-53		\$12.36	
Bi-Plate		EN-53		\$12.36	
Bi-Plate		EN-53		\$12.36	
Gold		EN-73		\$11.23	
Gold		EN-73		\$11.23	
Gold		EN-73		\$11.23	
			Medallions subtotal ->		
			PAGE 1 TOTAL		

SPANISH BOOKS AND BOOKLETS					
DESCRIPTION		ITEM #	QUANTITY	PRICE	TOTAL
Basic Text, soft cover - 5th Edition		CS-1102		\$5.61	
Just For Today, soft cover		CS-1112		\$7.81	
Sponsorship Book, soft cover		CS-1130		\$7.00	
It Works, hardcover		CS-1140		\$7.81	
Step Working Guide		CS-1400		\$7.30	
Introductory Guide to NA		CS-1200		\$1.70	
White Booklet		CS-1500		\$0.63	
The Group Booklet		CS-1600		\$0.81	
Behind the Walls		CS-1601		\$0.81	
In Times of Illness		CS-1603		\$0.81	
Working Step Four in NA		CS-3110		\$0.65	
NA – A Resource in Your Community		CS-1604		\$0.32	
Information About NA		CS-1604A		\$0.25	
Twelve Concepts for NA Service		CS-1164		\$1.75	
The Group IP		CS-3102		\$0.26	
For Those in Treatment		CS-3117		\$0.26	
The Loner		CS-3121		\$0.26	
Self Support: Principle and Practice		CS-3125		\$0.48	
A Guide To World Service		CS-2104		\$3.74	
A Guide To Local Service		CS-2111		\$6.20	
SPANISH PAMPHLETS			Books subtotal ->		
IP DESCRIPTION		ITEM #	QUANTITY	PRICE	TOTAL
Who, What, How & Why		CS-3101		\$0.21	
Another Look		CS-3105		\$0.21	
Recovery, Relapse		CS-3106		\$0.21	
Am I an Addict?		CS-3107		\$0.21	
Just For Today		CS-3108		\$0.21	
Living the Program		CS-3109		\$0.21	
Sponsorship		CS-3111		\$0.21	
Triangle of Self-Obsession		CS-3112		\$0.21	
Youth and Recovery		CS-3113		\$0.21	
One Addict's Experience		CS-3114		\$0.21	
PI and the NA Member		CS-3115		\$0.21	
For the Newcomer		CS-3116		\$0.21	
Self-Acceptance		CS-3119		\$0.21	
H&I and the NA Member		CS-3120		\$0.21	
Welcome to NA		CS-3122		\$0.21	
Staying Clean on the Outside		CS-3123		\$0.21	
Hey! What's the Basket For?		CS-3124		\$0.21	
SPANISH KEY TAGS			Pamphlets subtotal ->		
DESCRIPTION		ITEM #	QUANTITY	PRICE	TOTAL
Welcome – White		CS-4100		\$0.45	
30 Days – Orange		CS-4101		\$0.45	
60 Days – Green		CS-4102		\$0.45	
90 Days – Red		CS-4103		\$0.45	
6 Months – Blue		CS-4104		\$0.45	
9 Months – Yellow		CS-4105		\$0.45	
1 Year – Moonglow		CS-4106		\$0.45	
18 Months – Grey		CS-4107		\$0.45	
Multiple Years – Black		CS-4108		\$0.45	
SPANISH MEDALLIONS			Keytags subtotal ->		
DESCRIPTION	YEARS	ITEM #	QUANTITY	PRICE	TOTAL
Fill in year needed example- Bronze (10 year) or => EN-4310 for example					
Bronze		CS-43		\$2.75	
Bronze		CS-43		\$2.75	
SPANISH POSTERS & READING CARDS			Key Tags subtotal ->		
DESCRIPTION		ITEM #	QUANTITY	PRICE	TOTAL
6 Poster Set		CS-9070		\$8.60	
"My Gratitude Speaks" Poster		CS-9071		\$1.25	
Serenity Prayer Poster		CS-9072		\$1.25	
Twelve Steps Poster		CS-9073		\$2.85	
Twelve Traditions Poster		CS-9074		\$2.85	
Third Step Prayer Poster		CS-9075		\$1.25	
Just For Today Poster		CS-9076		\$1.25	
Group Reading Cards		CS-9130		\$4.00	
			Posters subtotal ->		
			PAGE 2 TOTAL		

