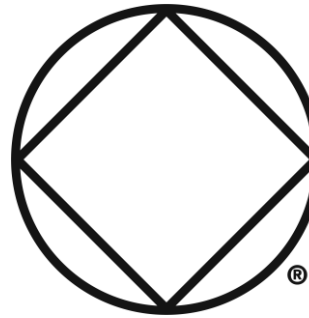


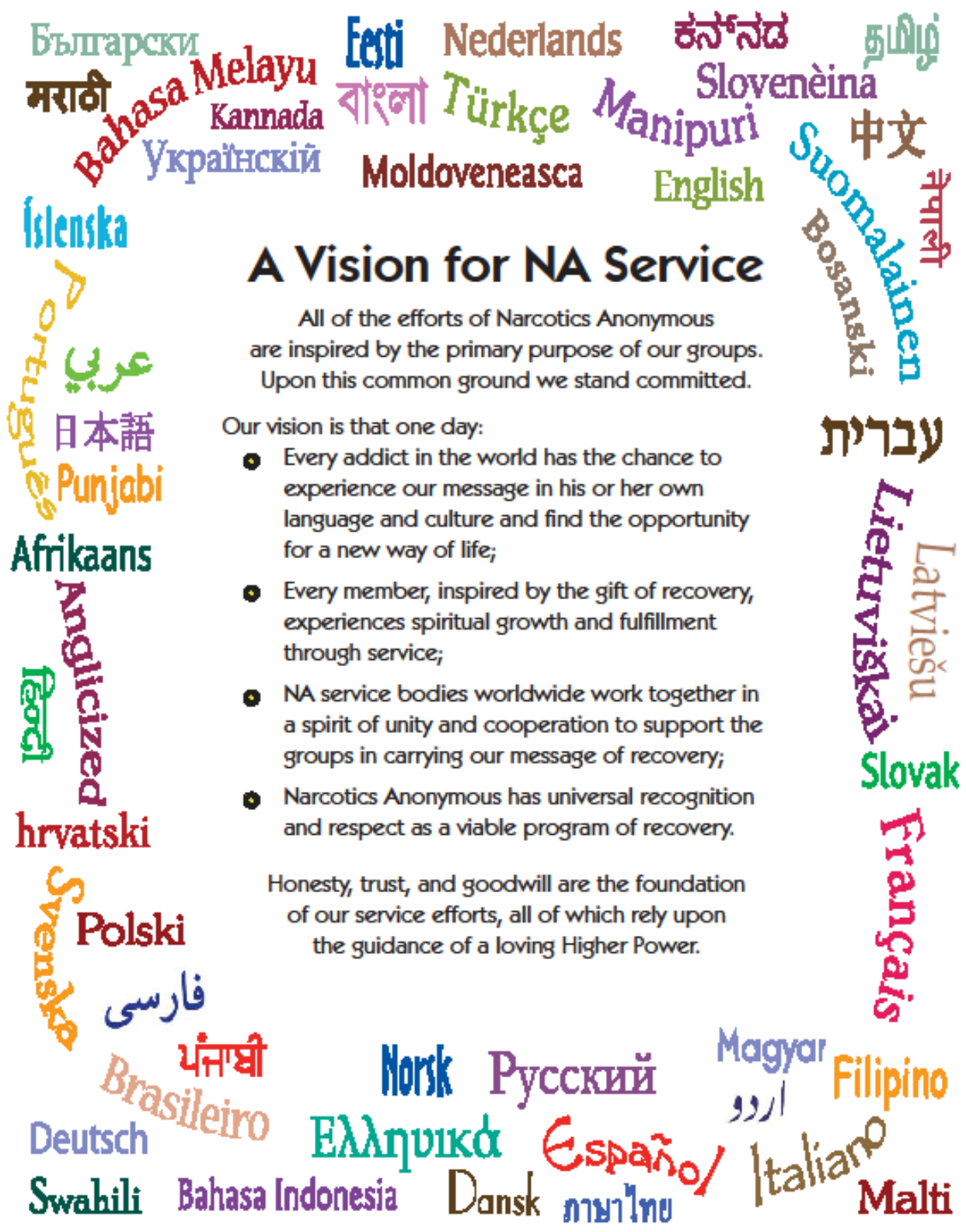
GREATER LONDON AREA OF NARCOTICS ANONYMOUS



GSR INTRODUCTION PACKAGE

March 2011





A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

GROUP SERVICE REPRESENTATIVE ORIENTATION

What is a Group Service Representative (GSR)?

A Group Service Representative is the link between the group and the Narcotics Anonymous Service Structure. The GSR is the voice of the group at the Area level.

What does the GSR do?

The GSR brings group input, suggestions and motions to the Area Service Committee (ASC) for discussion. The GSR takes notes of relevant matters which come from other Groups, the Area, Region and World so they may carry the information back to the group to keep them aware of all business concerning Narcotics Anonymous.

Who is the GSR?

A GSR is a member elected by the group to represent their group at the ASC.

What is the Area Service Committee (ASC)?

