

VOTED & APPROVED ON 06/08/08

## MIDDLESEX COUNTY AREA SERVICE COMMITTEE

### GSR WELCOME HANDBOOK

Welcome to your first area service meeting of the Middlesex County Area Service Committee (MCASC). The commitment to your home group and the MCASC is a huge step in participating in your personal recovery as well as becoming involved in the Narcotics Anonymous service structure. This handbook was designed with you in mind to give a basic understanding of how the MCASC works. A mentor will be assigned to you, just like a sponsor, to help answer your questions and give guidance. This person is an experienced GSR and has a working knowledge of Area. Additionally, the MCASC elected trusted servants are also willing, knowledgeable, and able to inform you about Area and the elected position they hold.

Prior to the Area Service meeting, a Service workshop is held. It is suggested that GSR's attend for their own knowledge. All are welcomed to attend. More on this subject is in the next section titled - GSR Role and Responsibilities at MCASC.

As GSR's, your commitment has several important aspects to be concerned with. Serving your group, you are the link of communication from your home group to the MCASC and receiving information from the New Jersey Region Committee and NA World Service (NAWS). It's for this, at times, you will be asked to bring issues of importance back to your group for their input. You will need to explain the situation to get the group's conscience regarding their decision (vote) for the next month's area service meeting. More aspects will be addressed in the next section titled - GSR Role and Responsibilities at MCASC

Also included in this document is a Sample Agenda of the Middlesex County Area Service Committee Meeting with a description of the MCASC trusted servant positions and their duties. Please refer to it so to become familiar how the Area business flows. Two resources of information are our 12 Traditions and 12 Concepts. Our Traditions relates experiences that can help N.A. maintain its' unity. Our Concepts are guiding principles of our service structure as responsibility, authority, delegation, leadership, accountability, spiritual guidance, participation, communication, open-mindedness, fairness, and finances.

We hope you will find this handbook useful and your experience at Area Service rewarding. Please remember, ***do not hesitate to ask questions*** to become better informed about Area Service and being a good trusted servant for those you serve.

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### GSR Role and Responsibilities at MCASC:

#### What is a GSR?

The Group Service Representative is the vital link between the group and the rest of the NA Fellowship. The GSR has two roles: one at the group level and one at the Area Service level.

#### Before the MCASC:

1. Part of the GSR's responsibility is to attend the Area Workshop held before each **Area Service Committee (ASC)** meeting. This is where NA members learn more about how the fellowship works. GSR's or other NA members may discuss problems their groups may be having and receive some experience, strength, and hope from those who have been through it before.
2. The group literature order form with the accompanying money is given to the Literature Distribution Chairperson. The order will be available for pickup after the close of Area service. The order form **serves** as your receipt.
3. Prior to the MCASC meeting give your group's donation to the treasurer and get a receipt to bring back to your group treasurer.
4. Pick up any announcements, flyers, minutes from last ASC meeting, agenda, and note taking sheet located at the front of the room and be seated. Leave any flyers from your home group you may have at the front of the room, leave one copy with the ASC chairperson.

#### During the MCASC:

1. Review the prior month's minutes for accuracy. There will be an opportunity to make any corrections if necessary.
2. Take detailed notes during the ASC meeting to bring back to your home group. If at any point you have a question for any trusted servant raise your hand immediately or during the time allotted after each trusted servants oral report.
3. Participate in discussions and carry your group's conscience (not your own) when voting.
4. During the 10-minute break fill out any motion slips you may want to. This will be discussed during "New Business." (See MCASC Policy concerning motion slips.)

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5. Fill out *Group* and *GSR* information in the book the secretary will pass around.
6. At the end of the meeting give an oral report about your home group: open positions, anniversary or group event dates, needing support are examples.

### **After the MCASC:**

1. Pick up your group's literature order and check for correct literature, receipt, and blank order form.
2. You will receive a copy of the minutes via mail or e-mail prior to next month's Area Service meeting.

### **Suggestions for GSR's Outside of Group and ASC:**

1. Attend workshops; Regional business meetings, learning days, ASC subcommittee meetings, and other NA service related events.
2. Network with other GSR's and trusted servants.
3. Train Alternate GSR. Your Alternate should attend all MCASC meetings with you. This is so to become familiar with Area Service if they need to attend and fill in for you.
4. Join a MCASC subcommittee(s).
5. Keep informed of all aspects of NA service structure.
6. Ask questions and seek others' experiences.
7. Become familiar with the following suggested readings:
  - MCASC Policy
  - Robert's Rules of Order
  - A Guide to Local Services
  - The Group Booklet and IP#2 The Group
  - The Twelve Traditions
  - The Twelve Concepts
  - Your Home Group Policy
  - Any other NA "service related" literature

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Sample Agenda as set monthly by the Chairperson