NOTE: THIS FORM IS INTENDED ONLY FOR USE IN THE GREATER ORLANDO AREA

Updated
1/20/09

NON DISCOUNTABLE ITEMS SHEET				
BOOKS AND CD ROMS				
DESCRIPTION	ITEM #	QUANTITY	PRICE *	TOTAL
CD ROM - Basic Text (not audio)	EN-8900		\$18.85	
CD ROM - It Works (not audio)	EN-8910		\$18.85	
CD ROM - Step Working Guide (not audio)	EN-8911		\$18.85	
CD ROM - Just For Today (not audio)	EN-8912		\$18.85	
Southern Exposure History Book - soft cover	HISTORY		\$15.00	
Miracles Happen	EN-1120		\$26.20	
Just For Today, Gift Edition	EN-1114		\$15.75	
It Works, Gift Edition	EN-1142		\$15.75	
Sponsorship Book, Gift Edition	EN-1131		\$19.00	
Starter Kit	EN-9020		\$5.80	
			Books/CD ROM subtotal ->	
SPECIALTY ITEMS				
NA Golf Divot Tool			\$8.00	
NA Golf Hat Clip with Ball Marker			\$8.00	
Sticky Notes "Do The Next Right Thing..." (pads come in stacks of 25)			\$0.50	
Leather Flip Photo Album Black			\$12.00	
Leather Zippered CD Holder Variety of Brown or Black			\$12.00	
Leather Key Tag Medallion Holder - Brown or Black			\$8.00	
Leather JFT Bookcover Variety of Colors Velcro Closure			\$12.00	
Wooden Serenity Prayer Single Medallion Holder			\$10.00	
Wooden Just For Today 12 Medallion Holder			\$25.00	
Basic Text Blue NA T-Shirt (sizes Medium, Large and 2XL only)			\$12.00	
			Specialty Items subtotal ->	
VIDEO AND AUDIO TAPE LITERATURE				
Just for Today Video tape (special order)	EN-8000		\$52.45	
Basic Text Plus audio tape – 6 tapes	EN-8800		\$13.65	
Basic Text audio tape – 3 tapes	EN-8801		\$9.89	
Spanish Basic Text audio tape – 4 tapes	CS-8801		\$9.89	
IP Tape One – IP's 1,5,6,7,8,9,11,12,13,14,16 & 19	EN-8802		\$2.40	
IP Tape Two – White Booklet & IP 24	EN-8803		\$2.40	
IP Tape Three – The Group Booklet & IP 22	EN-8804		\$2.40	
IP Tape Four-Staying Clean in Isolation, IP's 10&21	EN-8805		\$2.40	
IP Tape Five – Behind the Walls, IP's 20 & 23	EN-8806		\$2.40	
It Works Audio Tape	EN-8820		\$16.75	
Spanish - It Works Audio Tape	CS-8820		\$16.75	
Basic Text Audio CD Set (4)	EN-8811		\$9.89	
It Works Audio CD	EN-8821		\$16.75	
Step Working Guide - Audio CD's (6-cd set)	EN-8830		\$21.60	
NA Audio Archive Sampler on CD	EN-8950		\$15.00	
MEETING LISTS			Video/Tape subtotal ->	
DESCRIPTION				
South Atlantic Area Meeting List	SAAML		\$0.60	
			Meeting List subtotal ->	
MEDALLIONS				
DESCRIPTION	YEARS	ITEM #	QUANTITY	PRICE*
Fill in year needed example- Silver (10 year) or =>		EN-6310 for example		
Silver		EN-63		\$24.00
Silver		EN-63		\$24.00
Silver		EN-63		\$24.00
Silver		EN-63		\$24.00
Silver		EN-63		\$24.00
Fill in year needed example- Color (10 year) or =>		Blue 10 for example		
Blue	BLUE 1	B-		\$24.00
Blue		B-		\$24.00
Burgandy		BU-		\$24.00
Burgandy		BU-		\$24.00
Green		G-		\$24.00
Green		G-		\$24.00
			Medallions subtotal ->	
			PAGE 3 TOTAL	

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 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 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 the viewpoints in their decision-making processes.
10. Any member of our service body can petition that body for 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 service should always be one of service, never of government.