The ASC is a meeting held once per month for the purpose of conducting Area business. This body is the link between the Groups and the Region.

Who makes up the ASC?

- GSR's
- Administrative Officers
 - Chairperson
 - Secretary
 - Treasurer
 - Regional Committee Member
- Activities Chairperson
- Public Information Chairperson
- Literature Chairperson
- Hospitals & Institutions Chairperson
- Outreach Chairperson
- Policies and Procedures Chairperson
- Area Convention Service Representatives
- Ad-Hoc
- Non-voting Participants
- Alternate Chairperson
- Alternate Secretary
- Alternate Treasurer
- Alternate Regional Committee Member

What you need:

It is recommended that you acquire the following books and bring them with you to all ASC meetings.

- A copy of the Guide to Local Services – this is a broader view of our NA structure published by our World Services Office and has been approved by NA as a whole
- The Group Handbook – an overview of the Group's responsibilities
- 12 Concepts – this booklet is offered as spiritual guidance and wisdom that can be used at any level of service. The 12 Concepts can be used to help direct or review our decisions, and find solutions to service-related problems
- Any sub-committee handbooks

These documents can be purchased from the GLASC Literature sub-committee. All NA Approved material is also available to view and print on the web at www.na.org

The following additional material can be requested from the ASC

- GSR Intro Package
- GLASC Polices & Procedures

What are the GSR's responsibilities?

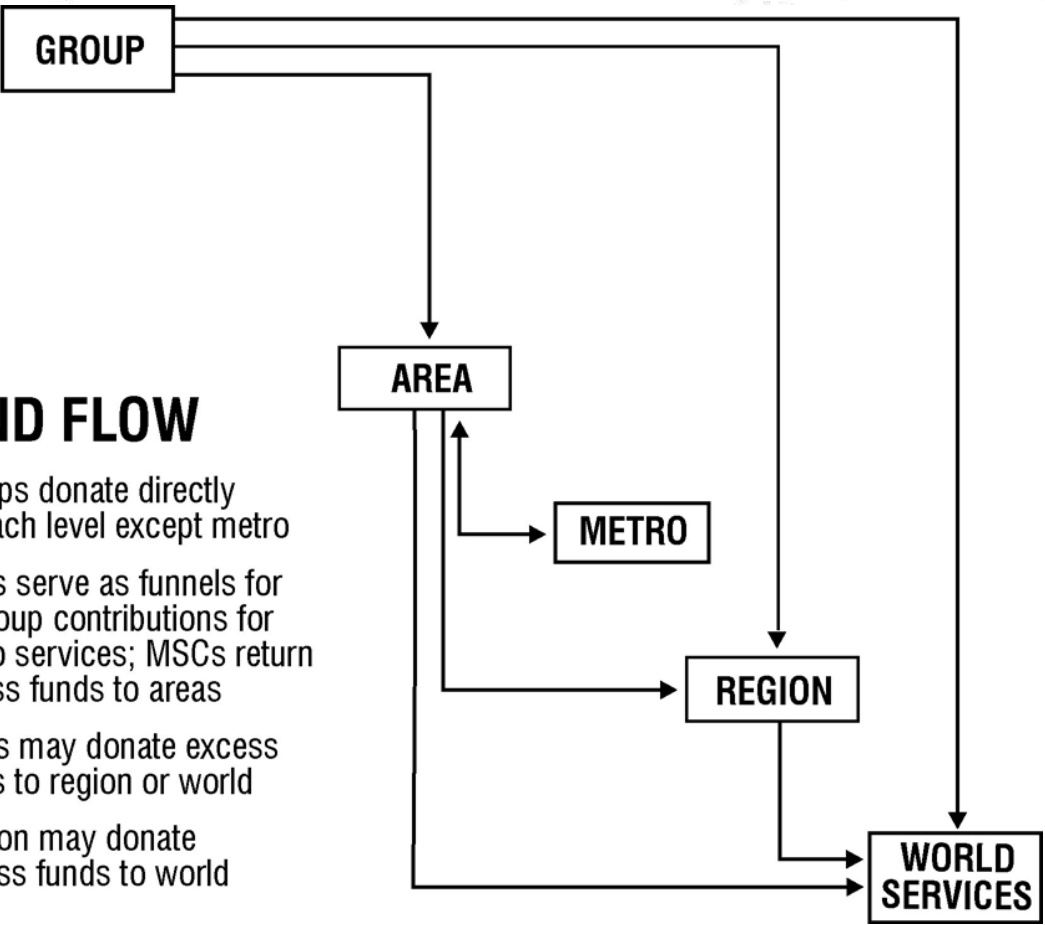
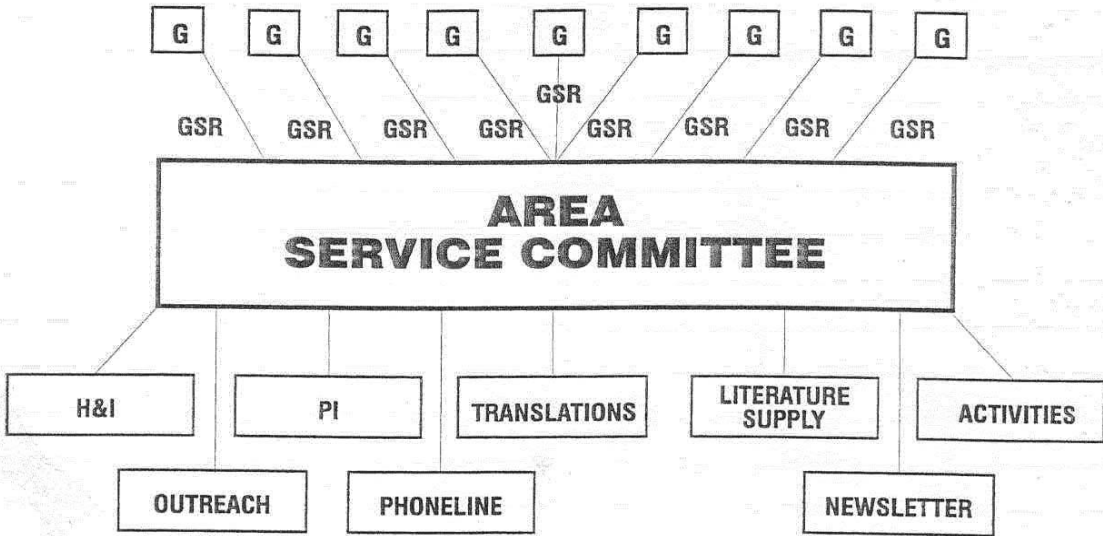
- Review the prior ASC minutes and prepare for the next ASC meeting
- Bring group concerns to the ASC
- Collect flyers and handouts to be brought back to the group
- Bring completed literature order form and payment for your group
- Bring your groups contribution to the Area
- (cheque or money order only please)
- Make all cheques and money orders payable to GLANA
- Pick up your groups literature order
- Vote and carry your group's conscience
- Complete a GSR Report Form