1. **Moment of Silence** - Meeting is called to order by the Chairperson, followed by the moment of Silence and the Serenity Prayer for those who wish to join in. In the Chairpersons absence the succession of order per MCASC policy is Vice Chair, Parliamentarian, Regional Committee Member, RCM Alternate, Secretary, and Treasurer.
2. **Read the 12 Traditions & 12 Concepts** - At the request of the Chairperson, the Twelve Concepts of NA Service booklet read by 2 GSR's.
3. **Attendance** - It confirms the GSR's attendance at the Area Service and qualifies the group its voting privilege. This also establishes the number of votes needed for Quorum, which is defined per MCASC policy as 2/3 of all active groups must be represented at the meeting for business to be conducted and legally voted on.
4. **Acceptance of minutes** - The prior months minutes are made available by the Secretary 1 of 3 ways, - email, mail, and / or on the front table for GSR's to review.
5. **Set closing time** - Is usually - "set for end of business".
6. **New groups to area or new GSR's** - New GSR's and alternates can introduce themselves to the Area and be welcomed. At this point any groups that have missed for more than 2 months consecutive can be voted back in.
7. **MCASC Trusted Servant Reports** - A trusted servant is elected to a minimum 1-year commitment with an optional 2<sup>nd</sup> year of service.
  - a. **Chair** - The area chairperson is responsible for conducting the area service business meeting. This person has at least 3-years cleantime and has held other area service positions prior to being elected to this position. The responsibilities of the chair is to set the agenda, start and end the meeting, and know the policies of the area service as well as the duties of each area position. The chair's primary tools for running a well-organized meeting are Robert's Rules of Order, the 12 Traditions of NA and the 12 Concepts of NA Service.

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- b. **Vice Chair** - Has a minimum of 3-years cleantime and has previous service experience. The primary responsibility of the area committee vice chairperson is to keep in regular touch with the chairpersons of each subcommittee, to act as chairperson for any subcommittee that is without, to stay informed of their projects and problems, and attend subcommittee meetings whenever possible.
  
- c. **Secretary** - Has a minimum of 1-year cleantime with previous service experience. The Area secretary's first responsibility is to take clear, accurate minutes of the area service committee meeting and distribute those minutes to all committee participants within a period per area policy. Written reports are received by the area secretary from all subcommittees. Also maintains the Group lists and the MCASC list of trusted servants.
  
- d. **Treasurer** - Has a minimum of 3-years cleantime, previous service experience, consistent income or a job. The treasurer receives all donations made to area service as well as gives a receipt for each transaction, receives the monies collected from literature sales, maintains a prudent reserve, bank accounts, and pays the bills for rent, refreshments, and literature for the MCASC. A financial report is prepared monthly to state all income and expenses. (deleted alternate)
  
- e. **RCM - (Regional Committee Member)** - Has a minimum 3-years cleantime, previous NA service experience and able to attend all MCASC meetings and NJ regional meetings. The RCM is elected to represent our area service at Regional meetings held bimonthly throughout the New Jersey Region the same as you represent your group at area service meetings. This position has an **RCM-Alternate** as a learning position to become the RCM or fill-in as needed. Cleantime requirement is 2-years.
  
- f. **Parliamentarian** - Has a minimum 2-years of cleantime with previous service experience. Updates the area service policies as needed, presents information on policy's at meetings, distributes copies to new groups, GSR's and area trusted servants on a yearly basis.
  
- 8. **MCASC Sub - Committee Chairperson** - Currently 7 positions available. Each has a minimum 3-years cleantime with previous service experience with emphasis on the committee they chair. Holds meetings with their committee at least once per month at a designated time and place. Attend Regional subcommittee meetings. Each committee has its own requirements of cleantime to participate as a trusted servant or member.

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- a. **Activities** - Plans functions for the general membership of NA- i.e.: picnics, dances and other suggested type of events.
- b. **Literature Distribution** - Fills orders placed by the GSR's at area service meeting, maintains inventory and places orders for the MCASC.
- c. **Hospitals & Institutions** - The chairperson maintains contact with the facilities where addicts are unable to attend regular scheduled NA meetings, planning dates and times and handling conflicts as necessary.
- d. **Service Workshop** - The chairperson plans a workshop presenting information on NA services, topics of concern for NA groups and members, invites NA related speakers from the subcommittees, regional and world levels.
- e. **Public Information** - Plans presentations and presents literature about NA to the public through forums at schools, libraries, hospitals and institutions.
- f. **Website** - Maintains the MCASC website- [www.namiddlesexnj.org](http://www.namiddlesexnj.org).
- g. **Ad hoc** - Formed by the Chairperson for special projects for the MCASC.
9. **10-Minute Break** - Motions for new business to be submitted at this time.
10. **Attendance** - To verify quorum and attendance for the second time.
11. **Questions to the chair** -
12. **Old Business** - Re-address issues left open at the previous monthly meeting.
13. **New Business** - Motions to be addressed, elections of new trusted servants as needed, discussion of topics pertinent to MCASC.
14. **Group Reports** - Check attendance for the third time. Each GSR gives a short oral report on the home group- open positions, anniversary date or group events, and needs for support. Group reports Policy states that "a group will be considered having attended an area service when the following criteria are met: present at initial roll call, present at roll call after the break and having given report at end of area".