Welcome to the Greater Orlando
Area Service Committee

GOASCNA



Group Service Representative

Orientation Information

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.

A Short List of NA Acronyms

ASC	<i>Area Service Committee</i>	A committee created to provide common services for NA groups in a specific locale, composed of GSRs, ASC officers, and subcommittees. Usually part of a region to which it sends RCMs.
CAR	<i>Conference Agenda Report</i>	Comes out every two years before the WSC (World Service Conference) and contains the business and issues that will be considered at the biennial WSC.
FIPT	<i>Fellowship Intellectual Property Trust</i>	NA-owned rights to all NA literature, logos, symbols, trademarks, and copyrights.
GLS	<i>A Guide to Local Service in Narcotics Anonymous</i>	Handbook explaining the NA service structure, from the group level to the regional level. Does not include the world service structure.
GSR	<i>Group Service Representative</i>	A meeting or group's representative to the ASC.
H&I	<i>Hospitals and Institutions Subcommittee</i>	A subcommittee of the ASC, which takes panels into places where addicts do not have access to regular NA meetings in order to carry the message of recovery in NA.
NAWS	<i>Narcotics Anonymous World Services Inc.</i>	Refers to the legal name for world services.
PR	<i>Public Relations</i>	Part of NA (and usually a subcommittee of the ASC and/or RSC) devoted to carrying the message to gov't and private agencies, the public media, community leaders, health professionals, and the community-at-large so addicts seeking recovery are sent to NA.
RCM	<i>Regional Committee Member</i>	Elected by an ASC to represent their area's conscience at the RSC.
RD	<i>Regional Delegate</i>	Elected by an RSC, WSC participant who represents their NA region at the WSC.
RSC	<i>Regional Service Committee</i>	Service body that serves the NA areas that comprise it, composed of RCMs, RDs, and others as needed.
GOASCNA	<i>Greater Orlando Area Service Committee of Narcotics Anonymous</i>	Comprised of all the active meetings in the Orlando area, group GSRs, and elected trusted servants to serve the groups' needs and provide a voice for all the area at the Florida Region FRC and the biennial WSC.

What happens at the ASC?

Your area service committee is where the “work of delivering NA services to the groups and the community occurs.” The ASC can provide needed support, services, and literature to NA meetings and groups. “Most of these services also require more money and manpower than any single group could possibly muster....” It is through the unified efforts of the GSR and members of the ASC that many of the necessary services are carried out and our message of recovery can continue to reach addicts in recovery, addicts still suffering, and addicts yet to come into Narcotics Anonymous.

How does an ASC function?

To help maintain decorum, many ASC meetings follow parliamentary procedure using *Robert's Rules of Order*. The GOASCNA uses *Robert's Rules* in conjunction with approved area guidelines, which modified some of the more stringent options found in *Robert's Rules*. On pages six and seven you will find a table highlighting the most commonly used motions and parliamentary actions.

“There are three groups of participants in most area service committees: GSRs and their alternates, administrative officers, and subcommittee chairpersons... Groups Service Representatives provide a ‘grass roots’ perspective to the area decision-making process, helping ensure that the committee’s feet are planted firmly on the ground.”

Why do NA groups need an ASC?

NA groups often create an area service committee in order to “help them fulfill their primary purpose” of carrying the message to the addict who still suffers. The ASC can provide resources such as public information tools, taking NA panels to hospitals and institutions, offering literature for sale, listing NA meetings in the area directory, and maintaining a functional phonenumber so that correct meeting information can be relayed to the caller, whether that caller be a suffering addict, family member of an addict, or a professional interested in NA.

Who is a Group Service Representative (GSR)?