The report form could include:

- Motions that were voted on at your group
- Elections
- New meetings, meetings that are closed and meetings that need support
- Upcoming activities
- Area sub-committee concerns
- Group financial report
- Meeting attendance
- Upcoming birthdays

Commonly used acronyms:

ACNA	L'Assemblée canadienne de Narcotiques Anonymes
ACSR	Area Convention Service Representative
Alt.	Alternate
ASC	Area Service Committee
APT	Area Planning Tool
CANA	Canadian Assembly of Narcotics Anonymous
CAR	Conference Agenda Report
CAT	Conference Approved Track
CCNA	Canadian Convention of Narcotics Anonymous
FD	Fellowship Development
FDC	Fellowship Development Central
FDE	Fellowship Development East
FDW	Fellowship Development West
GLANA	Greater London Area of Narcotics Anonymous
GLASC	Greater London Area Service Committee
GSR	Group Service Representative
H&I	Hospitals & Institutions
NAWS	Narcotics Anonymous World Service
OCRC	Ontario Convention Resource Contact (formally RCCCCP)
ORCNA	Ontario Regional Convention of Narcotics Anonymous
ORSC	Ontario Regional Service Committee
ORSCNA	Ontario Regional Service Committee of Narcotics Anonymous
P & P	Policies and Procedures
PI	Public Information
PR	Public Relations
RCM	Regional Committee Member
RD	Regional Delegate
RDA	Regional Delegate Alternate
RSC	Regional Service Committee
TACNA	Toronto Area Convention of Narcotics Anonymous
WSB	World Service Board
WSC	World Service Conference
WSO	World Service Office



FUND FLOW

- 1) Groups donate directly to each level except metro
- 2) Areas serve as funnels for all group contributions for metro services; MSCs return excess funds to areas
- 3) Areas may donate excess funds to region or world
- 4) Region may donate excess funds to world

Voting: When voting on any motion, you normally have 3 options, these are:

- Vote FOR the motion
- Vote AGAINST the motion
- ABSTAIN, if you are unable to make a decision

Motion Table

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

THE GREATER LONDON AREA OF NARCOTICS ANONYMOUS



G.S.R. REPORT FORM

GROUP:

CITY/TOWN:

G.S.R.:

ALT. GSR:

DATE WRITTEN:

ASC MEETING DATE:

CONTACT INFO:

BEGINNING BALANCE (Ending balance from last month)

\$ _____

INCOME:

• COLLECTION: \$ _____

• LITERATURE: \$ _____

• OTHER: \$ _____

TOTAL INCOME:

\$ _____

EXPENSES:

• RENT: \$ _____

• SUPPLIES: \$ _____

• ASC CONTRIBUTION \$ _____

• LITERATURE: \$ _____

• OTHER: \$ _____

TOTAL EXPENSES:

\$ _____

ENDING BALANCE:

\$ _____

• PRUDENT RESERVE: \$ _____

• **ENDING BALANCE MINUS PRUDENT RESERVE**

\$ _____