A GSR is a NA member who helps “form the foundation of our service structure... GSRs 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.”

What does a GSR do?

“GSRs bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers.... They are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups’ priorities.” GSRs attend the area service committee meeting carrying their groups’ conscience and any other concerns or needs their group may have.

“GSRs need to be as well informed as they can be... 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 what their group members feel, they take active, critical parts in the entire committee.”

(A Guide to Local Services in Narcotics Anonymous offers more in-depth information regarding service work on a local level. The quotes used throughout this pamphlet are taken directly from the handbook. You may purchase it from area, the regional office or the world service office.)

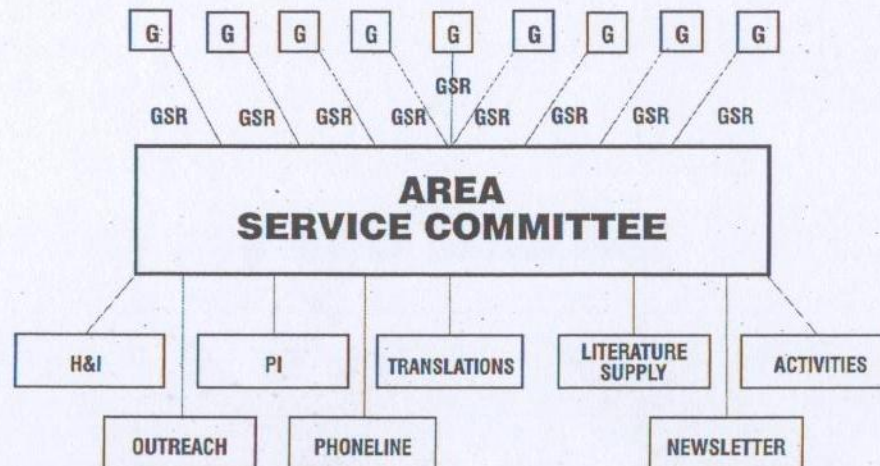
How does the GSR service position function?

The GSR reports to his or her group area business including all the motions that passed and/or failed, discusses any motions that will need to be followed up at the next area meeting, and reports on any area, regional or world activities/events which may be taking place.

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.... If any helpful solutions arise from the sharing session, the GSR can report those back to the group.”

Why does an NA group need a GSR?

A GSR provides his or her group with a voice and that voice can literally be heard around the world! GSRs carry their groups’ conscience to area, which can then be carried to region and on to world. A GSR can help groups become part of our global fellowship.



Motion Table

Type of Motion	Purpose
Adjourn	To end the committee meeting
Amend	To change part of the language in a motion
Amend the substitution	To alter a main motion by completely rewriting it, while preserving the intent.
Appeal ruling of the chair	To challenge a decision the chair has made about the rules of order.
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information
Main motion	An idea a committee member wants the committee to put into practice
Order of the day	To make the committee return to its agenda if it gets onto another track
Order, point of	To request clarification of the rules of order when it appears they are being broken
Parliamentary inquiry	To ask the chair about how to do something according to rules of order
Previous question	To stop debate and vote right now on whatever motion is at hand
Privilege, personal	To make a personal request of the chair or the committee
Reconsider	To reopen for debate a motion previously passed
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.
Remove from the table	To resume consideration of a motion previously tabled before the time set
Rescind, repeal	To void the effect of a motion previously passed
Table	To put off further consideration of a motion until a later date and time.
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.

Group Conscience: GOASCNA shall strive to develop a collective conscience before making specific service decisions. Developing a conscience involves all GOASCNA participants in a process of:

1). Gathering information from group & committee reports: 2). freely discussing issues in the sharing session: 3). carefully listening to all viewpoints expressed: 4). proposing a course of action in the form of a motion: 5). Discussing and debating the merits of the motion: and 6). Calling at all times upon a loving Higher Power and the individual and collective spiritual resources of those present. When it is finally time to translate the results of this conscience-seeking process into a collective decision, GOASCNA shall use voting as its decision-making mechanism.

Motion Table

Interrupt	Second	Debatable	Vote
No	Yes	No	Simple
No	Yes	Yes	Simple
No	Yes	Yes	Simple
Yes	Yes	Yes	Two-thirds
Yes	No	No	None
No	Yes	Yes	Varies
Yes	No	No	None
Yes	No	No	None
No	Yes	No	Two-thirds
If urgent	No	No	None
No	Yes	Yes	Simple
No	Yes	Yes	Simple
No	Yes	No	Simple
No	Yes	Yes	Two-thirds
No	Yes	No	Simple
Yes	No	No	Unanimous

This table of motions from A Guide to Local Service in Narcotics Anonymous p.112

Conscience-based decision-making: "Consciences-building requires hearing all points of view, mutual respect, and finding common ground that every participant can support, even when the eventual decision is not exactly as every participant may desire. Adequate discussion takes time... Regardless of how these discussions occur, they require commitment from each participant to focus on the issue at hand"

(A Guide to Local Service in NA p. 7)

Alphabet Soup – Making Sense of All Those Acronyms

GSR

The Group Service Representative is the go-between each Narcotics Anonymous Group and the various levels of our service structure. “These GSRs form the foundation of our service structure. GSRs provide constant, active influence over discussions being carried on within our 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. 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.” *Guide to Local Service pg. 36*

Alternate GSR

The Alternate Group Service Representative is the member who attends service meetings with the GSR and steps in when the GSR is unavailable. Many groups use this position to allow the member addicit the chance to learn about service while preparing to take over for the GSR at the end of their commitment.

ASC

The Area Service Committee is the committee that does most of the work of the fellowship in providing services. This acronym is often added to an area’s name to simplify references in guidelines and correspondence. The Area Service Committee is our interface between our groups and the community in general. While our groups build and maintain an atmosphere of recovery for addicts in general, it is our Area Service Committees that carries our message out to the community so they may learn what we offer and where we offer it. Among the responsibilities of the ASC are maintaining current meeting lists, getting information out to the public to know where we are (Public Information), setting-up and maintaining phone lines, carrying our message to addicts who are unable to attend our regularly scheduled meetings (Hospitals and Institutions) and supporting the groups who make up our areas.

“The area committee is the primary means by which the services of a local NA community are administered. The area committee is composed of group service representatives, administrative officers (chairperson, vice chairperson, secretary, and treasurer), subcommittee chairpersons, and the area's regional committee members. The area committee elects its own officers, subcommittee chairpersons, and RCMs.” *A Guide to World Services pg. 1*

“Area Service Committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still maintaining the final responsibility and authority for area services, they invest enough delegated authority in their GSRs – and through them, the area committee – for the necessary work to get done.” *Guide to Local Service pg. 47*

RSC

The Regional Service Committee is a service body to pool and develop local service responsibilities. This acronym is often added to a region's name to simplify references in guidelines and correspondence. The Regional Service Committee exists solely to support the areas and groups that make up the region. They also schedule regional assemblies so the groups have the opportunity to directly provide direction to this committee. "Regional service committees exist to pool the experience and resources of the areas and groups it serves. The RSC is composed of regional committee members (RCMs) elected by the region's member-areas; these RCMs elect regional committee officers from among themselves. RSCs organize assemblies at which group service representatives (GSRs) and regional committee members discuss a wide range of service matters, including those likely to come before the World Service Conference. The region's delegate to the world conference is elected by the GSRs and/or RCMs at the regional assembly or RSC" *A Guide to World Services pg. 1*

"Regional committees generally do not perform direct services – that is, they don't run phone lines, organize H&I panels or carry out a public information program. Regions are formed simply to pool and develop local service resources that can be used by the groups and areas in better fulfilling their responsibilities." *Guide to Local Service pg. 88*

FRSCNA

Here in the Florida Region our RSC, does provide some H&I services in geographic locations that do not have active groups. An example of these services is providing literature to prisons in the remote areas of our region.

The FRSCNA is comprised of up to two RCMS from each of our 18 areas, an administrative committee, Fellowship Development Group, Human Resource Panel, Area Support Group and Resource Coordinators for Public Relations, Hospital and Institutions, Internet Technology and Archivist, the Florida Regional Convention of Narcotics Anonymous and the Florida Regional Service Office. The trusted servants of the administrative committee include a facilitator, co-facilitator, secretary, asst. secretary, treasurer, asst treasurer, regional delegate and regional delegate alternate. The administrative committee members are generally elected at the July RSC.

Policy can be found at: www.naflorida.org

FRSCNA members may offer experience, strength, and hope in addition to suggestions, the FRSCNA does not have binding authority over the decisions or activities of any Area or Group within the Region."

FRCNA

The Florida Regional Convention of Narcotics Anonymous is the annual celebration of our recovery. The Convention is managed by FRC Inc. or Florida Regional Convention, Inc. and takes direction and is responsible to the Florida Regional Service Committee, for decisions made as part of the convention cycle.

RCM 1

The Regional Committee Member is the representative of each area on the regional service committee. "They serve as the core of the regional service committee... RCMs keep their areas in touch with the larger world of NA by providing information in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs and important issues being discussed at various levels of service." *Guide to Local Service pg. 51*

RCM 2

The Regional Committee Member Alternate is the member who attends service meetings with the RCM and stands in when the RCM is unavailable. Many areas use this position to allow the member addicit the chance to learn about service to the area and region while preparing to take over for the RCM at the end of their commitment.

RD

The Regional Delegate is the representative of the region who attends and is a full participant at the World Service Conference carrying their region's conscience. "The regional delegate serves as the primary contact between NA's world services and the local NA community. On one hand, the delegate provides information on current world projects to the regional committee. On the other, the delegate offers local perspective to the work of world services." *Guide to Local Service pg. 89*

AD

The Regional Delegate Alternate may be looked at as our region's Regional Delegate in training and will participate in the World Service Conference in the event that the Regional Delegate is unable to attend or is not present on the floor of the World Service Conference. "The delegate often consults with the alternate, asking for different perspectives on world service affairs and seeks to involve the alternate in helping carry the workload." *Guide to Local Service pg.90*

SEZF

The Southeastern Zonal Forum of Narcotics Anonymous is: "a problem discussion and solution clearinghouse for the Narcotics Anonymous regions located in Georgia, Florida, North Carolina, The Carolinas, Alabama/NW Florida, South Florida" <http://www.sezf.org>

WSC

The World Service Conference is an event held in even numbered years that brings the regional delegates, from every seated region in the world and the World Board together to make decisions that affect the direction our fellowship will take over the next two

years. “In each biennial meeting of the World Service Conference, our fellowship comes together in one place at one time to share experience, strength, and hope with each other.

The purpose remains to solve common problems among those already here and fortunate enough to have discovered this new way of life and—more importantly—to redouble our efforts to carry the NA message to the addict who still suffers. The World Service Conference is held every two years. It typically takes place the last week in April within seventy five miles of the World Service Office. Regional delegates, together with members of the World Board and the executive director of the World Service Office, meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. In addition, the conference meeting includes members of the Human Resource Panel and the two WSC Co-facilitators. *A Guide to World Services pp 6-7*

CAR

Conference Agenda Report is the document that outlines for the fellowship those issues to be discussed at the next World Service Conference. It is generally available in late November preceding the World Service Conference.

“The report contains the proposals and motions that the fellowship is being asked to consider and form a fellowship wide group conscience on. One copy of the report is mailed to each voting participant of the conference, each RD alternate, and the mailing address of each region. The Conference Agenda Report includes reports, proposals, and motions from the World Board and any proposals or motions submitted from regions. Statements of the financial impact of each motion appearing in the CAR will be included from the World Board. Reports may include a summary of events leading to the presentation of the proposals that are included. Material presented to the fellowship for approval will be written in a form that lends itself to a yes/no vote and specifies the conceptual changes involved to affirm and support this process. Only material approved by the World Board is sent out to the fellowship in ‘approval form.’ All motions submitted to be placed in the Conference Agenda Report that attempt to change, amend, or delete WSC policies, shall include those policies, or sections of those policies, which each motion attempts to amend. Further, it shall be the responsibility of the maker of the motion to provide this information along with the motion.”

A Guide to World Services pp 11-12

CAT

Conference Approval Track - A term used to describe items sent to conference participants ninety (90) days prior to the World Service Conference. Included are any proposals for seating of regions, the draft budget and project plans for the upcoming conference cycle, and any material being presented for consideration under the service-material approval process.

WCNA

The World Convention of Narcotics Anonymous is a celebration of our recovery that rotates around the world to allow addicts worldwide to attend. The convention is generally held in odd numbered years. The World Board is responsible for the

convention and acts in concert with local support committees to have an event that is memorable for all who attend. “The primary purpose of the World Convention of Narcotics Anonymous (WCNA) is to provide a special celebration of our recovery, a reflection of our diversity, and a demonstration of our unity.” *A Guide to World Services pg 34*

WSO

World Service Office is the place where the special workers employed by Narcotics Anonymous Worldwide Services actually carry out the duties of providing services to our worldwide fellowship. “The purpose of the World Service Office (WSO), our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of NA, its services, groups, and members. The World Service Office achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.” *A Guide to World Services pg 3*

“The World Service Office is currently comprised of our Chatsworth headquarters, a branch office in Brussels, Belgium, and a distribution center in Mississauga, Ontario, Canada.”

NAWS

Narcotics Anonymous World Services is the legal entity that allows our fellowship to do business with the public in general and provide services and support to the addicts of our fellowship worldwide. Narcotics Anonymous World Services operates the World Service Office in all its locations worldwide, and publishes and distributes our literature. “NA World Services, Inc. employs forty-nine full-time employees and two part-time employees.”

FIPT

The Fellowship Intellectual Property Trust is the legal document that protects and preserves our fellowship’s intellectual property (our literature and logos) in a manner that is recognized by legal entities throughout the world.

“A set of documents describing how NA’s literature and logos are managed and protected for the greatest benefit of the fellowship as a whole. Contains its own glossary of terms. Approved by the fellowship in April 1993.”

http://www.na.org/pdf/2004GWSNA_final.pdf

“The purpose of the Fellowship Intellectual Property Trust is to lay out the collective decisions the Narcotics Anonymous Fellowship has made over the years concerning its literature and logos. Anyone who has any questions about how NA literature is to be developed and approved, who “owns” it, how it may be changed and who may change it, who may print it, and what is to be done with the money resulting from its sale can easily refer to the Fellowship Intellectual Property Trust. In this one comprehensive document appear the policies our entire fellowship has created to preserve the integrity of its published message and the accountability of its publishing services.”

<http://www.na.org/legal/fipt93b.htm>

CAL

Conference Approved Service Literature is literature that is intended for the service bodies within our service structure that has been approved by the World Service Conference. An example is the Guide to World Services in Narcotics Anonymous http://www.na.org/pdf/2004GWSNA_final.pdf

WB

The World Board is comprised of members of the fellowship elected at each World Service Conference to six-year terms. Their terms are staggered to provide continuity of the board. No member may serve more than two consecutive terms (twelve years) on the World Board. Any region or Zonal Forum may nominate members for consideration by the conference. Human Resources Panel also nominates members for consideration of the World Service Conference.

“The World Board will consist of up to eighteen members elected by at least 60% of the World Service Conference. These conference-elected members will have equal participation rights, including voting on the board and at the World Service Conference. Board members may not, however, vote on items that have been submitted to the groups in the Conference Agenda Report or on any other items of Old Business at the World Service Conference.” *A Guide to World Services pg. 14*

World Pool

The World Pool is comprised of members of the World Fellowship who volunteer their abilities and skills for World Service Conference projects and to be considered for the World Board, or the Human Resources Panel.

“The purpose of the World Pool is to constitute a pool of trusted servants willing and qualified to serve on the World Board, the WSC Co-facilitator positions, the Human Resource Panel, and the World Board’s committee and workgroup projects. The pool consists of a compilation of information about members, demonstrating a variety of recovery and service-related experience, as well as any skills necessary for the successful completion of world level assignments.”

A Guide to World Services pg. 18

HRP

The Human Resources Panel is a panel comprised of addicts who facilitate the selection of World Board Nominees World Service Conference Co-Facilitators and Human Resource Panel members. Human Resources Panel members are elected by a simple majority of the World Service Conference participants.

“...Facilitates an election/selection process that will allow the World Service Conference to base trusted servant choices upon the principles of ability and experience, helps to

allow members to be nominated from around the world without having to be present at the conference to receive due consideration, and create a more open opportunity for world services to benefit from our collective resources by providing an established and recognized process by which to do so.” *A Guide to World Services* pg. 3

CBDM

Consensus Based Decision Making is a spiritual based method of committees and service bodies to arrive at a decision. The theory is that decisions made in this manner will let all participants to walk away feeling they can fully support those decisions.

Service Structure -- The Inverted Pyramid

The Service structure of our fellowship allows us to further our primary purpose – carrying the message to the addict who still suffers. We rely on our members to create and maintain this structure on the local level. The discussion below goes from the top of the pyramid – the recovering addict– to the bottom – World Services. It is intended to allow those who are unfamiliar with our service structure to understand what service is all about and how the individual addict fits in.

The Addict

The entire service structure of Narcotics Anonymous depends on our membership – addicts who have chosen a new way to live. Any addict regardless of clean time can be of service to our fellowship. Things as simple as giving encouragement to the addict just walking in the door for the first time, providing rides to a meeting or simply giving another member a hug are examples of service to our fellowship. On a more concrete level many groups offer opportunities to serve, such as coffee-makers or greeters, that are available to any addict regardless of clean time. Without willing addicts to fill these positions of service our fellowship becomes one of US and THEM, those who serve and those who don't.

The Group

The Group is the fundamental element of our service structure. Our groups provide regularly scheduled NA meetings and allow us to recover in the company of other recovering addicts. Although an addict can recover without the support of a group, it is difficult; therefore, service to our groups in any capacity is actually service to us. Someone needs to open our doors, make coffee, run our meetings, and be there for the still suffering addict. If we neglect to be of service to our groups, the group may survive but will hardly thrive. The strength of Narcotics Anonymous as a whole depends on the strength of our groups and that strength depends on addicts becoming willing to serve in whatever capacity they are able to. One of the most important service positions of the group is the Group Service Representative. This member has the responsibility to carry their group's collective conscience to the rest of our service structure through the Area Service Committee and periodic Regional Assemblies. It is through our GSRs that we give direction to our service structure as a whole. Just as the group supports its members, the rest of the service structure is intended to support our groups in fulfilling our primary purpose. “NA groups are formed by addicts who wish to support one

another in carrying the message directly to other addicts and in participating in the activities and services of NA as a whole.

NA groups – not NA meetings are the foundation of the NA service structure. Together, the NA groups are responsible for making service decisions that directly affect them and what they do in meetings as well as those that fundamentally affect the identity of Narcotics Anonymous” *Guide to Local Service pg. 27*

“NA groups are local, informal associations of recovering addicts. They are the foundation of the NA service structure. Groups are formed for the primary purpose of carrying the NA message of recovery, and all of their activities should reflect that purpose. Conducting Narcotics Anonymous meetings is the primary activity of an NA group.” *A Guide to World Services pg. 1*

Zonal Forums

Zonal Forums are outside of the service structure of Narcotics Anonymous and are formed to help regions come together and pool information resources and share solutions to common problems. “Zonal forums are service-oriented sharing and/or business sessions that provide the means by which NA communities can communicate, cooperate, and grow with one another. Although not a part of NA’s formal decision-making system, world services and zonal forums interact in many ways. Zonal forums are invited to provide reports on the floor of the World Service Conference and, when requested by the conference, may also answer specific questions or address the body.” “World services typically attends zonal forum meetings, and may provide funding for some participants’ attendance at zonal forums.” *A Guide to World Services pg 2*

*Note: This document and presentation is in no way meant to replace the service literature that is currently available to our fellowship. It is our hope that it will inspire further research and discussion. All quoted material is presented ‘as-is’.